



Section Four: Conditions of Acceptance

Arrivals and departures (UK)

All students arriving and departing on the designated days between 10:00 and 20:00 at Heathrow or Gatwick airport will be entitled to a free transfer service, including a personal meet and greet from Bucksmore staff upon arrival.

Students studying in Cambridge are also entitled to this service if arriving at Stansted airport or St Pancras International railway station. London based courses are also entitled to this service if arriving at London City Airport, or St Pancras International railway station.

On departure days, a Bucksmore representative will take students to the check-in desk and ensure they are checked in and sent through security. Bucksmore will also arrange transport for students transferring between centres free of charge.

Students arriving or departing at any other airport or outside of the hours of 10:00 and 20:00 will be charged a supplementary transfer fee and will travel by private taxi (if requesting a private transfer). Please see the Transfer Information 2022 document supplied alongside this booking form for prices and details.

After receiving a booking confirmation, please download and complete our Airport Transfer Request Form as soon as you know your flight details, and return it to Head Office at least four weeks before arriving.

If you are making your own arrangements to arrive at the centre directly, please let Head Office know your arrival details in advance so we can inform the Centre Manager.

No refunds can be issued for students not using the complimentary Bucksmore transfer service.

Cancellation Policy

Cancellations must be made in writing to Bucksmore Head Office. Once booking confirmation has been received, the following cancellation fees will apply:

- 30 days or more prior to arrival - 25% of total fees
- 7-29 days prior to arrival - 50% of total fees
- 0-6 days or more prior to arrival - 100% of total fees

In case of visa refusal, all fees will be refunded minus an administration fee of £100. Please send evidence of refusal to Head Office to claim this refund.

Damage and lost keys

Bucksmore will pass on any charges for damage caused to college property by students. Students will also be liable for any fees incurred for lost or damaged keys. This fee can be paid directly to the host college by students before a replacement is issued.

Personal belongings

Bucksmore Education is not liable for any loss or damage of personal belongings during the student's stay.

Student behaviour

Bucksmore Education reserves the right to remove any student from a centre if their behaviour is deemed to be against the best interests of the program. Bucksmore Education will not be liable for any resulting costs.

Insurance

Insurance is included in our course fees. Full terms and conditions of the cover provided by Endsleigh Insurance are available upon request. Our insurance covers medical and cancellation fees.

Payment

In order to secure the booking, a £500 deposit must be sent within one week of receiving the booking confirmation documents from Bucksmore. Full payment is required not less than 8 weeks before arrival. Payment will be expected by return for bookings made within 8 weeks of arrival. Students whose fees have not been paid in full will not be permitted to join their programme with Bucksmore.

Acceptable means of payment include:

- Bank Transfer
- Credit card (Visa/Mastercard)

When arranging a bank transfer please ensure your bank clearly shows your name, the student's name and the Bucksmore invoice number on the transfer advice, and return the Payment Advice form to Head Office.

Please also ensure that the full invoiced amount is transferred (without the deduction of bank charges).

Making a booking

Complete all sections of this booking form, sign and return it to Bucksmore Head Office by:

- Email: info@bucksmore.com
- Mail: 4th Floor, Nova South, 160 Victoria Street, London, SW1E 5LB

Wait to receive booking confirmation before booking flight tickets.

To enquire about availability, please visit our website [bucksmore.com](https://www.bucksmore.com) or call us with any questions on +44 (0) 208 312 8060.

Privacy Policy

Bucksmore Education is a part of Nord Anglia Education. We are committed to keeping your data safe and respecting your privacy. If you would like further information on how your personal information is managed please take a look at our Privacy Policy here:

<https://www.bucksmore.com/privacy-policy/>

Covid-19

For further information on our Covid policy and plans, please visit our website <https://www.bucksmore.com/covid-19/>