



Terms and Conditions Liberal Arts Programme

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

Registration is on a semester basis or by course.

The enrolment deposit for fees is required for each semester or course and must accompany the application form. The deposit is refundable after the end of the course. If St. Clare's is not able to offer a place on the course or to arrange accommodation as requested the deposit is 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 deposit have been received an invoice will be issued to the student for the balance of accommodation fees due and to the College or student, as appropriate, for the balance of tuition 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 a student's tuition fees are being paid by his or her College St. Clare's will require written confirmation of this and a date when the fees will be received.

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 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 or St. Clare's has a written confirmation from a student's College that it will meet the tuition fees.

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 deposit 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 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.

The cancellation conditions given above apply to each semester, or part of a 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 course or term 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 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 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, though its policy is to maintain fees at the level charged for comparable courses.

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

March 2008