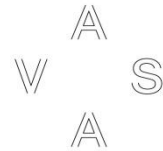


Visiting School Terms and Conditions



1. Fees

1.1 Full payment of the course fees must be received prior to commencement of the course by the specified date. Your place on the course is not guaranteed until full payment is received.

2. Cancellation by us

2.1 Please note that courses have minimum attendance levels and may be cancelled if too few bookings are received.

2.2 We reserve the right to:

- amend or cancel courses
- change course location
- substitute lecturers and tutors

2.3 If we cancel a course we shall give you at least one week's notice and you will have the option of transferring to another course or of having a full refund of the course fees only. Refunds can take up to three weeks to clear.

2.4 We will not be liable for any losses (including, but not limited to, travel and accommodation costs) arising as a consequence of any modification or cancellation of courses.

3. Cancellation by the participant

3.1 If you wish to cancel or transfer your place on a course your request should be made in writing (via letter or email).

3.2 If your written cancellation request is received within three weeks of the course start date, we are not able to offer you any refund but we can transfer your place to another course.

4. Non attendance

4.1 Non-attendance of classes due to illness or for personal or professional reasons does not provide the right to refunds, extra tuition or a transfer.

4.2 However, in such an event we will consider all the circumstances and take such action that we consider to be fair and reasonable.

5. VISAS

5.1 All participants travelling from overseas are responsible for securing any visa required and should have their own travel/medical insurance. We recommend you contact the Embassy in your own country to check visa requirements before you book your course. We are unable to assist with visa applications.

5.2 Visa letters can only be issued after we receive the full course fees.

5.3 If you cannot attend a course because you have not obtained a visa to enter the UK, we can offer you a refund upon seeing an official letter from the Embassy.

6. Insurance

6.1 If you are here for less than six months, please note you are not covered for National Health Service treatment in the UK. You are therefore required to obtain travel/health insurance from your own country.

7. English Language

7.1 All students whose first language is not English should have a reasonable proficiency in the English language, in order to fully benefit from the course.

