

2016 Student Fees & Dates

HARROW HOUSE International College



HARROW HOUSE
INTERNATIONAL COLLEGE

Harrow House International College

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Harrow House 2016 Student Fees & Dates

Junior Low Season Courses

Low Season Course dates:	02 January 2016 - 05 March 2016 02 January 2016 - 07 May 2016 05 March 2016 - 07 May 2016 10 September 2016 - 24 December 2016
Course duration:	from 1 week
Courses for individual students start:	each week
Courses for closed groups start:	each week throughout the year
CEFR English level:	A1 - C2 (all levels including beginners)

Junior English plus Sports

Age group 10 - 17 years	
Course dates: Low Season	£525 per week
02 January 2016 - 07 May 2016 and 10 September 2016 - 24 December 2016	

Junior English plus Sports incl. 4.5 hours tennis coaching

<i>including tennis tournament</i>	
Age group 12 - 17 years	
Course dates: Low Season	£545 per week
05 March 2016 - 07 May 2016	

Junior English plus Excursions, Fun and Games

Age group 10 - 17 years	
Course dates: Low Season	£605 per week
02 January 2016 - 07 May 2016 and 10 September 2016 - 24 December 2016	

Junior English plus Adventure Activities

Age group 14 - 17 years	
Course dates: Low Season	£645 per week
02 January 2016 - 05 March 2016 and 10 September 2016 - 24 December 2016	

All Junior Course Fees include:

- 15 hours of English language tuition per week
- 15 hours of selected course options per week
- Evening entertainment
- Full-board College accommodation in standard College bedrooms
- Full-board Homestay accommodation for Junior students from 14 - 17 years (lunch from Monday to Friday at the College)
- Full-day excursions: two during two week stay, three during three week stay, etc.
- Sunday half-day excursion: one during course stay
- One-week Junior Courses include one half-day Sunday excursion only. *(There is no half-day or full-day excursion on Easter Sunday.)*
- International Student Insurance
- Student Welfare Support
- Student Welcome Folder
- Certificate

N.B. There is a reduction of £80 per week when Junior Courses are booked without College or Homestay accommodation.
(Lunch is provided at the College from Monday to Friday, luncheon vouchers are provided at weekend excursions).

JUNIOR COLLEGE BEDROOM SUPPLEMENTS **subject to availability*

For Junior students from 12 - 17 years only

Supplement for Junior twin bedded* College room	£29 per person per week
Supplement for Junior en-suite* College bedroom	£39 per person per week

(En-suite rooms have 2, 3 and 4 beds. Rooms are allocated by our administration staff prior to arrival).

Junior Summer Courses

Summer Course dates:	04 June 2016 - 10 September 2016 and 11 June 2016 - 27 August 2016
Course duration:	from 1 week
Courses for individual students start:	each week
Courses for closed groups start:	each week throughout the year
CEFR English level:	A1 - C2 (all levels including beginners)

Young Learners

Age group 8 - 11 years	
Summer Course dates:	£650 per week
04 June 2016 - 10 September 2016	

Junior English plus Sports

Age group 10 - 17 years	
Summer Course dates:	£620 per week
04 June 2016 - 10 September 2016	

Junior English plus Sports incl.

4.5 hours tennis coaching

<i>including tennis tournament</i>	
Age group 12 - 17 years	
Summer Course dates:	£640 per week
04 June 2016 - 10 September 2016	

Junior English plus Sports incl.

6 hours training in watersports

Age group 12 - 17 years	
Summer Course dates:	£690 per week
11 June 2016 - 27 August 2016	

Junior English plus Sports incl.

3 hours training in horse riding

Age group 12 - 17 years	
Summer Course dates:	£730 per week
11 June 2016 - 27 August 2016	

Junior English plus Sports incl.

6 hours training in golf

Age group 12 - 17 years	
Summer Course dates:	£735 per week
11 June 2016 - 27 August 2016	

Junior English plus Excursions, Fun and Games

Age group 10 - 17 years	
Summer Course dates:	£700 per week
11 June 2016 - 27 August 2016	

Junior English plus Adventure Activities

Age group 14 - 17 years	
Summer Course dates:	£740 per week
11 June 2016 - 27 August 2016	

Junior English plus Academic Challenges

Age group 14 - 17 years	
Summer Course dates:	£645 per week
11 June 2016 - 27 August 2016	

Harrow House 2016 Student Fees & Dates

Intensive English in Action Courses

Age group:	16 years +
Course dates:	02 January 2016 - 13 February 2016 25 June 2016 - 10 September 2016
Course duration:	from 1 week
Courses for individual students start:	each week
Courses for closed groups start:	each week throughout the year
CEFR English level:	A2 - C2
Course Fees:	£525 per week

Intensive English in Action Course Fees include:

- 22.5 hours of English language tuition per week
- 7.5 hours of English in Action per week
- Evening entertainment
- Supplementary language material
- Wi-Fi connectivity and use of computers
- Individual Learning Plan (for students studying more than four weeks)
- Full-board College accommodation in twin bedded en-suite rooms from 02 January 2016 - 13 February 2016 and from 20 August 2016 - 10 September 2016
- Full-board Homestay accommodation in twin bedded rooms from 02 January 2016 - 13 February 2016
25 June 2016 - 10 September 2016 (lunch from Monday to Friday at the College)
- Saturday full-day excursions: one during two week stay, two during three week stay, etc.
- Sunday half-day excursion: one during course stay
- One-week courses include one half-day Sunday excursion only.
- International Student Insurance
- Student Welfare Support
- Student Welcome Folder
- Certificate

OTHER CHARGES

Enrolment fee	£70
Handover service charge to/from the airline at the Airport of Junior students flying as 'Unaccompanied Minors'	£30 per person per journey
Change of booking fee after booking confirmation	£70 per change
Administration charge in case of visa refusal	£70 per person
Student Visa – Confirmation of Acceptance for Studies (CAS) fee	£22 per person
Courier fee	£45
One-to-One lessons (45 minutes)	£45
Pocket money transfer administration fee (if not sent via 'Moneygram')	£20

Accommodation for Intensive English in Action Courses for Family Members depends on the preferred accommodation choice, i.e. Guesthouse, Hotel, Holiday Apartment. Harrow House is happy to supply preferred contact details.

Intensive English in Action Courses for Adult Family Members

Age group:	adult family members of Young Learners and Junior Course students
Course dates:	25 June 2016 - 10 September 2016
Course duration:	from 1 week
Courses start:	each week
CEFR English level:	A2 - C2
Tuition Fee:	£445 (if booked without accommodation)
Course Fees:	£525 (if booked with Homestay accommodation)

Intensive English in Action Course for Adult Family Members of the Young Learners and Junior Courses include:

- 22.5 hours of English language tuition per week
- 7.5 hours of English in Action per week
- Evening entertainment
- Wi-Fi connectivity and use of computers
- Full-board Homestay accommodation in twin bedded rooms from 25 June 2016 - 10 September 2016 (lunch from Monday to Friday at the College plus packed lunch on full-day excursions)
- Lunch from Monday to Friday at the College plus packed lunch on full-day excursions (if course is booked without accommodation)
- Saturday full-day excursions: one during two week stay, two during three week stay, etc.
- Sunday half-day excursion: one during course stay
- One-week courses include one half-day Sunday excursion only.
- International Student Insurance
- Student Welfare Support
- Student Welcome Folder
- Certificate

AIRPORT TRANSFER FEES FOR ESCORTED COACH TRANSFERS

Every Saturday on the arrival and departure day to and from the airports London Heathrow and London Gatwick for

Flight arrivals between 10.00 – 18.00 hours UK time and
Flight departures between 12.00 – 18.00 hours UK time

LONDON HEATHROW AIRPORT COACH TRANSFERS

Every Saturday from 02 January 2016 – 24 December 2016	£90 per person per single journey
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LONDON GATWICK AIRPORT COACH TRANSFERS

Every Saturday from 04 June 2016 – 10 September 2016	£100 per person per single journey
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AIRPORT TRANSFER FEES FOR TAXIS

Every Saturday on the arrival and departure day to and from the airports, train and bus stations listed below

from 02 January 2016 – 24 December 2016
between 06.00 – 19.00 hours UK time only.

TAXI TRANSFERS TO/FROM HARROW HOUSE

	for 1 – 2 persons per single journey
From/to Bournemouth Airport	£110
From/to Southampton Airport	£160
From/to London Heathrow Airport	£260
From/to Gatwick Airport	£270
From/to Luton Airport	£280
From/to Stansted Airport	£300
From/to City Airport	£290
From/to Victoria Bus Station	£290
From/to Waterloo Station	£290
From/to St Pancras Station	£290

* Transfer Fees for Taxis are subject to change. Please request correct fees at time of booking.

* Additional charges of £20 per half hour plus Airport car parking fees are payable in case of all flight delays.

PERSONAL DATA

(Please complete in BLOCK CAPITALS)

FIRST STUDENT

STUDENT'S FAMILY NAME

FIRST NAME

DATE OF BIRTH MALE FEMALE

NATIONALITY

MOTHER TONGUE

OCCUPATION

SMOKER YES NO

Passport NO.

Expiry Date

Date and Place of Issue

SECOND STUDENT

STUDENT'S FAMILY NAME

FIRST NAME

DATE OF BIRTH MALE FEMALE

NATIONALITY

MOTHER TONGUE

OCCUPATION

SMOKER YES NO

Passport NO.

Expiry Date

Date and Place of Issue

HOME ADDRESS OF PARENT GUARDIAN

NAME OF PARENT/GUARDIAN

STREET/NUMBER

POSTCODE/ZIP CODE

CITY/TOWN

COUNTRY

MAILING ADDRESS *(if different from home address)*

NAME OF PARENT/GUARDIAN

STREET/NUMBER

POSTCODE/ZIP CODE

CITY/TOWN

COUNTRY

CONTACT DETAILS

PRIVATE TELEPHONE NO.

BUSINESS TELEPHONE NO.

PARENT MOBILE / EMERGENCY NO.

STUDENT MOBILE NO.

FAX NO.

E-MAIL

HAVE YOU PREVIOUSLY ATTENDED

A COURSE AT HARROW HOUSE YES NO

IF YES, IN WHICH YEAR(S)?

IF NO, HOW DID YOU HEAR ABOUT HARROW HOUSE?

RECOMMENDATION

ADVERTISEMENT

INTERNET

AGENCY

Please state name and address of agency

COURSE DATES *(Saturday to Saturday)*

ARRIVAL DATE

DEPARTURE DATE

NUMBER OF WEEKS

COURSE REQUEST

ADULT COURSES

- Intensive English in Action Course – Age group 16+
- Intensive English in Action Course for Adult Family Members of Young Learners and Junior Course students

YOUNG LEARNERS

- Age group 8 - 11**
- Young Learners

JUNIOR COURSES

- Age group 10 - 17**
- Junior English plus Sports
 - Junior English plus Excursions, Fun and Games

- Age group 12 - 17**
- Junior English plus Sports inclusive of Tennis
 - Junior English plus Sports inclusive of Watersports
 - Junior English plus Sports inclusive of Horse Riding
 - (please forward the completed Horse Riding Disclaimer form - available on our website - together with your Enrolment form).*
 - Junior English plus Sports inclusive of Golf

- Age group 14 - 17**
- Junior English plus Adventure Activities
 - Junior English plus Academic Challenges

Present English Level

- CEFR LEVEL A1 - BEGINNER (Junior Course students only)
- CEFR LEVEL A2 - ELEMENTARY - PRE-ELEMENTARY
- CEFR LEVEL B1 - INTERMEDIATE
- CEFR LEVEL B2 - UPPER INTERMEDIATE
- CEFR LEVEL C1 - ADVANCED
- CEFR LEVEL C2 - PROFICIENCY

AIRPORT TRANSFER SERVICES

I DO NOT NEED A COACH OR TAXI TRANSFER

I WILL ARRANGE MY OWN TRANSFER

• TO / FROM HARROW HOUSE ON ARRIVAL DAY ON DEPARTURE DAY

I WISH TO RESERVE

AIRPORT ESCORTED COACH TRANSFER

• FROM LONDON HEATHROW AIRPORT ON ARRIVAL DAY YES NO

• TO LONDON HEATHROW AIRPORT ON DEPARTURE DAY YES NO

• FROM LONDON GATWICK AIRPORT ON ARRIVAL DAY YES NO

• TO LONDON GATWICK AIRPORT ON DEPARTURE DAY YES NO

• UNACCOMPANIED MINOR HANDOVER

SERVICE TO / FROM AIRLINE AT AIRPORT ON ARRIVAL ON DEPARTURE

- Airport Coach Transfers operate every Saturday to / from London Heathrow Airport from 02 January 2016 – 24 December 2016

- Airport Coach Transfers operate every Saturday to / from London Gatwick Airport from 04 June 2016 – 10 September 2016

for UK FLIGHT ARRIVALS between 10.00 - 18.00 hours UK time and for UK FLIGHT DEPARTURES between 11.00 - 18.00 hours UK time.

AIRPORT TAXI TRANSFERS

I WISH TO RESERVE

• TAXI TRANSFERS ON ARRIVAL DATE YES NO

• TAXI TRANSFERS ON DEPARTURE DATE YES NO

• UNACCOMPANIED MINOR HANDOVER SERVICE TO/FROM AIRLINE AT AIRPORT ARRIVAL DAY DEPARTURE DAY

- Taxi Transfers operate every Saturday to/from the airports, bus and train stations listed below for UK FLIGHT ARRIVALS and DEPARTURES between 06.00 - 19.00 hours UK time

TRANSFER TO/FROM AIRPORTS	ARRIVAL DAY	DEPARTURE DAY
• BOURNEMOUTH	YES <input type="checkbox"/>	YES <input type="checkbox"/>
• SOUTHAMPTON	YES <input type="checkbox"/>	YES <input type="checkbox"/>
• LONDON HEATHROW	YES <input type="checkbox"/>	YES <input type="checkbox"/>
• GATWICK	YES <input type="checkbox"/>	YES <input type="checkbox"/>
• LUTON	YES <input type="checkbox"/>	YES <input type="checkbox"/>
• STANSTED	YES <input type="checkbox"/>	YES <input type="checkbox"/>
• LONDON CITY	YES <input type="checkbox"/>	YES <input type="checkbox"/>
• VICTORIA BUS STATION	YES <input type="checkbox"/>	YES <input type="checkbox"/>
• WATERLOO STATION	YES <input type="checkbox"/>	YES <input type="checkbox"/>
• ST PANCRAS STATION	YES <input type="checkbox"/>	YES <input type="checkbox"/>

- If you reserve a Coach or Taxi transfer you must inform Harrow House not later than 4 weeks prior to your arrival of the following arrival and departure details:
 • arrival day, place of departure, UK arrival airport, arrival flight no., arrival time, departure day, UK departure airport, place of arrival, departure flight no., departure time.

ACCOMMODATION REQUIREMENTS (available Saturday to Saturday)

- Arrival time at the College or the Homestay is between 12.00 and 22.00 hours (UK time) on the arrival day

- Departure time from the College or the Homestay is between 07.00 and 10.00 hours (UK time) on the departure day

- Rooms at the College or the Homestays are not available before 12.00 hours UK time on the arrival day and after 10.00 hours UK time on the departure day

Do you have any special dietary requirements? YES NO

Any medical conditions, health issues, disabilities etc. please state on the Medical Consent Form.

ACCOMMODATION FOR INTENSIVE ENGLISH IN ACTION COURSES

College en-suite twin-bedded room

College single bedroom (supplement)*

College en-suite single bedroom (supplement)*

Homestay twin-bedded room

Homestay single bedroom (supplement)*

No Accommodation

* all subject to availability

ACCOMMODATION FOR INTENSIVE ENGLISH IN ACTION COURSES FOR FAMILY MEMBERS

Homestay accommodation

from 25 June 2016 - 10 September 2016

(Other accommodation choices available are: Guesthouse, Hotel, Holiday Apartment. Harrow House is happy to supply contact details of preferred accommodation option).

ACCOMMODATION FOR JUNIOR COURSES

College standard bedroom from 8 - 17 years

College twin-bedded room from 12 - 17 years (supplement)*

College en-suite 2 - 4 bedded room from 12 - 17 years (supplement)*

* all subject to availability

Homestay twin-bedded room from 14 - 17 years

No Accommodation

Essential Protection for International Students Studying in the UK

Harrow House has teamed up with Endsleigh Insurance Services Limited, the UK's leading student insurance intermediary. We are working together to ensure you have adequate insurance for your time spent studying in the UK. You will be covered under the non opt-out Endsleigh Block Policy for students studying in the UK.

The International Student Policy covers:

- Emergency medical expenses
- Personal accident
- Personal liability
- Personal belongings
- Legal expenses
- Course fees

The cost of this insurance has been included as part of the overall fees that you pay Harrow House, so no extra payment is required.

A summary of cover is provided for your reference. Full details can be accessed online at www.harrowhouse.com Downloads - Insurance Documents.

We recommend that you read your documents carefully to ensure that you know what is covered.

Summary of cover

Endsleigh Block Policy for students studying in the UK.

Your Cover	Limits
Cancellation or Curtailment Charges	£3,000
Emergency Medical & Other Expenses	
Medical Expenses	£2,000,000
Emergency Dental Treatment	£500
Funeral Costs Abroad	£5,000
Personal Accident (Subject to Age)	£30,000
Baggage	
Baggage	£1,000
Single Article Limit	£600
Valuables Total Limit	£600
Personal Money, Passport & Documents	
Cash Limit	£300
Other Money & Documents Limit	£100
Passport	£500
Personal Liability	£1,000,000
Missed Departure	£500
Overseas Legal Expenses & Assistance	£10,000
Course Fees	£8,000

Policy Excess

The first £50 of each and every claim per incident claimed for by each insured person, except for claims under personal accident, personal liability and legal expenses, where no excess applies.

PAYMENT DETAILS

ENROLMENT FEE

Upon confirmation of your enrolment by Harrow House you need to pay the enrolment fee of £70.

BALANCE OF FEES

If you enrol within 8 weeks, the fees are payable in full. Otherwise the balance of the invoice amount is due 8 weeks prior to arrival.

VISA REFUSAL: If your application for a visa is refused we will refund any fees we have received from you after deduction of an administration charge of £70, provided that you have sent us a copy of your visa refusal letter prior to your intended arrival date.

METHOD OF PAYMENT

I will pay the fees to Harrow House via

UNIPAY on the Harrow House website.
This is the cheapest method of payment for you.

BANK TRANSFER via SWIFT to:
National Westminster Bank, 48 Blue Boar Row, Salisbury, Wiltshire SP1 1DF, England
Account name: Harrow House International College
Account number: 78493021, Sort code: 54-41-19
Swift code: NWB KGB 2L, IBAN: STERLING GB 21 NWBK 5441 19 78493021

(Please inform your bank that you pay all bank transfer charges both in your country and in England. Hence your bank needs to add a minimum of £15 to your payment to cover the UK bank transfer charges. Please send us copy of your bank transfer as proof of payment).

When we have received the total invoice amount from you we will send you the final confirmation letter including your accommodation address details and your transfer confirmation.

If you have booked a Harrow House airport transfer you need to inform us of your arrival and departure flight details no later than four weeks prior to arrival.

If you have not booked a Harrow House airport transfer you need to inform us of your estimated arrival and departure times at / from Harrow House College / your Homestay no later than four weeks prior to arrival.

I confirm that I accept the Booking Conditions.

I confirm that the information I have given on the Medical Consent Form is true to the best of my knowledge.

Signature _____ Date _____

Medical Consent Form 2016 – Page 1

For students under 18 years of age a parent or guardian must complete this form.
For students over 18 years of age, please complete this form yourself.

STUDENT'S ARRIVAL DATE

STUDENT'S DEPARTURE DATE

STUDENT'S FAMILY NAME

FIRST NAME

DATE OF BIRTH

GENDER Male

Female

Blood Group

HOME ADDRESS

EMERGENCY CONTACT DETAILS:

Name

Telephone

Relationship to student: Father Mother Guardian

Level of English: Beginner

Elementary

Intermediate

Upper Intermediate

Advanced

MEDICAL INFORMATION

Has the student ever had: Please tick:

MEASLES

YES

NO

Date

CHICKEN POX

YES

NO

Date

RUBELLA

YES

NO

Date

MUMPS

YES

NO

Date

MENINGITIS

YES

NO

Date

HEPATITIS

YES

NO

Date

If YES please specify

Does the student suffer from and or take medication for:

DIABETES

YES

NO

Date

EPILEPSY

YES

NO

Date

ASTHMA

YES

NO

Date

CARDIAC DISEASE

YES

NO

Date

ECZEMA

YES

NO

Date

MIGRAINE

YES

NO

Date

FAINTING

YES

NO

Date

OTHER

YES

NO

Date

If YES please specify

Has the student had any recent fractures / broken bones / injuries in the last year that have ongoing consequences?

YES

NO

If YES please specify

Has the student suffered from any illnesses or diseases in the last year that have ongoing consequences?

YES

NO

If YES please specify

Does the student suffer from Allergies (food / dogs / cats) / Intolerances / Sensitivities?

YES

NO

If YES please specify

Does the student take any medication on a regular basis?

YES

NO

If YES, please specify

Please ensure you bring sufficient medication in its original packaging with you for your stay at Harrow House

Does the student suffer from any other condition that is important for us to know?

YES

NO

If YES, please specify

CONSENT TO TREATMENT

I give permission for the student to receive the following non prescribed medication from the College:

Paracetamol	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Diarrhoea remedy	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Ibuprofen	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Dehydration treatment	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Antihistamine	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Head lice treatment	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Cough syrup	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Sticking plasters	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Antacid	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Antiseptic wound cleanser	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Constipation remedy	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Natural oils	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Antiseptic throat spray/lozenges	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Salbutamol Inhaler (emergency use for diagnosed asthmatics only)				YES <input type="checkbox"/>	NO <input type="checkbox"/>

I give permission for the student to receive the following medical treatment where necessary:

First aid	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Optician	YES <input type="checkbox"/>	NO <input type="checkbox"/>
GP appointment	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Emergency hospital treatment	YES <input type="checkbox"/>	NO <input type="checkbox"/>
GP prescribed medication	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Blood transfusion	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Dentist	YES <input type="checkbox"/>	NO <input type="checkbox"/>	General anaesthetic	YES <input type="checkbox"/>	NO <input type="checkbox"/>

In the event of a medical emergency, you will be contacted at the earliest possible time to give updates and seek detailed consent.

A child (anyone under the age of 16 years) can consent to treatment as long as they have enough understanding and intelligence to appreciate fully what is involved in their treatment. This is known as being 'Gillick competent'. Additional consent by a person with parental responsibility is not required. Any person over the age of 16 years is deemed capable of consenting to their own treatment.

I confirm that the student has sufficient supplies of prescribed medication for the entire length of their stay

I confirm that the information given is true to the best of my knowledge and understand that any information given will be held in confidence

Please inform Harrow House by email if the medical condition of your child changes between the period of signing this Medical Consent Form and the arrival day.

SIGNATURE

DATE

Conditions of acceptance of enrolment

All enrolments are subject to these conditions and become legally binding on confirmation of enrolment by Harrow House International College.

1. Definitions

When the following words with capital letters are used in these Terms, this is what they will mean:

College:

Harrow House International College;

Course:

the language course you attend at the College;

Enrolment:

enrolment as a student at the College;

Enrolment Form:

the form submitted to Us to apply for an Enrolment;

Event Outside Our Control:

is defined in clause 14;

Fees:

the total fees payable to the College;

Independent Service Provider:

a provider of services to you other than Us, including but not limited to providers of accommodation, transport services, sporting and leisure activities;

Terms:

the terms and conditions set out in this document; and

We/Our/Us:

Harrow House International College (Swanage) Limited a company registered in England and Wales with company number 01191904 and whose registered address is Alum House, 5 Alum Chine Road, Westbourne, Bournemouth, Dorset, BH4 8DT.

2. Our Contract With You

2.1. These are the terms and conditions on which We accept Enrolment Forms, and on which you may subsequently attend the Course and the College as a student. These forms apply to students who attend the College and also parents or guardians of students or to any agent or other party who submits an Enrolment Form on behalf of a student.

2.2. These Terms will become binding when We issue you with a written acceptance of Enrolment, at which point a contract will come into existence between you, your parents and guardians or any agent or other party who submitted an Enrolment Form on your behalf and Us.

2.3. We may revise these Terms and the Fees from time to time. However if your Enrolment has been accepted in writing by Us then you will only be required to pay the Fees that were applicable at the time the Enrolment Form was accepted.

3. Enrolment Procedure

Step 1

Please complete the Enrolment Form and the Medical Consent Form and send it to Our representative in your country or directly to Us by any of the following means:

Postal address:

Harrow House International College
Harrow Drive
Swanage
Dorset BH19 1PE
England

Fax No: +44 1929 427175

E-mail: info@harrowhouse.co.uk

Alternatively you can use the Enrolment Form on Our website www.harrowhouse.com and submit it to Us electronically.

Step 2

An Enrolment will only become valid when We send you written acceptance of Enrolment. We will send you Our invoice for the Fees with the written acceptance of Enrolment. We reserve the right, in Our absolute discretion, to reject your Enrolment Form at any stage of the application process. We will inform you of this decision but We will not be obliged to provide reasons for the rejection. If any Fees have been paid at this point these will be refunded to you.

Step 3

After the Fees have been received by Us, We will send you a final confirmation letter including your accommodation details, the Pre-arrival document, the letter of consent to travel, the transfer confirmation letter and the statement of insurance. These documents may be required for entry into the UK.

4. Payment Of Fees

4.1. Payments can be made by Uni-pay (a secure online payment method found on our website: www.harrowhouse.com, or Swift Bank Transfer, or Credit Card. All Bank charges incurred in transferring the Fees to Us in your country and in England must be paid by you. All payments must be made in Pounds Sterling.

4.2. Our Bank details are as follows:

National Westminster Bank, 48 Blue Boar Row, Salisbury,
Wiltshire SP1 1DF, England,
Account No: 78493021
Sort Code: 54-41-19
Swift Code: NWB KGB 2 L
IBAN No: STERLING GB 21 NWBK 5441 19 78493021

With each payment please provide the name of the student, Course and Course dates as a reference so that We can identify your payment.

4.3. Payments by Credit Card carry a 3.5% charge for VISA and MasterCard, 6% for AMEX and a £1 Bank administration charge per transaction for Switch/Maestro, Visa Debit, Visa Electron and Solo.

4.4. The Enrolment fee is non-refundable and must be paid when you submit an Enrolment Form. The remaining balance of the Fees must be paid in full at least 8 weeks before the commencement date of the Course.

4.5. If you submit an Enrolment Form within 8 weeks of the commencement date of the Course, the Fees must be sent with the submission of an Enrolment Form.

5. Essential Protection For International Students Studying In The UK

5.1. We have teamed up with Endsleigh Insurance Services Limited, the UK's leading student insurance intermediary to ensure you have adequate insurance for your time spent at the College. You will be covered under the non opt-out Endsleigh Block Policy which has been specially designed for overseas students studying in the UK.

5.2. The International Student Policy covers:

- Emergency medical expenses
- Personal belongings
- Personal accident
- Legal expenses
- Personal liability
- Course fees

5.3. The cost of this insurance has been included as part of the Fees so no extra payment is required.

5.4. A summary of cover is provided for reference. Full details of the benefits and exclusions that apply to the policy can be accessed online at www.harrowhouse.com. We strongly recommend that you read this document carefully prior to your arrival at the College to ensure that you know what is covered.

6. Changes To Enrolment

6.1. After your Enrolment has been confirmed by Us in writing, if you want to change any detail of the booking e.g. Course, Course dates, airport transfer or type of accommodation, you must send Us a request in writing setting out the change that you require. Whilst We make every effort to agree to a change of booking, this is not always possible and We therefore reserve the right to refuse a change of booking.

6.2. If We agree to a change of booking We will confirm this in writing to you and charge you an administration fee of £70.

6.3. We reserve the right, at Our absolute discretion and at any time either during the Course or before the commencement of the Course to:

- cancel any Course due to an insufficient number of students enrolled;
- change the location of a Course;
- change the structure and content of a Course;
- change the dates of a Course; or
- change the accommodation.

6.4. If We change any Course content or material before the commencement of a Course, We will try to inform you using the contact details provided to Us in the Enrolment Form, but We shall not be responsible if We are unable to contact you.

7. Absentee Policy

You will not be entitled to a refund or reduction of Fees, nor will you be entitled to attend any classes on the Course in place of those missed, for any period of absence from the College for any reason whatsoever, whether within or outside of your control, including but not limited to: non-arrival, late arrival, illness, holiday breaks, excursion, homesickness, early departure, suspension or expulsion, change of Course, or finding different accommodation.

8. College Closures

8.1. The College will be closed from 24 December 2016 – 02 January 2017.

8.2. No lessons will be taught at the College on the following UK public holidays: 1 January 2016, 25 March 2016, 28 March 2016, 2 May 2016, 30 May 2016, 29 August 2016, 26 December 2016 and 27 December 2016. No refund will be given and lessons cannot be made up with free Course extensions for these dates.

8.3. The College is open throughout the year for closed groups with a minimum number of 10 students.

9. Cancellation Policy

9.1. If you wish to cancel your Enrolment you must send Us notice in writing either:

- by special delivery or another form of registered delivery to: Harrow House International College, Harrow Drive, Swanage, Dorset BH19 1PE, England; or
- by Fax: +44 1929 427175

9.2. If you cancel the Enrolment within 14 days of Us sending you Our written acceptance of your Enrolment we will refund all Fees you have paid to us in full.

9.3. If you cancel the Enrolment after 14 days of Us sending you Our written acceptance of your Enrolment the following cancellation charges shall apply:

- 28 days or more prior to arrival - the Enrolment fee will be forfeit.
- 27 to 15 days prior to arrival - the Enrolment fee plus the Course fees for two weeks will be forfeit.
- 14 days or less prior to arrival or after the commencement of the Course - all Fees will be forfeit.

9.4. If you cancel the Group Enrolment 28 days or more prior to arrival after Us sending you Our written acceptance of your Group Enrolment - the 10% deposit will be forfeit.

9.5. If you cancel the Group Enrolment 27 days or less prior to arrival after Us sending you Our written acceptance of your Group Enrolment - all invoiced Fees will be forfeit.

9.6. If your visa application is refused and you are not able to attend the College We will charge you an administration fee of £70 but We will refund the Fees provided that you send Us written proof of the visa refusal at least 30 days prior to the Course commencement date.

10. Your Obligations

You must:

- inform Us, prior to attending the College, if you suffer from any medical condition or disability and make enquiries whether Our facilities are suitable for your individual needs;
- read carefully and comply with the latest advice and requirements issued by UK Visas and Immigration;
- make every effort to be a good ambassador for your country of origin and not act in a way which has the potential to damage the reputation or image of your country;
- read carefully, understand and comply in all respects with all materials provided by Us from time to time relating to safety, health, legal, environmental, recycling, political, cultural and religious customs of the United Kingdom;
- comply with any additional rules and regulations, which We may issue to you from time to time; and
- not reproduce Our name or logo at any time or under any circumstances whether before, during or after your Enrolment for any commercial purpose.

11. Expulsion From The College

11.1. We reserve the right, in Our absolute discretion, to expel you as a student of the College in the following cases:

- the Fees have not been received by Us in full before your arrival at the College;
- you commit a serious act of misconduct including but not limited to: anti-social, threatening or violent behaviour towards Our staff, a member of the public or other students; wilful damage to property (including graffiti) and the inappropriate disposal of chewing gum; substance or alcohol abuse; or failure to comply with Our policies or regulations. We

have a close working relationship with the Police and will not hesitate to involve them should this be deemed necessary; or

- you act in a way likely to damage the image or reputation of your country of origin or the College.

11.2. When you receive notice of Our decision to expel you as a student of the College under clause 11.1, you will no longer be permitted or entitled to attend lessons at the College and you should immediately find and secure alternative accommodation. The cost of this shall be met by you or your parents or guardians and We shall accept no responsibility for any direct, indirect or consequential losses arising upon such expulsion.

11.3. In the event of an expulsion under clause 11.1, We may, at Our absolute discretion, refund such proportion of the Fees as We consider appropriate but We shall be under no obligation whatsoever to do so.

12. If You Have A Complaint

12.1. In the unlikely event that you have a complaint against Us whilst you are attending the College, you should inform a member of Our staff. We shall use reasonable endeavours to rectify any problem or issue you may have.

12.2. In the event that a complaint is not resolved to your satisfaction, you should make a written complaint addressed to the College which will then be investigated in full. We shall only however investigate the written complaint if:

- you have already notified a member of staff of your complaint under clause 12.1(a) whilst you were attending the College (unless in Our reasonable opinion, there is a valid reason why you did not do this); and
- it is received by Us whilst you are still attending the College or within one month of you ceasing to attend the College; and
- the Fees have been paid to Us in full.

12.3. If you have a complaint in respect of the services provided by an Independent Service Provider then these should be sent directly to the Independent Service Provider.

13. Our Liability To You (Your Particular Attention Is Drawn To This Clause)

13.1. If We fail to comply with these Terms, We are responsible for loss or damage you suffer which is a foreseeable result of Our breach of the Terms or Our negligence, but We are not responsible for any loss or damage that is not foreseeable. Loss or damage is foreseeable if it were an obvious consequence of Our breach, or if it was contemplated by you and Us at the time We entered into the contract for you to attend the College.

13.2. We do not exclude or limit in any way Our liability for:

- death or personal injury caused by Our negligence or the negligence of Our employees; or
- fraud or fraudulent misrepresentation.

13.3. We shall not be liable for any loss or damage that you or your parents or guardians may suffer as a result of:

- decisions taken by UK immigration authorities either in the UK or overseas;
- you failing to make prior enquiries whether Our facilities are suitable for you in view of any medical condition or disability that you may have;
- incorrect or misleading translations of these Terms or any of Our publications into languages other than English; or
- any extracurricular activities that you undertake which are not organised by Us.

13.4. We sometimes act as an agent between you and such Independent Service Providers. All contracts with such Independent Service Providers are direct between you and the Independent Service Provider and all fees submitted to Us for such services are received by Us only as agent for, and are passed direct to, the Independent Service Providers. Accordingly, We shall not be responsible or liable to you or your parents or guardians in any way whatsoever for any costs, claims, losses, damages or expenses suffered by you or your parents or guardians caused by any act, omission or negligence of such Independent Service Providers.

14. Events Outside Our Control

14.1. We will not be liable or responsible for any failure to perform, or delay in performance of, any of Our obligations under these Terms or the provision of courses at the College that is caused by an Event Outside Our Control. For these purposes:

14.2. An Event Outside Our Control means any act or event beyond Our reasonable control, including without limitation strikes, lock-outs or other industrial action by third parties, civil commotion, riot, invasion, terrorist attack or threat of terrorist attack, war (whether declared or not) or threat or preparation for war, fire, explosion, storm, flood, earthquake, subsidence, epidemic or other natural disaster, or failure of public or private telecommunication networks.

15. How We May Use Your Personal Information

We may use the personal information you provide to Us to provide the courses at the College, process your payment of the Fees and/or inform you about other courses that We may provide, but you may stop receiving these at any time by contacting Us.

16. Other Important Terms

16.1. We reserve the right to recover any and all direct, indirect and consequential losses (including loss of profits) incurred or suffered by Us as a result of any act or omission by you or your parents or guardians whilst you attend the College.

16.2. Unless you inform Us otherwise, you authorise Us to use your images and comments for Our promotional purposes.

16.3. We will take any and all action that We consider necessary for your well-being and health whilst you are attending the College. Under these Terms you hereby authorise Us to take any action We consider, in Our reasonable opinion, necessary so that you receive medical treatment in the event of an accident or injury. Any costs of medical treatment will be your responsibility.

16.4. Each of the paragraphs of these Terms operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.

16.5. If We fail to insist that you perform any of your obligations under these Terms, or if We do not enforce Our rights against you, or if We delay in doing so, that will not mean that We have waived Our rights against you and will not mean that you do not have to comply with those obligations. If We do waive a default by you, We will only do so in writing, and that will not mean that We will automatically waive any later default by you.

16.6. These Terms are governed by English law and will be subject to the exclusive jurisdiction of the English courts.