

Terms and Conditions

Arrival and departure:

	Arrival by 16.00 on	Departure by 16.00 on
Course 1 & 2	3 April	8 April
Course 4	12 April	16 April

Included in the fees

Supervised accommodation in a St. Clare's house from the day of arrival to the morning of departure

Bed linen and towels

Meals (breakfast, lunch, dinner) from dinner on the day of arrival to breakfast on the day of departure

Use of Academic Resources Centre (language laboratory, computers, library)

Use of internet, email

Full evening activity programme

Travel insurance

Not included in fees

Airport transfers

Personal spending money - allow about £70 per week

Key/damage deposit of £30 payable on arrival.

Personal laundry (coin-operated machines are available)

Airport transfer service

There is a regular public coach service between Oxford and London Heathrow/Gatwick airports, costing approximately £16/21 return. However if you wish to book a personal airport transfer please tick the appropriate box on the application form. The prices for one person are as follows:

	One - way (arrival only)	Two - way (arrival & departure)
London Heathrow	£75	£130
London Gatwick	£105	£185

Travel Insurance

Your fees include comprehensive travel insurance including medical and personal possessions cover with an independent insurance company organised by St Clare's brokers. Details of the cover will be sent to you with your joining documents. If you wish to make claims on the policy you must contact the insurance company yourself. Details are given on the insurance document.

Conditions

Students attending courses at St. Clare's, Oxford must comply with the directions given to them and abide by the rules of each course.

St. Clare's, Oxford reserves the right to ask any student whose behaviour we deem to be unacceptable to leave the college. In this event, fees will be forfeited and all travel and ancillary costs borne by the student/parent.

Application Procedure

How to apply

- Select your courses carefully.
- Fill in the application form to register for a course.
- Please enclose 2 passport size photographs with your application form.
- Return the application form with your deposit to our Short Courses Division.

When to apply

There are no deadlines for applications to the IB Easter Institute courses. However, you should register as soon as possible to be certain that the accommodation and space in the classes you have chosen are still available. If you apply less than 3 weeks before the start of the course, you should send the full fees with your Application Form.

Further information

We will respond to your application straight away, to confirm that we have received your details and deposit, and to confirm that your place has been reserved on the courses you have chosen. We will also send you other information and your receipt and/or invoice for the balance of the fees.

In March, you will receive an information pack with all your joining instructions, such as a map and information regarding all the academic and social arrangements.

St. Clare's, Oxford reserves the right to cancel a course if enrolment is too low, and will offer a place on an alternative course, where possible.

Course Fees

Deposit (N.B. forms a part of the overall fee) £200

Course 1 [3 - 5 April] Tuition 17.5 hours plus homework	£370
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Course 2 [6 - 8 April] Tuition 17.5 hours plus homework	£370
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Course 1 & 2 [3 - 8 April] Tuition 35 hours plus homework	£705
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Course 3 [9 - April] One half day course on Study Skills and Revision Planning; full access to the Academic Resources Centre throughout the weekend.	£265
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Course 4 [12 - 16 Apr] Tuition 27.5 hours plus homework	£580
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NB It is usually possible to take non-residential students on any of our courses. Please contact our Short Courses Division for tuition only fees.