

## Bucksmore Terms & Conditions 2014

Upon making a booking, which is payment of at least the booking deposit, students and their parents/guardians are bound by the following terms and conditions:

### 1. Booking Deposit

- 1.1 A £400 deposit must be paid at the time of booking or immediately upon receipt of the booking confirmation. Only when this payment has been received can the booking be guaranteed.

### 2. Balance Payment

- 2.1 Full payment is required not less than 8 weeks before the student's arrival. Any student who books within this 8-week period is expected to make full payment at the time of booking. Students whose fees have not been paid in full will not be permitted to join their programme with Bucksmore Education.
- 2.2 All payments shall be made without set-off or deduction of any kind in Pounds Sterling by credit card or by bank transfer.
- 2.3 If paying by credit card there is no surcharge for paying the £400 deposit but when paying the remaining balance there is a 2% surcharge to cover credit card fees.
- 2.4 If paying by bank transfer it is your responsibility to ensure that the student's name and invoice number are present on the transfer advice.
- 2.5 Please ensure payment reaches Bucksmore Education at the following account:

<b>Address:</b>	Natwest, 2 Greenwich Church Street, Greenwich, London, SE10 9BQ
<b>Account Number:</b>	73672009
<b>Sort Code:</b>	60-09-16
<b>Swift Code:</b>	NWBKGB2L
<b>IBAN:</b>	GB95 NWBK 6009 1673 6720 09

### 3. Cancellation Policy

- 3.1 Any cancellation must be made in writing (fax, email, or post) in legible and unambiguous English and must be received by Bucksmore Education. Any cancellation shall only be of effect from the date it is received by Bucksmore Education in writing (if by fax on +44 (0) 208 293 1199, if by email at [info@bucksmore.com](mailto:info@bucksmore.com), if by post at Bucksmore Education, 259 Greenwich High Road, Greenwich, SE10 8NB, United Kingdom) and the following fees shall apply:

Period Before Start Date	% Fees Still Payable
30+ Days	25
7-29 Days	50
0-6 Days	100

#### **4. Visas**

- 4.1 It is the responsibility of the student to ensure that they obtain the appropriate visa for their time in the UK covering the course dates, and that they comply with all other UK entry requirements. Under no circumstances will Bucksmore Education make any refund on grounds of lack of visa or similar travel documents required to enter the UK legitimately, save in accordance with Clause 4.2.
- 4.2 In a situation where a course needs to be cancelled due to a visa rejection (and upon supply of the original visa rejection letter) all fees will be refunded minus an administration fee of £100.

#### **5. Insurance**

- 5.1 Upon making a booking the student's name will become included in a student travel insurance scheme organised by Bucksmore Education for the dates of travel specified in the student's booking confirmation. A summary of the cover provided can be found on our booking form, available online, and a full breakdown is available upon request.

#### **6. Arrivals and Departures**

- 6.1 Students should arrive on the first day of their course, stipulated as the "Arrival Date" in the booking confirmation, and should depart on the date stipulated as the "Departure Date" in the same document.
- 6.2 Bucksmore offer a free airport transfer service only on the designated arrival and departure days, provided the student's flight lands/departs between 08:00 and 22:00.
- 6.3 The free airport transfer is available from/to Heathrow and Gatwick for all centres.
- 6.4 Free transfers are also available from Stansted for those taking a course in Cambridge.
- 6.5 If arriving at an airport other than those designated, or at a time other than those designated, a surcharge will apply if a transfer is required.

#### **7. Student's Responsibilities**

- 7.1 The student undertakes with Bucksmore Education:
- (a) To behave responsibly and not to damage any property belonging to Bucksmore Education, or to any of the campuses, or to any other person.
  - (b) Fully to indemnify Bucksmore Education against any loss or damage to the premises, furniture or other property of the campuses or of any other person by the student.
  - (c) To treat the facilities, campuses and other persons with respect and care. Furthermore, to treat all staff and fellow students equally and in a non-discriminatory manner.
  - (d) Not to smoke in any of the rooms, facilities or campuses used by Bucksmore Education.
  - (e) Not to commit any act that breaches the criminal law, or infringes the civil rights of any person under the laws of England, or any other jurisdiction within the United Kingdom.
  - (f) To pay Bucksmore Education a charge in respect of a replacement room key in the event of loss or damage to the original.
  - (g) To follow all instructions communicated by Bucksmore staff or campus staff, whilst on a Bucksmore course.

## **8. Exclusion**

8.1 Bucksmore Education reserves the right at any time to exclude from the course and campus premises any student whose behaviour is deemed to be, in the opinion of Bucksmore Education, unacceptable or against the best interests of the course. No refund shall apply in these circumstances and Bucksmore Education shall not be liable for any cost to the student that arises from expulsion from the course.

## **9. Medical Issues**

- 9.1 It is the duty of the parent/guardian to provide Bucksmore Education with information regarding any medical needs of the student before arrival, in writing.
- 9.2 Bucksmore are not able to provide trained staff for the administration of injections or the application of creams, ointments or prescribed tablets. If students need to bring any medications they must be able to administer it themselves.
- 9.3 Any medication students bring with them, must be handed over to the management team for safe storage, or stored securely in the student's room.
- 9.4 Refrigeration facilities can be provided for medications, but notice must be given to Bucksmore, in writing, at the time of booking, or as soon as the medical need arises.
- 9.5 Bucksmore can give paracetamol to students, but only with parental consent. Consent can be given on the booking form.

## **10. Rules and Regulations**

- 10.1 All students are bound by the Rules and Regulations, a copy of which will be made available to all students. Students are expected to abide by these rules and regulations and failure to do so may result in expulsion as laid down in Clause 8.1.
- 10.2 By paying the deposit referred to in Clause 1 the student confirms that they have read and agrees to abide by the rules and regulations.

## **11. Limitation of Liability**

11.1 Bucksmore Education shall not be liable to the student or parent/guardian for any damages, loss, costs, expenses claims or proceedings howsoever arising and whether actual or contingency except for death or personal injury resulting from negligence of Bucksmore Education, its employees, agents, consultants, subcontractors or suppliers whilst acting within the scope of or in the course of their employment or contract.

## **12. Marketing**

- 12.1 The student agrees to participate in promotional activities undertaken by Bucksmore Education which include photography, videoing, recording and other such activities.
- 12.2 These activities may result in the production of materials featuring the student such as brochures, posters, websites, newsletters and marketing campaigns.
- 12.3 Students can opt out of involvement in marketing material before arrival by filling in the relevant part of the booking form, or by emailing [info@bucksmore.com](mailto:info@bucksmore.com) prior to arrival.