



**Terms and Conditions
IB Institute Teachers**

Registration is by course.

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

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

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

Delegates 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.

St. Clare's reserves the right to make an administration charge of £20 for any change to the original registration made by a Delegate.

If a Delegate has paid for a course in advance but is unable to attend it may be possible to claim on the travel insurance. Delegates 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 6 weeks before the course starting date fees will be refunded, less any bank charges;
- for cancellation in the 6 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 Delegates who cancel on grounds of illness – 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 Delegates.

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 St. Clare's 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 full [Travel Insurance Policy](#) document available on our website or from the IB Institute Courses 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.

December 2006