



St. Clare's, Oxford

Terms and Conditions – Short Courses

Enrolment deposits for tuition and accommodation are required for each course and must accompany the application form. The deposits are credited towards the full fees. If St. Clare's is not able to offer you a place or to arrange accommodation as requested the deposits are refunded.

Registration is by course. Deposits are required for each course for which a registration is being made.

If a student does not take up the accommodation or a place on the course the deposit is not refunded, unless there are exceptional circumstances. Refunds are at the discretion of St. Clare's.

When a completed application form and deposits have been received an invoice will be issued to the student for the balance of fees due. This amount should be paid at least 3 weeks before the course begins. Payment of the balance guarantees the course place and accommodation.

If the application form is submitted less than 5 weeks before the course begins the full fees of the course and accommodation must be paid at the same time.

St. Clare's must receive the full amounts of deposits and fees after all bank charges have been paid. Your bank should be instructed to pay all charges including those for the UK bank. Outstanding bank charges will have to be paid on arrival.

Students will not be permitted to occupy accommodation or begin courses until all fees due have been paid.

Fees not paid on time will be surcharged at 1% per month or part month for which they remain unpaid.

Fees are not refunded once a course has been started or accommodation occupied.

Fees are not refunded if a student is asked to leave St. Clare's because of unsatisfactory behaviour or work. Any additional costs associated with an early withdrawal will be charged to the student or parent.

St. Clare's reserves the right to make an administration charge of £20 for any changes to the

original registration made by a student.

If a student has paid for a course in advance but is unable to attend it may be possible to claim on the travel insurance. Students should read the travel insurance documents and contact the company to establish whether there is a valid basis for a claim. If an insurance claim is not allowed St. Clare's will make the following refunds provided that written confirmation from the insurance company is submitted that it will not meet a claim:

- for cancellation more than 3 weeks before the course starting date fees will be refunded, less any bank charges;
- for cancellation in the 3 weeks before the starting date, or non-arrival half the fees will be refunded, less any bank charges;
- fees will be refunded in full for students who cancel on grounds of illness – please note that a certificate from a qualified medical practitioner is required;

If St. Clare's cancels the course a full refund of fees will be made to students.

The Travel Insurance Premium, which is mandatory, includes cover for travel directly to and from St. Clare's and whilst at St. Clare's. The cover for the journey to and from is limited to 48 hours in each direction. Cover is provided for medical expenses, rescue, evacuation and repatriation, cancellation or curtailment, personal accident, personal property and money, delay abandonment and missed departure and personal liability claims. It covers trips organised by St. Clare's, including those involving outdoor activity pursuits. For full details of the extent of the cover and the exclusions see the Certificate of Insurance, the Summary of Cover and the Frequently Asked Questions document, which are available from the Short Courses Sales & Registration office.

The Governors of St. Clare's reserve the right to alter the fees if increases in cost make this necessary

Acceptance and entrance to St. Clare's constitute a contract to pay all fees and associated charges due.

September 2004