

CANCELLATION POLICY

For standard group bookings

- If the course is cancelled 28 days or more before the course begins then any fees paid will be refunded in full (except any registration fee or deposit paid).
- If the course is cancelled 27-15 days before the course begins then there will be a 50% cancellation charge.
- If the course is cancelled less than 15 days before the course begins there will be a 100% cancellation charge.

For groups with special requirements

For groups requiring special arrangements, e.g. host families, extra excursions, special tuition etc. the following cancellation charges will apply:

- If the course is cancelled more than 56 days before the course begins then any fees paid will be refunded in full, less any out of pocket expenses or registration fees.
- If the course is cancelled 56-28 days before the course begins then there will be a 50% cancellation charge.
- If the course is cancelled 27-15 days before the course begins then there will be a 75% cancellation charge.
- If the course is cancelled less than 15 days before the course begins there will be a 100% cancellation charge.
- If the College has paid any deposits or made any commitments (on behalf of the group) for which the College is charged or its deposit not refunded, then such charges will be passed onto the group prior to any refund calculation as specified above.

DECLARATION BY PARENT/GUARDIAN OR SPONSOR

I hereby give permission for the student to participate in the full range of sports and social activities offered at Abbey College. I agree for the College Matron to administer any injections or medicines he/she may consider necessary or desirable and for the college to authorise any emergency medical treatment. I understand that all medication must be deposited with the Matron on arrival. I agree the college may enrol each student free of charge into the college's alumni association (they may opt out subsequently). I have read, fully understood and accept all details, terms and conditions in the brochure or as amended on the College website. I consent to this student travelling to the UK, to the application, travel, reception and care arrangements made by Abbey College. If in doubt about any issue, I will ask for clarification prior to booking.

OTHER TERMS AND CONDITIONS

1. The College reserves the right at their absolute discretion to reject any application for enrolment at any stage of the application or booking process and shall be under no obligation whatsoever to give reasons for its decision. An applicant whose application/enrolment is rejected shall be entitled to a refund of fees paid less any actual costs incurred by the College. **2.** The College reserves the right to withhold the provision to the student of lessons, accommodation, meals, airport transfers and any other services contracted in cases where the appropriate total fees due have not been received in full. **3.** If a student fails to complete a course, for any reason, no refund of fees, activities/excursions paid for in advance or reduction in fees payable shall be made. **4.** A student who fails to attend any part of his/her course due to illness or any other reason whatsoever, whether within or outside the student's control, shall not be entitled to a refund of any fees paid (nor to attend any classes in place of those missed). **5.** The College reserves the right to charge a fee to any student who uses facilities reserved for other students, such as books or bedding. **6.** The College reserves the right to alter the fees, provisions, organisation and/or structure of any course at any time, whether during the course or before its commencement. In such circumstances, the College will endeavour to notify affected students but shall not have any liability if unable to so notify. **7.** The College has no residential responsibility for students living outside the College campus other than liaising with host families. **8.** The College reserves the right, if necessary, to test students for drugs or alcohol and to search their rooms without prior notice. **9.** No student shall be entitled to use the name Abbey College under any circumstances or at any time, whether as a trademark, company or trading name or otherwise. **10.** Students and parents agree that a student's image, details, written comments and achievements can be used for promotional purposes, please see GDPR forms. **11.** The college accepts **no liability** for any services booked by the college on behalf of students. This includes all transportation, host families, hotels and all other services outside of the college. The college will always endeavour to provide a secure environment for the services of security it offers, but is not responsible or liable for any items (including money, tickets and passport) that may be held on behalf of students in the event of theft, fire or any other such circumstance. In all cases, insurance is recommended. **12.** Students agree to keep the college indemnified against all actions, proceedings, costs, claims and expenses arising from any losses of any kind. **13.** Irrespective of whether an enrolment is made by an individual or an agent, agency or other third party, the relevant and only Offer for contractual purposes (and any of its terms and conditions) in relation to enrolments shall be that made and contained in that party's completed Application Form. **14.** No parental permission will be accepted in any circumstance to allow a child to do something contrary to the College rules as published in the student handbook. **15.** Meals will only be provided to students arriving on the travel day if their flight lands before 17:00. On the date of departure only breakfast will be provided during normal canteen hours. **16.** All fees, terms and conditions outlined here are valid as of 21/11/18 and supersede all previously published fees, terms and conditions. **17.** In cases of dispute English Law shall apply.

PLEASE SIGN TO CONFIRM THE ABOVE TERMS AND CONDITIONS HAVE BEEN EXPLAINED AND AGREED BY EACH APPLICANT (AND THEIR PARENTS FOR UNDER 18'S)

NAME IN FULL OF PERSON SIGNING: _____ SIGNATURE: _____ DATE: _____

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