

## COURSE DATES

Courses begin and finish every Sunday (the travelling day) between the dates listed below (day/month/year):

2007 Easter School: 25/03/07 – 22/04/07 Summer School: 10/06/07 – 09/09/07

2008 Easter School: 16/03/08 – 13/04/08 Summer School: 15/06/08 – 14/09/08

2009 Easter School: 22/03/09 – 19/04/09 Summer School: 14/06/09 – 13/09/09

Students are expected to arrive after 14:00 on the travelling day. The first meal is served on the evening of the travelling day. Check-out time is 10:00. Note that courses for groups can be arranged at any time throughout the year.

## FEES LIST – SUMMER & EASTER SCHOOL / VACATION COURSES – ALL AGES – FROM 2007

Length of stay	Compulsory Charges (includes shared room, shared bathroom on campus)	
	Registration Fee	Course Cost per week (all inclusive)
2 – 4 weeks	£50	£550
5+ weeks	£50	£510

Optional Extras			
Single Room (per week)	Private Bathroom (per week)	Host Family (per week)	Extra Tuition (per hour)
£50*	£80	£80	£35
£50*	£60	£80	£35

\* Adults over 21 receive a single room at no extra charge.

For example – if a student under 21 on a three week course requires a single room with a private bathroom then a supplement of £130 per week is applicable, in addition to the £550 per week course cost and one-off £50 Registration Fee.

Superior bedrooms are also available at £50 per week above the 'single room with private bathroom' rate.

Accommodation requests cannot be guaranteed as they are issued on a first come, first served basis, and are SUBJECT TO AVAILABILITY.

**DEPOSITS** - A deposit of £10 is required for room keys and meal cards issued to students. These are returned when the items are returned upon departure. In addition, ALL students are required to pay a £40 deposit on arrival, to cover potential damage, theft and exceptional cleaning. Occupants of rooms in houses on-campus are jointly and severally liable for their rooms/houses. These deposits are returned on departure if no damage has been done.

## HOW TO PAY

All fees are normally payable 30 days prior to the start of the course except in the case of agreed late bookings. Any other arrangement needs to be agreed by the College beforehand in writing. Your place cannot be finalised until payment is received. **NO STUDENT WILL BE PERMITTED TO START CLASSES OR TO USE ANY FACILITIES UNLESS THE REQUIRED FEES ARE PAID IN FULL.** Unless agreed otherwise, fees are only accepted as having been paid when they have cleared The Abbey College's account. We reserve the right to charge interest on late payments. Payment may be made by the following methods:

**BANK TRANSFER** - Please give your bank the invoice number together with the student's name and course dates so that we can trace the payment, then inform us by faxing proof of payment, adding £9 bank transfer fees, plus any relevant bank charges in your own country.

Abbey College Account Details: Branch Address: National Westminster Bank plc, 30 Church Street, Malvern, WR14 2AY  
Account Name: TAC Account Number: 89276353 Sort Code: 53-81-33

**CHEQUE** - Fees may be paid by £ Sterling cheque drawn on the UK branch of a UK bank and made payable to 'The Abbey College'. Please send the cheque directly to our address, NOT to our bank.

**CREDIT / DEBIT CARD** - Fees may be paid by credit card, subject to a 3% surcharge. Debit cards are not normally subject to a booking fee. Credit card details are required to confirm bookings.

**TRAVELLER'S CHEQUES** - In £ Sterling (subject to prior arrangement).

**CASH** - In £ sterling (subject to prior arrangement). Proof of income may be required for large sums.

## CANCELLATIONS, ALTERATIONS AND WITHDRAWALS

If a course is cancelled 28 days or more before the course begins then any fees paid will be refunded in full less the Registration Fee and any out of pocket expenses. When a course is cancelled 27-15 days before the course begins there is a 50% cancellation charge. Where a cancellation is made less than 15 days before the course starts, no refund can be made. Once an enrolment has been confirmed course dates and other details can only be altered in advance, with the College's approval, subject to availability. Once the course has started, fees are non-returnable. In cases where a visa has been refused all course fees except the Registration Fee and an additional £50, will be refunded subject to receiving proof of the refusal and the original Letter of Acceptance. No refund whatsoever will be made if a visa has already been issued for study at The Abbey College. We recommend all students take out appropriate insurance to cover against loss of fees. **Note that our policy on the cancellation of courses for groups is different to the above; please ask us for a copy.**

## SUSPENSION AND EXPULSION

Students are admitted to the College on the understanding that they obey the Rules and Regulations governing student behaviour. In cases where a student repeatedly refuses to obey these rules, the College reserves the right to remove a student from classes, suspend or expel the student. In such cases, no refund of fees will be made and the student will be charged for any expenses incurred by the College.

Where a student has vandalized or intentionally damaged college property, an invoice for repairs will be issued which must be paid by the student or parents within 48 hours or before the student leaves the College, whichever is the sooner.

## OTHER TERMS AND CONDITIONS

1. The College reserves the right at their absolute discretion to reject any application for enrolment at any stage of the application or booking process and shall be under no obligation whatsoever to give reasons for its decision. An applicant whose application/enrolment is rejected shall be entitled to a refund of fees paid less any actual costs incurred by the College. 2. The College reserves the right to withhold the provision to the student of lessons, accommodation, meals, airport transfers and any other services contracted in cases where the appropriate total fees due have not been received in full. 3. If a student fails to complete a course, for any reason, no refund of fees, activities/excursions paid for in advance or reduction in fees payable shall be made. 4. A student who fails to attend any part of his/her course due to illness or any other reason whatsoever, whether within or outside the student's control, shall not be entitled to a refund of any fees paid (nor to attend any classes in place of those missed). 5. The College reserves the right to charge a fee to any student who uses facilities reserved for other students, such as books or bedding. 6. The College reserves the right to alter the fees, provisions, organisation and/or structure of any course at any time, whether during the course or before its commencement. In such circumstances, the College will endeavour to notify affected students but shall not have any liability if unable to do so. 7. The College has no residential responsibility for students living outside the College campus other than liaising with host families. 8. The College reserves the right, if necessary, to test students for drugs or alcohol and to search their rooms without prior notice. 9. No student shall be entitled to use the name The Abbey College under any circumstances or at any time, whether as a trademark, company or trading name or otherwise. 10. Students and parents agree that a student's image, details, written comments and achievements can be used for promotional purposes without written consent or notification. 11. The college accepts **no liability** for any services booked by the college on behalf of students. This includes all transportation, host families, hotels and all other services outside of the college. The college will always endeavour to provide a secure environment for the services of security it offers, but is not responsible or liable for any items (including money, tickets and passport) that may be held on behalf of students in the event of theft, fire or any other such circumstance. In all cases, insurance is recommended. 12. Students agree to keep the college indemnified against all actions, proceedings, costs, claims and expenses arising from any losses of any kind. 13. Irrespective of whether an enrolment is made by an individual or an agent, agency or other third party, the relevant and only Offer for contractual purposes (and any of its terms and conditions) in relation to enrolments shall be that made and contained in that party's completed Application Form. 14. No parental permission will be accepted in any circumstance to allow a child to do something contrary to the College rules as published in the student handbook. 15. Meals will only be provided to students arriving on the travel day if their flight lands before 17:00. On the date of departure only breakfast will be provided. 16. All fees, terms and conditions outlined here are valid as of 01/11/06 and supersede all previously published fees, terms and conditions. 17. In cases of dispute English Law shall apply.