





# International House

**Payment of fees**

The enrolment fee and the accommodation fees must be paid upon enrolment. Full fees must be received before your course commences. When we have processed your application, we will send you confirmation of your enrolment, an invoice and general information about your course. The address of your host family will be sent at least two weeks before your arrival.

**Cancellations and refunds**

In the case of cancellations received in writing more than 28 days before the starting date, the registration fee (£55.00) will be charged. For cancellations received less than 28 days before the start of the course the cost of one week's tuition and accommodation will be charged. After the course has started no refunds can be made.

**Insurance**

All students are advised to take insurance against cancellation as well as comprehensive medical, travel and personal insurance. Please indicate on the enrolment form whether you wish International House to arrange this insurance at approximately £9.50 per week.

Some medical treatment is free of charge to citizens of the European Union, countries who have a reciprocal agreement with Britain and students who study for six months or longer. Please check with your travel agent.

**Accommodation**

For all host family accommodation the following conditions apply:

- Host family accommodation is only available for students studying at International House.
- Four weeks' notice of your host family accommodation request is required.
- Please send us your flight information as early as possible and a minimum of three weeks prior to your course.
- The school will find alternative host family accommodation for a student who has a valid reason for moving. If a student requests a change of homestay for any other reason, a further host family accommodation booking fee of £25.00 will be charged.
- Cancellation of accommodation is subject to one week's notice.

**Fee calculator**

Enrolment fee	£ .....
Course resources fee	£ .....
Tuition Fee ( ____ weeks)	£ .....
Homestay accommodation ( ____ weeks)	£ .....
Meeting service	£ .....
Coach ticket	£ .....
Taxi transfer	£ .....
Examination fee	£ .....
Insurance	£ .....
Other	£ .....
<b>Total payment due</b>	£ .....
<b>Total payment enclosed</b>	£ .....

**Airport transfer**

Airport transfer must be booked and paid for with tuition fees. The cost is not refundable if the service is not utilised by the student. When a student arrives at the airport late in the evening it may be necessary for the student to cover the cost of one night's accommodation in a hotel.

**Limits of liability**

International House does its utmost to ensure the safety and well-being of students enrolled in our schools in Bath and Torquay. Staff are always ready to respond to any requests for help or to assist with any difficulties students may encounter in or out of school.

Please note, however, that we accept no liability or responsibility for any injury, illness, damage, delay, inconvenience or loss sustained by a student during participation in any activities, whether educational, social, recreational or involving transportation, associated with or organised by International House Torquay and Bath or whilst in accommodation arranged by International House. This also applies in the case where IH acts as an agent or recommends a third party to provide a service to the student. Any additional expenses incurred as a result of a deficiency in the service used shall be borne exclusively by the student.

**Declaration for students under 18**

If you are under 18 years of age the section below must be signed by your parent or guardian.

I have read and accept the terms and conditions outlined above. I agree to allow the student named below to participate in social and sporting activities organised by the school. I understand that the student must comply with the rules and curfew times set by the school.

**For students under 18**

Full name of student .....

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Full name of parent/guardian .....

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Address .....

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Parent or guardian's signature .....

Date .....

**DECLARATION**

I have read and understood the booking procedure and conditions above and in the current Dates and Fees insert. I enclose a deposit of £200.00 and have indicated my method of payment above. I will pay the remaining fees in full before the start of the course.

Signature

Date

