



St. Clare's, Oxford

— An International Education —

Terms and Conditions – Summer Courses for Teenagers and Juniors

Fees and deposits

1. A deposit is required with your application. This will be credited towards the full fees. Except as detailed below the deposit is not refundable.
2. If St. Clare's is not able to offer you a place or to arrange accommodation as requested the deposit will be refunded.
3. 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.
4. If the registration form is submitted less than 3 weeks before the course begins the full fees of the course must be paid at the same time.
5. St. Clare's must receive the full Sterling amount of fees without deduction of bank or any other charges. If bank or other charges are deducted they will have to be paid to the College on arrival.
6. Students will not be permitted to begin the course or occupy accommodation until all fees due have been paid.
7. Fees not paid on time will be surcharged at 1% per month or part month for which they remain unpaid.
8. The Governors of St. Clare's reserve the right to alter the fees if increases in cost make this necessary.
9. Acceptance of a place and entrance to St. Clare's constitute a contract to pay all fees and associated charges, and agreement to all the terms and conditions, including compliance with all the College's published policies and procedures.
10. The cost of any breakages or damage caused by the student will be charged at the end of the course.

Cancellation and refunds

11. If St. Clare's cancels the course a full refund of fees will be made.
12. If a student cancels their registration due to ill health or other unforeseen circumstance it might be possible to make a claim on the travel insurance. Acceptance of claims is a matter for the insurer and not the College.
13. In the event that a student is not given the appropriate visa permitting him/her to undertake a course at St. Clare's, any **deposit** paid will be refunded providing that both
 - (a) documentary evidence of the refusal by the UK Border Agency (UKBA) is sent to the College;
 - and



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- (b) the reason for the refusal is not because of any failure to comply with the visa application requirements.
14. Refunds will not be given if the reason for failing to secure a visa is that the applicant has not provided the information required by the UKBA or has not done so in sufficient time to allow that visa application to be processed before the course begins.
15. It will not be possible to refund the **registration fee** in any circumstances as this is needed to cover the administrative cost of handling applications.
16. Refunds are at the discretion of St. Clare's.

Curtailment

17. Fees are not refunded once a student has started a course or accommodation has been occupied.
18. Fees are not refunded if a student is asked to leave St. Clare's because of unsatisfactory behaviour or work. Any costs incurred by the College in these circumstances will be charged to the student, parent, or guardian.

Travel insurance

19. It is a requirement of booking that students are covered by St. Clare's travel insurance policy. Further details of the cover and the exclusions can be found in the 'Travel Insurance: Summary of Cover' document on the College's website.

Changes to the booking

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

General matters

21. The College's prospectus and other marketing material, both printed and in electronic form, do not form part of the contract with the fee payer.
22. No party to this agreement shall be held in any way responsible for any failure to fulfil its obligations under this agreement if such failure has been caused (directly or indirectly) by circumstances beyond the control of the defaulting party. This shall include war, riots, acts of terrorism, industrial action, accident or equipment failure (except where such accident has been caused by the negligence of the defaulting party, its employees, sub-contractors, agents or otherwise).
23. The rights of St. Clare's will not be affected if the College does not enforce, or delays enforcing, any of these terms.
24. This agreement is governed by English law. Any dispute arising from it shall be subject to the exclusive jurisdiction of the English Courts.

March 2010