

# Terms and Conditions

## BOOKING

Complete the attached Enrolment Form and return it to us by email, fax or post. You can also enrol via our website:

[www.anglolang.com](http://www.anglolang.com)

When we receive your booking, we will send you a letter of acceptance, invoice and placement test.

## ACCOMMODATION DETAILS

Once we have arranged your accommodation, we will send you details by email or post.

Students should arrive on a SUNDAY and depart on a SATURDAY. Extra nights can be arranged subject to availability.

## PLACEMENT TEST

It is important that you complete the placement test BEFORE your arrival. After the placement test, if a student is found to be below the minimum level required to start the course, the school reserves the right to modify the number of lessons.

## COURSE MODIFICATION

For group courses the number of hours will be modified if a minimum of 4 students are not enrolled at that level.

## VISAS

If you need a visa to enter the UK please contact your nearest British Embassy, Consulate or High Commission before arriving in Britain. For detailed entry requirements, you can also obtain information regarding student visas at: [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)

- If you are planning to study for more than six months, (up to a maximum of 11 months), you should apply for an Extended Student Visitor Visa (11 months).
- If you are planning to study for less than six months you should apply for a Student Visitor Visa.

To obtain the necessary course confirmation documents from us to apply for a visa, a deposit of £500 must be paid when booking.

If a student's visa application is rejected after payment has been received, we will refund the full amount paid (minus a £50 administration fee) once we have received a copy of the visa refusal letter.

Please provide a copy of your Visa and a copy of the cover of your Passport on arrival at Anglolang.

## PAYMENT

The course fees must be paid in full before you begin your course. Full instructions on how to pay will be on your invoice. Your booking is only guaranteed once payment has reached our bank account. All weeks are charged as full weeks. There are no reductions in fees for late arrival or early departure.

### Methods of payment:

#### 1. Direct bank transfer to our account

Please inform your bank that you will pay ALL bank transfer charges in your own country and the UK. Please ensure your name and registration number is on all bank transfer documents.

**Account No:** 70120014 **Sort Code:** 20-75-92

**Account Name:** Anglolang Scarborough Limited

**Bank:** Barclays Bank plc

**IBAN:** GB43 BUKB 2075 9270 1200 14

**SWIFT/BIC:** BUKBGB 22

#### 2. Credit Card

Visa or Mastercard.

#### 3. Sterling cheque drawn on a British bank

## MEDICAL & TRAVEL INSURANCE

It is strongly recommended that insurance be taken out before arrival.

## PUBLIC HOLIDAYS

There are no lessons on UK public holidays. During weeks including public holidays, only private tuition lessons will be compensated for.

## CANCELLATION

### Cancellation before the course start

This should be made in writing. For cancellations made less than 30 days before the course start, a fee of £500 will be charged. For cancellations made less than 2 weeks before the course start, an all inclusive fee for 1 week will be charged.

### Cancellation after the course start

Once you have started your course no refunds are given. It is not possible to transfer any fees to a third party. **We strongly advise you to take out course fee cancellation insurance.**

### Attendance

Students who have been issued with a visa must comply with UK Border Agency (UKBA) regulations. Please note that the UKBA treats any unauthorised absence of 10 consecutive days as a breach of its regulations, which will result in the withdrawal of the Student's right to remain in the UK. The school is required to report this absence to the UKBA.

# ANGLOLANG

ACADEMY OF ENGLISH

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