

## Brighton International Summer School Ltd

# Payment Terms & Conditions of Booking Individual Students - 2010

1. £100 per student non-refundable deposit along with £20 registration fee per student should be sent with the Registration Form to BISS. Please make cheques payable or a direct bank transfer to Brighton International Summer School Limited, National Westminster Bank, Lewes Road Branch, Brighton, sort code 60-03-32, account 80015018, BIC number NWBK GB 2L, IBAN number GB24 NWBK 6003 3280 0150 18. We are able to accept credit cards by using PAYPAL. Places cannot be confirmed nor held until BISS is in receipt of the deposit, registration fee and registration form.
2. The balance is payable in full, 4 weeks before the commencement of the course, (unless by prior arrangement). In all cases payment must be made in full on or before the day of the student's arrival in the UK. BISS reserves the right to suspend or withdraw services should payment deadlines not be met.
3. Our cancellation policy is loss of deposit if written notice is received more than 4 weeks before start date. 60% if notice received between 0 - 4 weeks before start date, and 100% cancellation fee after course commencement start date. BISS will refund all monies paid if BISS cancels any courses booked.
4. A supplement of £75 per week is payable by any student requiring a single room. (This must be specified in writing at the time of booking and is subject to availability).
5. The minimum duration for teenage programmes is 2 weeks. The minimum duration for junior programmes is one week. Other durations may be possible – please enquire.
6. For teenage programmes arrival/departure days are Sundays, with summer 2010 arrivals commencing on June 20 until August 15 (being the day before the start of the last course). Lessons commence on the Monday after the day of arrival. Other dates may be possible – please enquire. The Dorothy Stringer School junior programme (ages 5 – 12) operates Monday to Friday from July 26 until August 20.
7. Airport transfers to/from the host family are not included in the basic price for individual participants. These are available from Gatwick and Heathrow at the supplements shown on the price list. Other airports or pick up points: prices on request.
8. Any special requests will be noted and passed on but cannot be guaranteed by BISS.
9. Parents/Guardians of students under the age of 18 years consent to the student being taken out of school for activities, visits and excursions, and to be transported either by public transport, school mini bus, private staff cars or taxis, and consent to BISS staff acting on their behalf in cases of emergency. BISS is not responsible for any events or incidents that happen outside its direct control, including but not limited to when the student is on free time, with their host family or in any other type of accommodation (eg University), or travelling to and from school/home/activities.
10. BISS arranges accommodation with local host families on behalf of each teenage student where requested. Fees paid to BISS are passed on to the family on the students' behalf. BISS cannot be held responsible for any disputes arising between any student and their host family. Families can only be changed in exceptional circumstances (at BISS's discretion) after a seven day period, or unless agreed by all parties.
11. Students agree to comply with the BISS 'Code of Conduct'. BISS reserves the right to immediately terminate or cancel any student's course where the student's behaviour is deemed to be inappropriate or unruly, or there has been a breach of the 'Code of Conduct'. From that point on, our responsibilities will cease and we cannot be held responsible for any extra costs incurred by the individual(s) in question. We cannot make any refunds if a course is terminated or curtailed following such behavior.
12. BISS can not be held responsible nor make any refunds, nor pay any compensation if any element of the course as booked by or on behalf of the student is not supplied, or not supplied promptly and efficiently following any circumstances beyond our control, including but not limited to those instances above or those amounting to 'Force Majeure'.
13. Students must ensure that they have adequate personal insurance to cover items such as cancellation or curtailment, travel delay, loss or damage of personal belongings, medical emergencies, illness and injuries, personal liability etc., since BISS cannot accept any responsibility for any of these, or other similar items.

*All prices are valid until 28 August 2010.*

*Prices and information correct at the time of printing October 2009, and are subject to change.*