



## TERMS AND CONDITIONS Summer School

**These terms and conditions are an agreement between the Summer School and the Parent (or person acting on behalf of the Parent).**

### 1 Terminology

**1.1 The Summer School:** means The Bell Concord Educational Trust Limited, Acton Burnell Hall, Acton Burnell, Shrewsbury, Shropshire SY5 7PF, trading as Concord College Summer School. The Bell Concord Education Trust Limited is registered with charity number 326279 and with company number 01503040.

**1.2 The Parent or You:** means any person who has sent the application form for attendance at the Summer School.

**1.3 Student:** means the child named on the application form.

### 2 Applying for a place/enrolment

**2.1** The Parent understands and agrees that a place for their child can be reserved by completing and sending the online application form. If the application is accepted, a non-refundable deposit payment of 500 GBP must be made to secure the place.

**2.2** The Summer School reserves the right to refuse an enrolment.

**2.3** The Summer School will issue enrolment documents consisting of a Certificate of Acceptance and a supporting Visa letter (if required) within 14 days of receipt of the deposit payment. These documents will be supplied electronically. If an original copy of the enrolment documents is needed there will be a charge applied of 30 GBP.

**2.4** Any change made to the course dates selected or course programme within 8 weeks of the Student's course start date will incur a 150 GBP administration charge; this includes changes to pre-selected active learning options once the course begins.

**2.5** Balance of payment of fees is due 8 weeks before the course start date. If payment is not received in time, the place will be cancelled and the deposit will be forfeited. Full fees will be payable at once if an application is made within 8 weeks of the course start date.

**2.6** The College is not responsible for any charges incurred which are connected to payment transactions. These are the responsibility of the payer.

### 3 Course Fees - Residential

**3.1** The course fee includes tuition, accommodation, meals, laundry, insurance (please see details of the insurance cover on the website), most excursions and most activities. It also includes transfers from Manchester or London Heathrow airports on the first and last day of the programme and for flights arriving/leaving in a specified time frame. Please see the website for the current airport transfer window and the separate Transfer Policy.

**3.2** The Summer School may offer the opportunity to pre-book certain excursions or activities. These are non-refundable payments should the Student decide they no longer wish to take part in the excursion or activity or later cancel their place for the Summer School.

### 4 Course Fees - Online

**4.1** The course fee includes online tuition, course support and access to a learning platform.

### 5 Changes to the programme

**5.1** The Summer School may make changes to the course programme, excursions, and activities at any time to ensure the Student receives the best possible experience and based on local or national circumstances.

### 6 Student behaviour

**6.1** All students attending Summer School must agree to and abide by the Student rules (Summer School), Health & Safety instructions and Laboratory rules which are available on the website. The Summer School reserves the right to send home any student who breaks these rules. The student will be sent home at the Parents' expense and fees will not be refunded. The Summer School's decision will be final and, due to the short length of the course, there is no right to appeal. However, parents may refer to the Summer School's Complaints Procedure which is available on the website.

6.2 If Summer School staff suspect that a Student has broken Summer School rules or has been involved in any illegal activity, the Student may be questioned, and his/her accommodation or belongings may be searched in appropriate circumstances. All reasonable care will be taken to protect the Student's rights and freedoms and to ensure that the Parent is informed as soon as reasonably practical after it becomes clear that the Student may face formal disciplinary action.

## 7 Medical treatment, including First Aid

7.1 The Summer School accept Students only on the understanding that they are in good health at the commencement of the programme – both physically and mentally. The Summer School can take no responsibility for any aspects of your child's wellbeing if a medical condition is not declared prior to arrival. You must give a full account in writing if there are any added concerns or matters about which we need to be aware.

7.2 When submitting the Application Form, the Parent agrees to provide consent to all emergency or other medical, dental treatments or procedures (including but not restricted to inoculations, general or local anaesthetic, surgery or blood transfusion) which, in the opinion of a qualified medical practitioner, are necessary for the safety and wellbeing of your child. The Parent also agrees to the provision of First Aid as and when necessary.

7.3 Where it is reasonably practical, we will attempt to contact you by telephone to obtain your agreement to any emergency medical treatment or procedure. Where this is not possible, we will act in loco parentis on your behalf and sign the medical consent form and agree to the medical treatment on your behalf.

## 8 Marketing and promotional materials

8.1 The Summer School uses photographs and video footage for marketing purposes and on social media. There is the opportunity to opt out of this during the collection of pre-enrolment information if the Parent does not wish photographs of the Student to appear in such material.

## 9 Cancellation

9.1 In the event the Parent wants to cancel a confirmed place, written notice (via e-mail) will be required. The cancellation will take effect from the day the written notice is received by the Summer School and the following charges will apply.

9.2 **Cancellation due to visa refusal:** All fees will be refunded less 500 GBP. Evidence must be provided of the visa refusal for the above to be valid.

9.3 **Cancelled more than 45 days prior to the course start date:** All fees will be refunded less 500 GBP or all fees can be transferred towards another summer course for the same Student for the following year only. An administration charge of 150 GBP will be payable for such transfers.

9.4 **Cancelled less than 45 days prior to the course start date:** No refund will be made.

## 10 Force Majeure

10.1 An event beyond the reasonable control of the parties to this agreement is a Force Majeure Event. Such events include but are not limited to any worldwide event or act of God (such as war, disease outbreak, natural disaster, or terrorist attack). The Summer School reserves the right to cancel a course or programme in the case of such an event and the Parent understands that:

a If the Summer School is prevented from or delayed in carrying out its obligations by a Force Majeure Event, it shall at once notify the Parent by email and shall be excused from performing its obligations while the Force Majeure Event continues.

b The Summer School may give the Parent the choice of the Student attending the next available Summer School course or programme as an alternative to cancelling the course or programme. The Parent will be under no obligation, however, to accept the Student's attendance at a different Summer School course or programme and can opt for a full refund of fees paid.

## 11 Data

11.1 The Summer School uses the information collected about the Parent and the Student strictly for internal administration. The Summer School's privacy notice, which contains further information about how we use personal data, can be found on our website.

## 12 Policies

12.1 The Summer School abides by the relevant Concord College main term policies, which are available to view on the website or by request. For ease of reference, the main Summer School policies are available to view on the website.

Registered in England No: 01503040

Registered Charity No: 326279

Registered Office: Acton Burnell Hall, Acton Burnell, Shrewsbury, Shropshire, SY5 7PE