

# Conditions of enrolment 2019

## Enrolment

All enrolments are subject to these conditions, which become legally binding on confirmation of acceptance by Anglo-Continental, and to the age limitations and arrangements specified in Anglo-Continental's official publications, including the 'Student Handbook'.

The enrolled student intends and is able to follow and complete the course of study at Anglo-Continental and declares that he/she shall abide by all current UK laws and leave the United Kingdom at the end of his/her studies.

Anglo-Continental reserves the right to withhold confirmation of an enrolment, at its discretion, if such action is deemed necessary in the interests of the student or the school or if an incorrect declaration has been made.

## Fees

The fees must be received in full by Anglo-Continental no later than four weeks before course commencement, otherwise Anglo-Continental reserves the right to cancel, without notice, the course, accommodation and all other services. Course fees are calculated in complete weeks, and any part of a week is counted as a full week.

No compensation, fee reductions, refunds, credit, additional lessons or extension of the course can be given for:

- services or facilities included in the fees and not used;
- late entry to or absence or early departure from a course;
- lessons replaced by testing, class allocation procedures or the sightseeing tour on course entry dates;
- days when schools are closed because of official holidays.

Any refunds which are approved can only be made by the office or Agent to whom the fees were originally paid. Anglo-Continental reserves the right to make fee adjustments as a result of changes to statutory taxes without prior notice.

## Visas

If your son/daughter requires a visa, **it is your responsibility to ensure that your son/daughter applies for the correct type of visa** to allow your son/daughter to study at Anglo-Continental for the entire period of the course(s). It is also your responsibility to ensure that your son/daughter continues to maintain the correct immigration status to study at Anglo-Continental for the duration of the course(s). Failure to do so may lead to termination of your son/daughter's studies without refund or compensation. For further information regarding UK visa requirements see page 31.

## School regulations

School regulations are designed to ensure that the courses function smoothly. Acceptance of and compliance with these regulations, and with English law, are contractual obligations on the part of the parent, guardian or other person arranging the student's enrolment with Anglo-Continental. The school regulations are available online: [www.anglo-continental.com/schoolregs-yl.html](http://www.anglo-continental.com/schoolregs-yl.html)

It is essential that your son/daughter understands that he/she must accept the regulations concerning 'Conduct and Discipline' and 'Permission to go out Without Supervision' as agreed by the Parent/Guardian.

Failure to observe the requirements of conduct described here and in the 'Student Handbook' may result in the student being returned home before the end of the course, without compensation. Anglo-Continental reserves the right to alter the student's travel arrangements.

It is the responsibility of the parent/guardian to arrange for an adult to meet the student at the place of arrival and at a time specified by Anglo-Continental.

## Cancellation or postponement of a course

A course is not transferable but may be cancelled or postponed and full course fees will be refunded (except for 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:

- in the case of cancellation, a fee of £ 500 is payable in lieu of notice;
- in the case of postponement, Anglo-Continental reserves the right to levy a charge to cover administration and accommodation costs incurred on the student's behalf;
- should the application for a visa be refused, we will refund any published fees paid in advance (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 the course.

Any additional charges for services provided by a third party (such as Home Office CAS charges and courier services) are not refundable.

## Curtailed of a course

If a course is curtailed after commencement, no refund can be given. Parents or guardians must arrange insurance against inability to attend or continue a course for medical or compassionate reasons (see 'liability and insurance').

## Incorrect declaration

Anglo-Continental reserve the right to withdraw a student from the course if an incorrect declaration has been made or if information regarding a student's ability to participate in the course has not been disclosed to us before course commencement. In this case, no refund can be made.

## Accommodation

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

Any request to change or leave homestay accommodation 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.

It is essential that your son/daughter understands that:

- he/she will be sharing accommodation with other students and must observe the accepted standards of courtesy and consideration towards others;
- he/she will be expected to make his/her own bed, help to keep the room tidy and leave bathrooms and toilets clean for other users;
- he/she must observe the bedtimes stated by the homestay family - normally not later than 22.30 hours.

## Supervised door-to-door car service

The supervised door-to-door car service is compulsory for students aged 10 - 13 years and is included in the accommodation fees. This service is not available for students aged 16 or over on the Vacation Programme.

## Anglo-Continental car transfer services

Your son/daughter is allowed two hours' waiting time from the advised arrival time, free of charge. If this time is exceeded, a further two hours waiting time will be charged in accordance with the published tariff.

## Photography, film, sound recordings and written work

During our courses we sometimes take photographs, film footage and sound recordings, some of which may be incorporated into items such as, but not limited to, future publicity material, social media sites, tests and educational materials. We may also wish to use examples of your son/daughter's written work. If you do not wish your son/daughter to participate in any of these items, please advise Anglo-Continental in writing before the start of the course.

## Liability and insurance

Anglo-Continental 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. Anglo-Continental will also not be held responsible for any delay in scheduled services of third party companies, or if any service cannot be provided as specified. Any complaints, liabilities, losses or damages arising should be submitted to the third party company concerned. It is the parent's or guardian'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.

## Young Learners Declaration Form

Anglo-Continental must receive a completed Young Learners Declaration Form before your son/daughter commences his/her course. This form provides essential emergency contact information. In the absence of this form, if an emergency situation arises, Anglo-Continental will make the best judgement on any action which needs to be taken based on professional advice available at the time of the emergency.

## Force majeure

It shall be a fundamental condition of the contract between the parent/guardian and Anglo-Continental or its Agents that neither Anglo-Continental nor its Agents shall be in any way liable to the student, parents or guardians 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 the 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 son/daughter's personal data and details of any special requirements) in order to process the enrolment.

We must pass this information on to those involved in providing your son/daughter with services relating to his/her stay at Anglo-Continental, such as the 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 English law.

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

## Validity of conditions

These Conditions of enrolment are valid from 1 January 2019 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.