

English in York Terms & Conditions

Registration

All courses must be booked in advance. Courses can begin on any Monday where appropriate or as stated.

English in York reserves the right to cancel the course programme, change teachers and alter dates & fees from those stated in the brochure without prior notice.

Students and/or agents are reminded of the need to disclose medical information about the student to English in York at the time of application (i.e. dietary needs or allergies).

Booking Confirmation

Once you have completed the online booking form you will receive an email confirming that a place is available on your chosen course. You will be asked to pay a deposit to complete the booking process.

The deposit requested is typically £500 but this may vary depending on the selected course, whether you require a visa and in the event that your booking is made within short-notice of the start date.

The deposit is allocated as £70 Registration Fee and £430 towards your remaining fees. The registration fee is non-refundable in the event of cancellation.

Once your deposit has been received, you will be sent your Booking Confirmation documents.

Payment

All fees are payable 4 weeks prior to your course start date, or immediately if your start date is less than 4 weeks away from the time of booking.

Please organise a direct bank transfer to our account:

BANK NAME:	HSBC City Branch
ADDRESS:	33 Park Row, Leeds, West Yorkshire, LS1 1LD, United Kingdom
ACCOUNT NAME:	York Associates International Ltd
ACCOUNT NUMBER:	15024544
BANK SORT CODE:	40-27-15
SWIFT CODE:	MIDLGB22
IBAN:	GB35MIDL40271515024544

Please ensure the amount you pay **includes all charges for transmission**, both in your **own country and in the UK**.

Postponement

If you need to postpone your course, you must do so in writing as early as possible. You may only postpone if there is space on the new course dates you wish to attend. An administration fee of £70 may be applied. This is at the discretion of the management.

Cancellation, curtailment or refund of course fees

Notification of course cancellation must be given in writing, by email.

Cancellation fees are as follows:

- Cancellation from **28 days to 14 days** before the start of the course – **25% of total tuition fees**.
- Cancellations **14 to 7 days** before the start of the course – **50% of total tuition fees**.
- Cancellation made **less than 7 days** prior to arrival – full tuition fees are payable – **no refund**.

The registration fee is non-refundable in the event of cancellation.

If a visa application is rejected and we receive written evidence at least 7 days prior to arrival, we will refund the fees received in full, less an administrative fee of £70. Where we receive this evidence, the refund will be paid to you within four weeks of your providing us with bank details and signed authorisation that the refund should be paid to that account.

If written evidence of a refusal is received less than 7 days prior to arrival then the refund will be paid less the administrative fee and the following non-refundable payments: £301

If you decide to leave English in York before the end of your course then tuition fees will not normally be refunded. Any refunds are at the discretion of the management.

Extension

It is possible to extend your programme, subject to an available place. Please contact the school office to discuss.

For students who live with a host family, it may not be possible to remain with the same family if you extend your course.

Accommodation

English in York reserves Homestay accommodation for students who request it. Please note that as an accredited school we conform to British Council guidelines with respect to Homestay accommodation.

If you decide to stay with a Homestay family arranged by English in York, we will always do our best to meet individual requirements, wherever possible. Priority will be given to medical requirements, such as dietary needs or allergies.

All Homestay accommodation fees are payable to English in York.

If you choose to leave your host family accommodation early, **you must notify your host family immediately**. Students must also notify the Accommodation Officer at the school in writing. A minimum of **1 week's notice** is required or a cancellation fee of one week's fees will apply.

If you wish to take a 'holiday' from your Homestay, this may be possible, subject to payment of a **retainer fee** (normally 50% of normal fees). You must discuss this with your host family and notify the school.

Homestay accommodation is available from the weekend (Saturday or Sunday) before the start of the course. Students must leave their family accommodation when the course has finished.

Holiday

If you are on a long-term course and need to take a holiday, you must notify the school as soon as possible. A minimum of **two weeks' written notice is required** or full tuition fees will apply. Holiday periods should normally be for a maximum of 2 weeks.

Photography

On occasion, we may take photographs/videos of our students in classes or during social activities. These photographs/videos may be used for **promotional materials, social media, advertising, publications and by our affiliated agents**. If you do not give permission for this, **please notify us in writing** and we will ensure that you are not included.

Insurance

Students should arrange their own insurance to cover medical treatment and loss of personal possessions, and to provide cover against the loss of fees in case there is a need to cancel the course. We recommend an online insurer who provides specific insurance for language course students.

Please see: <http://www.courseucan.com>

Please note that the majority of students at English in York are adults (18+). Students aged 16 & 17 are accepted onto programmes, subject to parental consent.

