

## Junior School Terms and Conditions of Booking

### Registration and bookings

We welcome individual and group bookings (minimum of 5 students per group) for the Junior School. To secure a place on an Oxford ILS course, please return the Registration Forms together with payment of a deposit of 30% of the total fee. Your booking is not confirmed until you receive this in writing from Oxford ILS.

### Fees and payment

A deposit of 30% is required at the time of booking. Full payment of all fees must be received in full at least 8 weeks before arrival. Where the booking is less than 8 weeks before arrival then all fees are payable at the time of the booking. Prices for group bookings are available on request. Please contact the School for a quote.

### Cancellations

All cancellations must be notified to Oxford ILS in writing. Any cancellations by the student, before the course starts, will be subject to the following charges:

All cancellations made after the course start date are not refundable.

### Change or Cancellation of a course by the School

In the event that the School is forced to close for reasons beyond its control (such as fire, governmental actions, acts of terrorism, flooding or other emergencies), then refunds cannot be made, and we shall recommence the course as soon as we are able to do so.

PLEASE NOTE: The School is closed on Bank Holidays. There are no refunds for classes which would have taken place on those days.

### Arrivals and departures

All students must arrive on Sunday prior to the course start date. Arrivals to homestay providers should be between 12:00 and 21:00. Arrivals before or after these times are not accepted. On their first day students will be given dinner.

Students must leave their homestay provider between 08:00 and 11:00 on Sunday. Departures before 08:00 are not accepted. On the last day students will be given breakfast only.

Extra nights must be requested in writing to Oxford ILS and, if available, will be subject to additional fees. Discounts are not available if the student stays fewer nights.

### Pick-up and drop-off in Oxford

If you are arranging your own transportation to or from the airport Oxford ILS has to be informed.

All individual students aged 13-15 travelling without an adult must be met at the airport, whether by an Oxford ILS representative or a local guardian. Students aged 16-17 travelling without an adult must be met at the airport, unless it has been specified otherwise in the Consent to Travel and Study Form by the parent or guardian. Oxford ILS can arrange for a taxi pick-up and drop-off from a UK airport. For group bookings, the School can arrange for students to be picked-up and dropped-off between an Oxford meeting point and their homestay provider on their arrival and departure dates. On very rare occasions, this service may not be available, in which case the School will notify the Group Leader at least 24 hours before the group arrival time. The School will arrange for transport to the homestay provider.

### Flight details and changes

All confirmed flight and coach details must be included in the Group Booking Form or the Accommodation Booking Form. Any changes to these flight details must be notified to the School immediately. All flight and coach changes will be subject to additional charges to recover any costs that may be incurred by the School as a result of these changes.

### Group Leaders' and students' responsibilities

We aim to make the students' stay in Oxford a pleasant and enjoyable experience. Students will be cared for throughout their stay and will receive a high quality service in their chosen programme. We expect Group Leaders to cooperate with the School and to be on hand at all times to help with any unforeseen problems, difficulties and emergencies.

The School expects all students and Group Leaders to behave in an appropriate manner in accordance with the School's policies. Oxford ILS reserves a right to remove a student from the School and/or homestay provider if the student's behaviour is deemed to be unacceptable. No refund will be given and Oxford ILS will not be responsible for any additional costs incurred by the student.

### Liability and insurance

The School is not responsible and cannot be held liable, for any loss or damage to property, nor for any delay or accidents arising during a journey not arranged by Oxford ILS, nor for any accident whilst at the homestay provider.

All students have to pay a damage deposit of £75 which will be returned on departure, provided no damage has been caused and all keys have been returned.

Oxford ILS is not responsible for accommodation that has not been booked through the School. It is strongly recommended that students have adequate insurance cover for their possessions. Students are also required to make their own arrangements for travel and medical insurance to cover costs in case of illness, accidents, or repatriation costs.

The School reserves the right to refuse admission to any student suffering from any illness, medical condition or physical disability which has not been disclosed in the Registration Form or in the Accommodation Booking Form.

### Private groups

Oxford ILS reserves the right to amend/modify the Terms and Conditions for private groups requesting a tailored programme. Closed groups will receive these amendments in a supplementary contract to the Junior School Terms and Conditions of Booking.

### Personal information and photographs

We use the personal information that you give us, including information about your health and religious or dietary requirements, to perform our contract with you.

The School reserves the right to use photographs taken or films made during courses, or activities for illustration and promotional purposes. These photos have no commercial or contractual value. If a student wishes that his or her photo should not appear in this material, they should write to the School within one month of the photo/being taken or made.

### About the School

The term "School" refers to Oxford International Language School (OXFORD ILS), which will book and deliver courses. In the UK, OXFORD ILS is operated by Inspire Executive Solutions Limited, a company registered in England and Wales, registration number 05509496, and whose registered address is 1 Isis Close, Oxford OX1 4XX, United Kingdom. All information is correct at time of printing.