



Terms and Conditions University Foundation Course

The Registration Fee must accompany the course application form, and is non-refundable.

Registration is for the course. It is not possible to register for only part of a course.

The enrolment deposit must be paid on formal acceptance of an offered place on the course. It is refundable after the end of the course. If a student accepts a place but 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 deposit 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.

Course fees are payable in two equal parts. The first part is due for payment in full 3 weeks before the start of the Autumn semester and the second part is due for payment 3 weeks before the start of the Spring semester.

If the application form is submitted less than 5 weeks before the course begins the registration fee, enrolment deposit and the full costs of the course and accommodation for the first semester must be paid at the same time.

St. Clare's must receive the full amounts of deposit 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.

Students wishing to withdraw from St. Clare's during the course must give notice in writing to the Principal by the end of the half term in the Autumn semester for withdrawal at the end of the Autumn semester.

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

Fees for each semester are not refunded once the semester has been started or accommodation occupied.

If a student has paid for the 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 6 weeks before the starting date, full fees will be refunded, less the deposits and any bank charges;
- for cancellation in the 6 weeks before the starting date, or non-arrival, fees will be refunded, less two weeks' tuition and accommodation fees and any bank charges;
- fees and deposits 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.

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.

A student wishing to change accommodation, cancel meals, or move out of St. Clare's accommodation must give four weeks' written notice. A charge is made for changes or cancellations made without giving the required notice period.

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

The Travel Insurance Premium, which is mandatory, includes cover for travel directly to and from St. Clare's and a student's time at St. Clare's from the beginning of the autumn semester in September until the end of the summer semester in June. The summer vacation is not included. The cover for the journey to and from St. Clare's is limited to 48 hours in each direction. Travel at semester breaks is limited to Europe and a maximum period of 10 days. 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 Senior 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