

Terms and Conditions

How to book a course

To secure a place on a Regent course, please return the Registration Form together with payment of a non-refundable deposit or book online at www.regent.org.uk.

Payment of fees

On receipt of the application and deposit a letter of confirmation is sent with a Statement of Fees which should be settled at least 4 weeks before the course starting date. In the case of registration less than 6 weeks before the course starting date, the full amount of the cost of the course must be sent with the Registration Form. PLEASE NOTE: students will not be allowed to start their course unless FULL PAYMENT has been received by the School. All bank charges must be paid by the student.

Accommodation address

Students who have requested the School to book host family accommodation on behalf of the student will receive details of their host family address at least 5 days before the course starting date, unless they enrol late. This enables those students travelling independently to let the host family know of their approximate time of arrival.

Conditions for cancelling or changing a course by the Student

- If the School receives the cancellation before the course starting date, the School will retain the deposit.
- After the course has started, a student must give 10 days' written notice to the Principal of changes to or cancellation of a course. A cancellation fee equivalent to 1 week's course fees will be charged. Refunds cannot be made for non-attendance, absence due to illness or any other cause.
- If a student wishes to be absent from the course for 1 or 2 weeks for the purposes of taking a holiday s/he must give the Principal at least 2 weeks' notice in writing.
- Students who choose to exchange their original choice of course for one of greater value must pay the difference between the two at the time of requesting the upgrade.
- Any refund due when a course is changed or cancelled, or a holiday taken, will be paid to the person who paid for the student's course at his/her home address at the end of the course. 'End of the course' here is defined as the last date of the course specified on the booking form (i.e. if a student books a 12 week course and decides to leave after 4 weeks s/he will not be refunded until 12 weeks after the start of the course).
- If a student is denied a student visa or a study permit and provides the School with a copy of the rejection letter on or before the first day of classes, the School will refund the course fee.

Change or Cancellation of a course by the School

Sometimes it is agreed between the School and a student that it would be beneficial for the student to be moved to another School course. When this happens only a course of at least equivalent cost will be offered by the School.

The School reserves the right to cancel a course, or make changes to course arrangements, without liability, if forced to do so for reasons beyond its control. If this happened, the School would seek to offer alternative arrangements, dates or venues.

If the School cancelled a course booked and paid for by a student in accordance with these terms other than for reasons beyond its control, and did not offer an alternative acceptable to the student, the School would pay compensation as follows:

- Where the cancellation is before the start of the course, compensation equal to the deposit paid by the student or
- Where the cancellation is after the start of the course, compensation equal to one week's fees.

Liability and Insurance

Students should make sure that they organise their own travel insurance to cover medical costs and repatriation costs in the case of an illness or accident.

The School acts only as an intermediary between its students and travel organisations and between students and host families. Unless

and to the extent caused by the School's negligence, the School cannot be held responsible for any delay or accident during a journey nor for any incident which may happen during the student's stay with the host family. The School will, however, endeavour to defend the student's interests in the event of breach of contract on the part of the travel organisation or the host family.

The School reserves the right not to allow on the course a student suffering from any illness, medical condition, or mental or physical disability which has not been disclosed on the Registration Form.

This brochure, issued by the School, gives the only terms and information that can be referred to in the event of a disagreement between the student and the School. These terms and conditions are governed by English law and do not affect your statutory rights under English law.

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. We may also use it to ensure that we comply with UK law, for internal training, or to send you further information about our courses and services. We do not share your details with third parties other than as necessary to perform our contract with you. The information you give us is kept securely on our computer system, and is accessible by the schools and offices in the group of companies to which the School belongs, including those outside the European Union. If you do not want to receive further information from us, please write to us at the address below. Please contact us if you want to see a copy of the information we hold, or have questions about our use of your information.

The School reserves the right to use photographs taken during courses to illustrate its promotional material. 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-shoot. These photos have no commercial or contractual value.

Information about the School

In these terms "the School" means the Regent School where you book your course.

In the UK, Regent courses are operated by Regent Language Training Ltd, a company registered in England and Wales under company number 01175684, with registered office at 38 Binsey Lane, Oxford, OX2 0EY United Kingdom.
Tel: +44 (0)1865 258300
Fax: +44 (0)1865 244696

All information correct at time of printing.

Please fax or send this form to the Regent school of your choice.

You can also apply on-line through our website www.regent.org.uk

Choose your location, course and dates

Regent School: Bournemouth Brighton Cambridge Edinburgh London Oxford

Please choose your course:

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> English World Intensive | <input type="checkbox"/> IELTS Exam preparation | <input type="checkbox"/> ClasSIX FT | <input type="checkbox"/> Home Tuition 25 |
| <input type="checkbox"/> English World Combination | <input type="checkbox"/> Cambridge Exam Preparation FCE | <input type="checkbox"/> ClasSIX Combination | <input type="checkbox"/> Home Tuition 20 |
| <input type="checkbox"/> English World Semi-Intensive | <input type="checkbox"/> Cambridge Exam Preparation CAE | <input type="checkbox"/> ClasSIX AM | <input type="checkbox"/> Home Tuition 15 |
| | <input type="checkbox"/> Cambridge Exam Preparation CPE | | |
| <input type="checkbox"/> Executive Group | <input type="checkbox"/> Individual 30 | <input type="checkbox"/> UFP | |
| <input type="checkbox"/> Executive Group Plus | <input type="checkbox"/> Individual 25 | <input type="checkbox"/> ASP Intensive (24 wks) | |
| <input type="checkbox"/> Executive Combination 1 | <input type="checkbox"/> Individual 20 | <input type="checkbox"/> AYP Intensive (32 wks) | |
| <input type="checkbox"/> Executive Combination 2 | <input type="checkbox"/> Individual 15 | <input type="checkbox"/> ASP Semi-Intensive (24 wks) | |
| <input type="checkbox"/> Executive Combination 3 | | <input type="checkbox"/> AYP Semi-Intensive (32 wks) | |

Additional one-to-one hours per week? 5 hours per week 7.5 hours per week

Course start date:

Course finish date

Choose your accommodation

If you choose a residence, please write 1st and 2nd choices

Homestay Homestay Ensuite Homestay shared Hotel/Guesthouse Residence 1st _____ 2nd _____

Accommodation start date:

Accommodation finish date

Please tell us about any special requirements (eg: disability, allergies, diet)

Do you smoke? Yes No

Would you prefer non-smoking accommodation? Yes No

What is your level of English?

Beginner Elementary Pre Intermediate Intermediate Upper Intermediate Advanced Very Advanced

Have you studied with Regent before? Yes No Which School?

When?

Transfers

Would you like a private transfer to your accommodation?

Yes on arrival Yes on departure Yes on arrival and departure No

Arrival: Airport/Station

Flight number

Date (dd/mm/yy)

Time

Departure: Airport/Station

Flight number

Date (dd/mm/yy)

Time

Medical and Travel Insurance

You must have Medical and Travel Insurance if you book a course with us so please send us proof that you have adequate cover.

I attach proof of my cover

Documents by courier

We can send your documents to you by email, fax or post. If you would like them sent by international courier we charge £45

Calculating your fees

I would like to pay the full fees I would like to pay the deposit of £300 now and the full fees 30 days before the course starts

Course fee

Additional one-to-one lessons

Accommodation fee (except Home Tuition where accommodation is included in the course fee)

Transfer fee

Documents sent by courier fee

Total cost

