



Locks Hill, Portslade, Brighton, BN41 2LA, UK

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TERMS AND CONDITIONS 2024

The word 'School' refers to Loxdale English Centre. For all relevant School Policies, please see our website. Loxdale English Centre follows British law for all our services and courses.

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 (even electronically) agrees to pay the course and accommodation fees as shown in price list or quote.

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 2 weeks before the course at Loxdale is due to start. Online course payments must be made 1 week before the course 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 8 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 8 days' notice, there will be a 1-week accommodation charge.

CANCELLATION & CURTAILMENTS

The School should be told as soon as possible of any cancellations. The following charges will apply:

10 - 1 day before course start: The booking fee, 20% of course fee and 1 weeks' accommodation

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

Visa refusal: Any paid fees, less bank charges & £150 will be refunded 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 or situations covered under force majeure. 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 requires that all students attend class in their course. No certificate will be issued if a student has attended less than 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.

ENGLISH LEVEL for adults

Out of the summer, Loxdale accepts students of pre-intermediate level (B1) and above. If in doubt, please ask to take our level test. If you arrive and have a lower level of English, we will try to find you another Brighton school, but you must pay the difference in the course fee.

HOLIDAYS

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

PHOTOS AND PUBLICITY MATERIALS

If an adult student does not want their photo on to appear on school publicity material, they must let the school know within a week of starting their course. The School cannot be held responsible for any photos in the public domain or social networks. Parents of children can give or refuse permission for this on the Safeguarding form.

TRANSPORT

The School does its best to check the quality of transport services, 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. We allow extra time for departure transfers, but students are responsible for telling the school if transport does not arrive on time. Please ensure your trip is insured to cover late/postponed/missed flight arrivals/departures as this may lead to additional accommodation, taxi, or coach costs.

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 using school computers and internet must do so in accordance with our instructions and E-Safety Policy.

Loxdale may expel a student if it decides that the student is a risk to themselves or others, fails to meet the School's minimum conduct requirements or breaks UK laws, even if not charged. 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 own expense, or at their parent's expense for students aged under 18 years.

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. Loxdale acts as the middleperson between the student and the host.

The School reserves the right to change accommodation bookings when the need arises or if the student must change course dates. Accommodation can only be arranged for students attending Loxdale's courses.

STUDENTS AGED UNDER 18

Parents of students aged 16 or 17 studies on an adult course, must sign the Safeguarding Form before arrival, and they must read and agree to the conditions in the School's Policy for 16 & 17-year-old adults. The student must 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.

Parents please be aware that you can pre-book a daily transfer to school from our hosts for your child but otherwise:

- children aged 12 to 17 years in homestay accommodation walk to and from school by themselves.
- children aged 8 to 11 years in homestay accommodation must have a daily taxi transfer to and from school organised by Loxdale (at extra cost).

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

VISAS

Loxdale English Centre is entitled to recruit students who require visas under the Visitor Visa scheme through Accreditation UK. A minimum payment of £500 of course fees must be received before any supporting visa documentation will be issued. Students are responsible for fully complying with all requirements of the immigration authorities before and during their stay in the UK.

LIABILITY & INSURANCE

The School is not 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 hosts. 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.

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

FORCE MAJEUR: Loxdale is not responsible for any events outside its reasonable control which may cause the closure of part or all the School and the closure of classes. Events outside its reasonable control may include, without limitation; war, riots, fire, civil strife, industrial dispute, terrorist activity, disaster, storm or other weather conditions, flood, pandemic, or infectious disease including Covid-19. Students will receive online group lessons to cover the period they can't study at Loxdale. If Loxdale can't supply these, students will receive a voucher for the course missed.