

# Conditions of application 2018

## Application

Anglo-Continental Training Courses for the Cambridge CELTA are provided in accordance with these conditions and specifications issued by the Anglo-Continental Teacher Training Centre.

The criteria for admission to the CELTA courses are as specified by the University of Cambridge, supplemented by any policy or restrictions imposed by the school. An application does not become valid until it has been confirmed in writing by Anglo-Continental.

Anglo-Continental reserves the right to cancel or withhold acceptance of an application, at its discretion, if incorrect information is supplied by or on behalf of the applicant, or if such action is deemed necessary in the interests of the applicant or Anglo-Continental.

## Fees

When an application is accepted by Anglo-Continental, an invoice including Value Added Tax (VAT), if applicable, is presented together with provisional confirmation of the application. The total fees or a non-refundable deposit of £100 is payable on the participant's acceptance for the course.

If you require a visa in order to study in the UK, we strongly recommend that you apply as early as possible for your course as the application procedure may take several weeks to complete. Before issuing a visa letter, Anglo-Continental must be in receipt of a deposit of £ 500 (deductible when you pay your fees) or the full amount of the fees due. Before assigning a Confirmation of Acceptance for Studies (CAS) the full amount of the fees will be due unless you are government sponsored.

Should your application for a visa be refused, we will refund any published fees paid by you (after deduction of an administration charge of £ 100) provided that you send us a copy of the letter of refusal before the intended start date of your course. Any additional charges for services provided by a third party (such as hotel accommodation, flat rental and courier services) are not covered by this guarantee.

Only when the total fees have been received will a place be reserved. Payment of the total fees must be made no later than 28 days prior to the commencement of the course otherwise Anglo-Continental reserve the right to cancel, without notice, the course, accommodation and all other services. If acceptance is confirmed less than 28 days before the course commencement date, the full fees become payable immediately.

Anglo-Continental reserves the right to make fee adjustments at any time prior to receipt of payment as a result of changes in the rate of VAT or other factors beyond its control.

## Cancellation, postponement and withdrawal

The number of places on teacher training courses is strictly limited. A course is not transferable but may be cancelled and full course fees will be refunded (except bank charges), provided that written notice is received by Anglo-Continental not less than four weeks before the scheduled date of course commencement. In the absence of such notice, or if less than four weeks' notice is received no refund of fees can be made.

Participants who postpone within four weeks of course commencement will incur an administration charge of £50 per postponement.

No refunds can be given in the event of withdrawal from the course after its commencement, or for late arrival, early departure, or failure to make use of any of the facilities or activities of the course.

## Visas

If you require a visa, **it is your responsibility to ensure that you apply for the correct type of visa** to allow you to study at Anglo-Continental for the entire period of your course(s). You must ensure that all details on your confirmation documents (including the visa letter or the Confirmation of Acceptance for Studies) issued by Anglo-Continental are correct before you apply for your visa. Anglo-Continental cannot be held liable for any errors that occur during the visa application process. It is also your responsibility to continue to maintain the correct immigration status to study at Anglo-Continental for the duration of your course(s). Failure to do so may lead to termination of your studies without refund or compensation.

## Attendance and Participation

Course participants are expected to attend the entire course. They cannot be considered for the award if they attend less than 80% of the course, fail to complete their teaching practice, or written assignments. Failure to attend may lead to withdrawal of the facilities of the course, and in such circumstances no refund of fees will be given.

## Accommodation

The fee for the first week in homestay accommodation includes a non-refundable administration charge to cover the cost of selection, reservation and administration.

Any request to change or leave accommodation, either separately or in conjunction with the curtailment of a course, must be made to Anglo-Continental at least two weeks before the date of the proposed move and approved before the change is made. Failing this, accommodation fees are payable in lieu of notice. Accommodation fees continue to be payable for any periods of absence during the course.

## Photographs and film

During our courses, we sometimes take photographs and film footage, some of which may be incorporated into future publicity material. If you do not wish to appear in any promotional publications, please advise us in writing before the start of your course.

## Liability and insurance

Anglo-Continental, its Agents and staff will not be liable for any loss, damage, illness or injury to persons or property however caused, except where such liability is imposed by statute. It is the student's responsibility to take out personal insurance against all such risks, including inability to attend or continue a course and for the payment of medical expenses.

## Force majeure

It shall be a fundamental condition of the contract between the trainee and Anglo-Continental or its Agents that neither Anglo-Continental nor its Agents shall be in any way liable to the student in the event of any service contracted to be supplied by them becoming impossible to supply by reason of industrial dispute or other cause outside their control.

## Data protection

To ensure that your course at Anglo-Continental meets your requirements we and, if appropriate, the Anglo-Continental Agent in your own country will need to use the information you provide (such as your personal data and details of any special requirements) in order to process your enrolment.

We must pass your information on to those involved in providing you with services relating to your stay at Anglo-Continental, such as your reservation of accommodation and transfer services. The information may also be provided, if required, to security or credit-checking organisations, customs and the Home Office as required by UK law.

Please note that where your information is held by an Anglo-Continental Agent, it will be subject to your Agent's own data protection policy and their country's national law.

## Validity of conditions

These Conditions of application are valid from 1 January 2018 and are subject to English law. The English language version is legally binding in all cases.

Anglo-Continental reserves the right to waive or adjust the specifications of a course, which may include age limits, without prior notification.