



## **Terms and Conditions Advanced Studies Programme**

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

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

The enrolment deposit for fees is required for each semester or course period and must accompany the application form. Acceptance on the Advanced Studies Programme is not automatic. If a student is accepted he or she will be sent a formal offer letter. The deposits will be credited towards the full fees. If St. Clare's is not able to offer a place on the course or to arrange accommodation as requested the deposits are refunded.

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 registration fee and the full costs of the course and accommodation 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.

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 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 medical documentation is required;

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

Fees for a semester or course period are not refunded once the semester or 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.

The cancellation conditions given above apply to each semester or course for which a student is registered, ie. if a student registers for two or more semesters or courses and cancels, the deposit, or two weeks' fees, is retained by St. Clare's from fees for each semester or course before a refund is made.

A student wishing to change accommodation, cancel meals, or move out of St. Clare's accommodation must give four weeks' written notice. A charge of £20 is made for each change or cancellation 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 a semester until the end of that semester or the end of a second semester. 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.

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