

### 1. Registration and Payments

- 1.1 Bookings can be made online or by filling-in a Short Courses Registration Form. If, after the registration form has been received any changes are made, such as change of dates, change of spelling, change of passport number, etc. there will be a charge of £25 on each occasion the documents are re-issued.
- 1.2 A deposit of 40% of full amount is required on confirmation of registration and the balance of payment (60%) must be received at least six weeks before the course begins. Students booking less than six weeks before their arrival must send full payment on confirmation of registration. All payments must be in pounds sterling.
- 1.3 Payment can be made either online or over the phone (by credit/debit card) or by bank transfer.
- 1.4 If payment is made by bank transfer, the transfer must be identified by student's name and Stonar School invoice number. All international bank transfer charges, including UK bank handling fee (£18), to be paid by sender. Bank details are on the invoice. Please ensure that the student's name and the invoice number are mentioned on the bank transfer documentation and send a copy to summerschool@stonarschool.com
- 1.5 Stonar School reserves the right to cancel a registration if:
  - deposit has not been paid in full within 10 working days of registration or
  - if remaining balance has not been paid six weeks before the course begins.

### 2. Cancellations

- 2.1 Unless replaced by an equivalent booking, cancellations will be charged as follows:
  - Six weeks or more before arrival: Loss of deposit (40%)
  - Less than six weeks before arrival: Loss of full fees (100%)
- 2.2 Registrations may be cancelled in writing within 10 working days. In this case the payee will receive a full refund unless the student has already started the course.

### 3. Visas and Passports

- 3.1 Visa/Passport applications are the responsibility of the student. Where visa applications are refused before the start of the course, fees will be refunded upon presentation of supporting original documentation from the British Embassy. If, however, this happens less than 2 weeks before the expected arrival, the registration deposit (40% of full fees) will be withheld. As it is a legal requirement that schools keep copies of passports of visa nationals, all students must bring their passport/identity card with them on the first day of school for checking.
- 3.2 Students must attend every day and punctually. Visa nationals must inform the school of any student absences or they will be reported to the Immigration Authorities. No refund will be given in such circumstances.

### 4. Code of Conduct

- 4.1 Stonar School reserves the right to permanently exclude a student on any of the following grounds:
  - (a) if following disciplinary action by Stonar School, the student continues to be abusive, aggressive, violent or threatening (both verbally and physically); or
  - (b) in the reasonable opinion of Stonar School, the student's behaviour is putting at risk the wellbeing of the other pupils, staff or himself/herself.
- 4.2 If a student is permanently excluded then the parents will be notified in writing.
- 4.3 If parents have not made arrangements for the removal of the student within 48 hours of notification of expulsion Stonar School reserves the right to place the student with a guardian family which has been assessed by Stonar School (in its discretion) as suitable for children and which has DBS (Disclosure and Barring Service) clearance, and whose contact details will be given to parents.
- 4.4 The parents shall be responsible for costs, charges and expenses incurred as a result of such expulsion including, but not limited to, any damage caused by the student, any additional care, accommodation and transport. Fees are not refundable if the student is excluded.

### 5. Health

- 5.1 Stonar School accepts students on the assumption that they are in good health.
- 5.2 It is the responsibility of the student's parents to inform Stonar School of any particular health or special needs requirements at the time of registration. The School must be notified promptly of any absences through illness. The School must be notified of suspected or known infectious diseases so that appropriate action can be taken.
- 5.3 Stonar School staff/first aiders will administer non-prescribed medicines (such as cold and flu medication, allergy tablets) as necessary, except when advised by parents not to.
- 5.4 It will depend on each student's eligibility whether or not they are entitled to free medical care and treatment while in the UK at either a doctor's surgery or at a hospital. To obtain further information, please visit the UK's Department of Health's website at [www.dh.gov.uk](http://www.dh.gov.uk)

5.5 If urgent medical treatment is required, Stonar School shall use all reasonable endeavours to seek the parents' consent. However, when this is not possible in the circumstances, the parents authorise Stonar School to give consent on behalf of the student to receive such medical treatment.

5.6 In the event that the student is taken to hospital, a senior member of staff will accompany the student. If the hospital's advice is that the student is to stay for more than 24 hours, a parent or delegated responsible adult will be required to attend the hospital to take over care of the student from the senior member of staff within 48 hours from the time of admittance.

### 6. Insurance and Liability

- 6.1 Stonar School strongly advises that all students attending courses are insured against cancellation, accident, illness, loss of personal property and damage to third party property. Students are responsible for any damage caused to property during their stay.
- 6.2 Stonar School shall not accept liability for any loss or damage to any property of the student, or any loss, delay or inconvenience in respect of a person in Stonar School' care, provided that Stonar School and its Agents shall have exercised all reasonable care and diligence in the exercise of its obligations under these Terms and Conditions.
- 6.3 Nothing within these Terms and Conditions excludes or limits the liability of Stonar School for death or personal injury caused by Stonar School.

### 7. Residence

- 7.1 Stonar School will act 'in loco parentis' for students in accommodation provided by Stonar School. In the case where students do not follow the regulations set by Stonar School, the parents will be contacted. If this behaviour continues, the student may be asked to leave the course and return home.
- 7.2 To avoid any loss, all residential students' passports and international travel tickets will be retained by Stonar School Residence Director from arrival at the Stonar School Residence until departure.
- 7.3 Stonar School recommends that all resident students entrust Stonar School House Parents with their spending money upon arrival at the Stonar School Residence. The spending money will be made available to students during excursions. Stonar School shall not accept liability for any loss of property of the student.
- 7.4 Choice of rooms is not guaranteed. Stonar School boarding facilities only hold multi-bedded rooms.
- 7.5 All residential students must complete the Stonar School Medical Form. Stonar School reserves the right to cancel a registration if the medical form has not been completed upon student's arrival at the Stonar School Residence.

### 8. Arrival and Departure

Students must arrive and depart on published course dates. Students are expected to arrive on the Saturday before their first week of tuition and are expected to return home on the following Saturday.

### 9. School Closures

In the event that the school is unable to perform its contractual obligations by reason of 'Force Majeure' as defined herein the school shall be under no obligation to refund any part of any fees paid. A 'Force Majeure' occurrence shall mean an event beyond the control and without the fault or negligence of the party affected and by which exercise or reasonable diligence the said party is unable to prevent or provide against. Without limiting the generality of the foregoing 'Force Majeure' occurrences shall include; acts of nature (including fire, flood, earthquake, storm, hurricane or other natural disaster), or invasion acts of foreign combatants, terrorist attacks, military of other usurped political power or confiscation, nationalisation, government sanction or embargo, labour disputes of third parties to this contract, or the prolonged failure of electricity or other vital utility service.

The school reserves the right to vary details of the courses offered without notice.

### 10. Amendments

Stonar School reserves the right to make changes to arrangements that may prove necessary. However, Stonar School will endeavour to notify any significant changes in writing as early as possible. In the case of cancellation of a course, Stonar School will use all reasonable endeavours to provide a comparable replacement. In case of non-acceptance or no suitable alternative course being available, the booking will become invalid and all monies received returnable to the client

### 11. Confirmation

By completing the online booking process or signing the registration form, you confirm that you have read and agreed to Stonar School's Terms & Conditions.