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TERMS AND CONDITIONS

**In these terms and conditions, the word 'School' refers to Loxdale English Centre.
For all relevant School Policies, please see our website.**

BOOKING

A booking becomes binding for both student and school once the booking fee has been paid and it has been confirmed in writing by post or e-mail to the School. The person who signs the booking form agrees to pay the course and accommodation fees as shown in price lists.

TO BOOK YOUR COURSE:

Fill in the booking form and return it to the School. The booking form must be signed (in print or electronically) by the person accepting responsibility for the payment of fees, and must be accompanied by the booking fee of £90, or proof of the payment.

PAYMENT OF COURSE FEES

Payment must have been made in full at least 3 weeks before the course is due to start. Payment can be made through Flywire by local bank transfer or credit card or by bank transfer. Bank charges must be paid by the student. With all such payments it is important to quote the student's name and invoice number.

POSTPONEMENT

If a student wishes to postpone his/her course, the School must receive written confirmation of this at least 14 days notice before the original course start. In these instances the payment already received can be held until the next start date and will be valid payment for this. If there is less than 14 days, there will be a 1 week accommodation charge.

CANCELLATION & CURTAILMENTS

The School should be told as soon as possible of any cancellations. In the case of cancellation, the following charges will apply:

30 - 1 day before course start: The booking fee, 30% of course fee and 1 weeks' accommodation

Non-appearance 100% of booking fee, course fee and 1 week's accommodation

Visa refusal: Loxdale will refund any paid fees less bank charges & booking fee after seeing the visa rejection letter

There can be no refund of fees once a course has started unless on medical grounds supported by a British doctor's certificate. Accommodation payment will be refunded less one week. Refunds will only be paid to the fee-payer, via the original payment method.

ATTENDANCE OF CLASSES

Loxdale expects all student to attend every class in their course. No certificate will be issued if the student has not attended 85% of the classes on their course. Students must arrive at each class before it starts and return promptly after any break. For adult students, entry to class will not be allowed if students are more than 5 minutes late. If students are persistently late or absent, it may result in expulsion from the School with no refund of course fees.

HOLIDAYS

Students may take one week's holiday per three months that they study at Loxdale. At least two week's notice must be given in writing. Students must pay a 50% retainer for their accommodation during the holiday period.

TRANSPORT

We do our best to check the quality of the service, but journeys arranged in hired or owned transport are made entirely at the students' own risk and School can accept no liability for such journeys.

CONDUCT & EXPULSION

Loxdale will not accept: poor attendance; disrespect to staff, hosts or other students; foul, inappropriate or abusive language; violence, intimidating or insulting behaviour; any form of discrimination (incl. based on race, gender, religious beliefs or sexuality; or any other act or behaviour that does or may bring the School into disrepute or cause any harm or suffering to staff, hosts, other students or members of the public.

Students must use our computers and internet in accordance to our instruction and E-Safety Policy.

If Loxdale feels a student is a risk to themselves or others or breaks UK laws, even if not charged, may be expelled.

If a student fails to meet our minimum conduct requirements, Loxdale may expel them. In the event of expulsion, there will be no refund of unused tuition fees. Accommodation fees will be refunded less one week. Repatriation is at the student's, or their parents for students aged under 18 years, own expense.

ACCOMMODATION BOOKINGS

Unless otherwise agreed, accommodation is reserved from the Sunday before the course start date until the Sunday of the last week of the course. Only full weeks are calculated for payment purposes.

Students wishing to leave their accommodation for whatever reason, must give one full week's notice or pay one week's accommodation charge. The School acts as the middle-person between the student and the private home, or hotel/guesthouse. We reserve the right to change accommodation bookings when the need arises. We can only arrange accommodation for students attending our courses.

STUDENTS AGED UNDER 18

If a student aged 16 or 17 studies on an adult course at Loxdale, we need their parents to sign Safeguarding Forms before arrival and they must read and agree to the conditions in our Policy for 16 & 17 year old adults. The student has to respect the School curfew and safeguarding rules.

The Safeguarding Forms must also be filled in by the parents of any young learners wishing to study at Loxdale.

In exceptional circumstances, there may be students aged 6 or 7 on our pre teen courses.

VISAS

Loxdale English Centre is entitled to recruit international students who require visas under the Short Term Study Visa scheme through Accreditation UK. Minimum payment of £250 must be received before any supporting visa documentation is issued to you.

Students are responsible for fully complying with all requirements of the immigration authorities before and during their stay in the UK.

Should the student's arrival date be postponed due to a delay in visa application, we cannot guarantee the original accommodation allocation, and we reserve the right to offer alternative accommodation.

LIABILITY & INSURANCE

The School shall not be liable for loss, damage or injury to persons or property while attending school. The student is solely responsible for the safety of any personal property they bring to School. Students must pay for any damage caused by them to Loxdale property or any host's. Loxdale strongly recommends that students take out personal insurance cover before travelling to Britain.

Loxdale is not responsible for any acts or omissions of any third parties including a travel or student agency. The School's liability to the student shall, as far as is permitted at law, in no event exceed the course fees paid by the student in the previous 6 months prior to the claim. Loxdale shall not be liable for any indirect or consequential losses of the student.

PHOTOS AND PUBLICITY MATERIALS

If an adult student does not want their photo on school publicity material, they must let the school know within a week of starting their course. We cannot be held responsible for any photos in the public domain or social networks.

JURISDICTION

These terms are governed by English law. Any disagreement in relation to these terms is only dealt with through the English courts.

FORCE MAJEUR

Loxdale is not responsible for any events outside our reasonable control which may cause the closure of part or all of the School and the closure of classes. Events outside our reasonable control may include, without limitation; war, riots, civil strife, industrial dispute, terrorist activity, disaster, storm or other weather conditions, flood or infectious disease.