

These terms and conditions are an agreement between the Summer School and the Parent (or person acting on behalf of the Parent).

1. Terminology

The Summer School: means The Bell Concord Educational Trust Limited, Acton Burnell Hall, Acton Burnell, Shrewsbury, Shropshire SY5 7PF, trading as Concord College Summer School. The Bell Concord Education Trust Limited is registered with charity number 326279 and with company number 1503040.

The Parent or You: means any person who has submitted the application form for attendance at the Summer School.

Student: means the child named on the application form.

1 Enrolment

The Parent understands and agrees that:

1.1 A place for their child can be requested by completing and submitting the on line application form.

1.2 The Summer School will confirm, by email, that the place is available and provide an invoice within 5 days of confirmation of receipt of the application form.

1.3 Following confirmation that a place is available, the booking will not be confirmed and enrolment documents will not be issued until the non-refundable deposit (£500), or full fees in the case of a booking made less than 8 weeks before the course start date, has been received from the Parent.

1.4 Changes to course dates or course programme made within 5 weeks of the Student's course start date will incur a £25 administration charge.

1.5 Balance of payment is due as follows:

University Preparation	Balance of fees due 1 March 2018
Course 3-25 July 2018	Balance of fees due 4 May 2018
Course 28 July-19 August 2018	Balance of fees due 1 June 2018

1.6 Full fees will be payable immediately if an application is made within 8 weeks of the course start date.

1.7 The College is not responsible for any bank charges incurred during the payment transactions. These are the responsibility of the payee.

2 Documentation

The Summer School will require additional information and a number of documents to be completed by the Parent and returned to the Summer School prior to the course start date. These will include, but are not limited to:

- Travel details (see para 3)
- Supervision form
- Student code of conduct and student rules (Summer School) (see para 7)
- Medical information

3 Complimentary Coach Transfers

3.1 Coach Transfer - English and Science programme: The Summer School will provide a complimentary coach transfer under the following circumstances only:

- Arriving/Departing London Heathrow Airport (approximately 3 hours coach journey):
 - For flights arriving between 0800-1600 on the first day of the course (3 or 28 July 2018).
 - For flights departing between 0800-1600 on the last day of the course (25 July or 19 August 2018).
 - For Students arriving at the airport meeting point (Terminal 3 Arrivals) between 0800-1600 on the first day of the course (3 or 28 July 2018).
 - For Students being collected from the meeting point (Terminal 3 departures) between 0800-1600 on the last day of the course (25 July or 19 August 2018).
- Arriving/Departing Manchester Airport (less than 2 hours coach journey) and Birmingham Airport (approximately 90 minute coach journey)
 - For flights arriving between 1000-1400 on the first day of the course (3 or 28 July 2018).
 - For flights departing between 1000-1400 on the last day of the course (25 July or 19 August 2018).
 - There will be no member of staff at these airports until 1000, parents/guardians must be aware that students arriving before 1000, will not be met until 1000 onwards.

3.2 Requests for Transfers Outside Criteria Above: We will provide details of our recommended local and trusted taxi company for Parents to arrange a private taxi transfer direct for arrival/departures outside those date/times/location detailed in para 3.1.

3.3 Coach Transfer - University Preparation programme:

- Arriving/Departing London Heathrow Airport (approximately 3 hours coach journey):
 - For flights arriving between 1200-1600 on the first day of the course (1, 15, 29 July or 12 August 2018).
 - For flights departing on the last day of the course (13, 27 July, 10 or 24 August 2018). Please check flight times with the Summer School office before booking flight.

4 Changes to the programme

The Summer School may make changes to the course programme and activities at any time to ensure the Student receives the best possible experience.

5 **Passport**

On arrival, the Student must hand over their passport to the Summer School for safekeeping. The passport will be returned on the date of departure of the Student.

6 **Insurance**

The Summer School does not provide any insurance for Students and accept no responsibility for any damage or loss to Student's property:

6.1 It is not recommended that Students bring high value items to the Summer School. All personal items and Student property are the responsibility of the Student and you are advised to insure such property in case of damage or loss. Students should also make use of the personal safe in their bedroom and ensure they keep their bedroom secure.

6.2 Parents are recommended to investigate insurance appropriate to the Student that covers their personal possessions, cancellation, medical and repatriation expenses.

7 **Student Behaviour**

7.1 If the Student does not follow the Summer School's Code of Conduct and Rules - *available on the website or direct from the Summer School office* - or behaves in any way deemed unacceptable by the Summer School senior management team, the Summer School reserve the right to both discipline that Student and/or send the Student home immediately, with no refund of fees and at the cost of the Parent.

7.2 The Summer School will, where possible, look to caution Students in the first instance and will make every effort to communicate early concerns over behaviour to Parents and guardians. In respect to damages, caused deliberately or as a result of inappropriate behaviour, the Summer School will recover costs from the Student or Students involved.

8 **Bag or room search**

If Summer School staff suspect that a Student has broken Summer School rules or has been involved in any illegal activity, the Student may be questioned and his/her accommodation or belongings may be searched in appropriate circumstances. All reasonable care will be taken to protect the Student's rights and freedoms and to ensure that the Parent is informed as soon as reasonably practicable after it becomes clear that the Student may face formal disciplinary action.

9 **Medical Treatment, including First Aid**

9.1 The Summer School accept Students only on the understanding that they are in good health at the commencement of the programme - both physically and mentally.

9.2 The Medical information form provided should be completed as accurately as possible, the Summer School can take no responsibility for any aspects of your child's wellbeing if a medical condition is not declared prior to arrival. You must give a full account in writing if there are any additional concerns or matters about which we need to be aware.

9.3 When submitting the Application Form, the Parent agrees to provide consent to all emergency or other medical, dental treatments or procedures (including but not restricted to inoculations, general or local anaesthetic, surgery or blood transfusion) which, in the opinion of a qualified medical practitioner, are necessary for the safety and wellbeing of your child. The Parent also agrees to the provision of First Aid as and when necessary.

9.4 Where it is reasonably practicable, we will attempt to contact you by telephone to obtain your agreement to any emergency medical treatment or procedure. Where this is not possible, we will act in loco Parentis on your behalf (in accordance with the signed Application Form) and sign the medical consent form and agree to the medical treatment on your behalf.

9.5 When your child returns home they will bring their confidential medical report with them in a sealed envelope, if they have been treated by the local doctor or hospital.

10 Marketing and promotional materials

The Summer School uses photographs and video footage for marketing purposes and on social media. There is the opportunity to opt out of this on the Application Form if the Parent does not wish photographs of the Student to appear in such material.

11 Cancellation

The Summer School has a Cancellation Policy that is available to view on the website or by request from the Summer School office. It is recommended that the Parent arranges suitable insurance for the Student in the event of unforeseen circumstances resulting in the cancellation of a place (see para 6).

12 Force Majeure

An event beyond the reasonable control of the parties to this agreement is a Force Majeure Event. Such events include but are not limited to any worldwide event or act of God (such as war, disease outbreak, natural disaster or terrorist attack). The Summer School reserves the right to cancel a course or programme in the case of such an event and the Parent understands that:

12.1 If the Summer School is prevented from or delayed in carrying out its obligations by a Force Majeure Event, it shall immediately notify the Parent by email and shall be excused from performing its obligations while the Force Majeure Event continues.

12.2 The Summer School may give the Parent the option of the Student attending the next available Summer School course or programme as an alternative to cancelling the course or programme. The Parent will be under no obligation, however, to accept the Student's attendance at a different Summer School course or programme.