

# Terms and Conditions

Earlscliffe is a trading name of Sussex Summer Schools Ltd. Earlscliffe (Sussex Summer Schools Ltd), is registered as an independent school with the Department for Education: School number 886/6138. Earlscliffe is part of Dukes Education – UKVI Tier 4 Sponsor Licence number: HYJBD6CB5.

## Booking

Places are allocated on a 'first come first served' basis and you are advised to apply as early as possible. A booking is not valid until the deposit has been received and it has been confirmed by Earlscliffe. Full payment must be received by Earlscliffe by 01 May preceding the start of the summer course (or by 01 February preceding the start of Easter course). If payment is not received by this date, Earlscliffe reserves the right to cancel the student's place on the course and the deposit payment will be forfeited. If the booking is made and accepted after the deposit payment deadlines, full payment must be made. Once the full fee has been received, students are sent final course details. Please note that the initial deposit is part of the full fee, and not an additional cost. If incorrect information or misinformation is provided at the time of booking to Earlscliffe, we reserve the right to ask the student(s) to leave the course. In this case, there will be no refund of the course fees.

## Cancellations

Please contact us immediately if you need to cancel your course. If you cancel more than 6 weeks before the start of your course, your full fees will be returned to you minus the deposit. If you have to cancel less than 6 weeks before the start of your course the full fee will be forfeited. Where the reason for cancellation is due to a visa refusal, please see 'Student Visas', as separate conditions apply. Please note, deposits are non-transferable between one student and another after a booking has been accepted.

## Amendments

Once a student has registered, name changes will not be allowed. Any significant and/or continued amendments to the registration process, if possible and subject to availability, will incur an administrative fee of £50. Any changes to travel details must be received at least 7 days before the start of the course. If travel details are not submitted within the deadline, we reserve the right not to provide an airport transfer.

## London Airport and Ashford International Station Transfers

Transfers will be organised for all students who request it.

The course fees include return transfers to/from London Heathrow, London Gatwick and Ashford Eurostar station for flights/trains arriving/departing between 9am-4pm on scheduled arrival days. Transfers outside of these times and days will incur a charge. Transfers must be booked at least 14 days before arrival. Students are transferred in small groups and may be required to wait up to 90 minutes with our staff at the airport until the group is complete. Delays excepted.

It is essential that Earlscliffe is kept informed of any changes to the student's travel arrangements.

Students must not assume that Earlscliffe has received details of changes until they are acknowledged by us in writing. We will always confirm travel details.

Students are liable for the cost of excess baggage and any unpaid Unaccompanied Minor (UM) charges. Please check at the time of booking the airline's arrangements for the payment of airport departure tax and the maximum luggage allowance. If the authorised adult is not the parent, we require written

confirmation of the name of the adult collecting the student from the parent 48 hours in advance. Airport transfers will be either by car, minibus or coach. Trains or public transport may be used at our discretion. Any student not requiring a transfer to an approved airport at the end of the course must be accompanied from the school by an authorised adult.

## Student Visas

Student visas may be required from some countries, and obtaining a visa is the responsibility of the client. Earlscliffe is a trading name of Sussex Summer Schools Ltd. Earlscliffe (Sussex Summer Schools) is registered as an independent school with the Department for Education: School number 886/6138. Earlscliffe is part of Dukes Education - UKVI Tier 4 Sponsor Licence number: HYJBD6CB5.

At the time of booking, Earlscliffe provides the necessary letter of acceptance, and visa support letter if applicable. If a visa application is refused, the following refund policy applies: Earlscliffe will refund the full fees, less the deposit, should a visa be refused by the Entry Clearance Officer, and the client has followed all the correct procedures.

Earlscliffe will not refund a client should the reasons for refusal be related to insufficient or incorrect documentation.

Earlscliffe will not refund a client should the client not have applied with sufficient time for the visa to be approved. We strongly recommend clients apply at least 3 months prior to the start date of the course. With any visa refusals, original documentation issued by the Entry Clearance Officer must be provided to Earlscliffe to qualify for any refund.

## Liability

Earlscliffe is a trading name of Sussex Summer Schools Ltd. which has public liability insurance.

Any liability of Sussex Summer Schools Ltd to the student or parent or guardian, in respect of which Sussex Summer Schools Ltd. has insurance cover, shall be limited to the amount of such cover and any such liability in respect of which Sussex Summer Schools does not have insurance cover shall be limited to the aggregate amount of fees paid in respect of the student. Nothing in these terms and conditions, however, shall operate to exclude any liability of Sussex Summer Schools for personal injury or death caused by negligence of Sussex Summer Schools or our respective servants and agents.

It shall be a condition of the contract between Sussex Summer Schools and the student or his or her parent or guardian, that Sussex Summer Schools shall not, in any way, be liable to the student or the parent or guardian in the event that any service contracted to be supplied by Sussex Summer Schools becomes impossible to supply due to reasons outside our control.

## Insurance

The course fees include travel insurance, which covers each student for Cancellation, Curtailment, Course Fees, Medical, Personal Belongings, Money, Personal Injury, Personal Liability and Overseas Legal Advice and Expenses (please contact us for further details).

## Passport, Tickets and Pocket money

The original passport and travel ticket must be presented at registration on arrival at the school and will be kept secure throughout the course.

Pocket money has to be handed in at the start of the student's course for safekeeping. We recommend that students bring £50 pocket money per week. Please bring Sterling cash in £5 or £10 notes. If extra pocket money has to be transferred during the course, a £10 handling fee will be charged.

## Earlscliffe Summer Student Course Rules

Students will adhere to Earlscliffe rules. They are expected to attend all meals, classes and arranged activities & excursions.

Students must make their beds, keep their rooms tidy and be ready at all times for room inspections.

Any damages to property, equipment or rooms will be charged to the students/parents.

Consumption of alcohol, smoking, drugs or so-called 'legal highs' is strictly forbidden.

Male and female students will not go into each other's rooms.

Students must be courteous and polite to other students and to all staff.

Students must not swear or fight.

Earlscliffe will not tolerate any bullying, intimidation or racist behaviour.

Earlscliffe reserves the right to expel any student from the course without notice, whose action(s) it deems to be unacceptable for whatever reason. No refund will be given.

## Marketing

Earlscliffe occasionally takes photographs/videos of the students on their course. Unless the parent or guardian of a student writes to tell us this is not acceptable, we may use these photographs or video clips in future Earlscliffe promotional material. Parents wishing to opt out must do so by post to Earlscliffe before the start of the course.

Students and the parent or guardian are asked to complete a course evaluation form at the end of the course. Unless the parent or guardian writes to tell us this is not acceptable, we may use any comments in future Earlscliffe promotional material