



Terms & Conditions – Liberal Arts Programme

Fees and deposits

- The Registration Fee must accompany the course application form, and is non-refundable.
- Registration is on a semester basis or by course.
- Enrolment deposits for tuition and accommodation are required for each semester or course and must accompany the application form. The deposits are refundable after the end of the course. If St. Clare's is not able to offer you a place 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 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.
- 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.

Cancellation and refunds

- 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.
- 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;
- 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 semester before a refund is made.

Travel Insurance

All students are covered by our St. Clare's Travel Insurance policy. 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 please read the full [Travel Insurance Policy document](#)

Changes to the booking

A student wishing to change accommodation, cancel meals, or move out of St. Clare's accommodation must give four weeks' written notice. St. Clare's reserves the right to make an administration charge of £20 for each change, or cancellation to the original registration made without giving the required notice period.