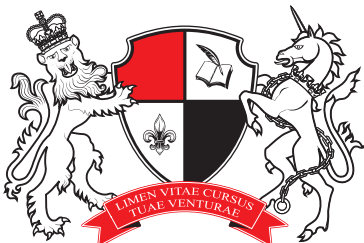


2018 Student Fees & Dates



ESTABLISHED 1969

HARROW HOUSE
INTERNATIONAL COLLEGE

HARROW HOUSE

International College



Harrow House International College

Harrow Drive, Swanage,
Dorset BH19 1PE, England

Tel: +44 1929 424421 Fax: +44 1929 427175

E-mail: info@harrowhouse.co.uk

Website: www.harrowhouse.com



Harrow House 2018 Student Fees & Dates

Young Learners

Age group 8 – 11 years

CEFR English level: A1 - C2 (all levels including beginners)

Course duration: from 1 week

Courses start: each week

Course dates for individuals and groups:

02 June 2018 – 30 June 2018 and 28 July 2018 – 08 September 2018	£675 per week
30 June 2018 – 28 July 2018	£690 per week

Junior Courses

Junior English plus Sports

Age group 10 – 17 years

CEFR English level: A1 - C2 (all levels including beginners)

Course duration: from 1 week

Courses start: each week

Course dates for individuals:

10 March 2018 – 28 April 2018	£550 per week
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Age group 12 – 17 years

Course dates for individuals:

02 June 2018 – 30 June 2018 and 28 July 2018 – 08 September 2018	£645 per week
30 June 2018 – 28 July 2018	£660 per week

Course dates for groups:

01 January 2018 – 03 November 2018	Fees on request
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Junior English plus Sports incl.

4.5 hours tennis coaching and tennis tournament

Age group 12 – 17 years

CEFR English level: A1 - C2 (all levels including beginners)

Course duration: from 1 week

Courses start: each week

Course dates for individuals and groups:

10 March 2018 – 28 April 2018	£570 per week
02 June 2018 – 30 June 2018 and 28 July 2018 – 08 September 2018	£665 per week
30 June 2018 – 28 July 2018	£680 per week

Junior English plus Sports incl.

6 hours watersports

Age group 12 – 17 years

CEFR English level: A1 - C2 (all levels including beginners)

Course duration: from 1 week

Courses start: each week

Course dates for individuals and groups:

09 June 2018 – 30 June 2018 and 28 July 2018 – 25 August 2018	£715 per week
30 June 2018 – 28 July 2018	£730 per week

Junior English plus Sports incl.

3 hours horse riding

Age group 12 – 17 years

CEFR English level: A1 - C2 (all levels including beginners)

Course duration: from 1 week

Courses start: each week

Course dates for individuals and groups:

09 June 2018 – 30 June 2018 and 28 July 2018 – 25 August 2018	£755 per week
30 June 2018 – 28 July 2018	£770 per week

Junior English plus Sports incl.

6 hours golf

Age group 12 – 17 years

CEFR English level: A1 - C2 (all levels including beginners)

Course duration: from 1 week

Courses start: each week

Course dates for individuals and groups:

09 June 2018 – 30 June 2018 and 28 July 2018 – 25 August 2018	£760 per week
30 June 2018 – 28 July 2018	£775 per week

Junior Courses (Continued)

Junior English through Popular Culture plus

Excursions, Fun and Games

Age group 10 – 17 years

CEFR English level: A1 - C2 (all levels including beginners)

Course duration: from 1 week

Courses start: each week

Course dates for individuals:

10 March 2018 – 28 April 2018	£630 per week
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Age group 12 – 17 years

Course dates for individuals:

09 June 2018 – 30 June 2018 and 28 July 2018 – 25 August 2018	£725 per week
30 June 2018 – 28 July 2018	£740 per week

Course dates for groups:

01 January 2018 – 03 November 2018	Fees on request
------------------------------------	-----------------

Junior English plus

Adventure Activities

Age group 14 – 17 years

CEFR English level: A1 - C2 (all levels including beginners)

Course duration: from 1 week

Courses start: each week

Course dates for individuals and groups:

09 June 2018 – 30 June 2018 and 28 July 2018 – 25 August 2018	£765 per week
30 June 2018 – 28 July 2018	£780 per week

Junior English plus

Academic Challenges

Age group 14 – 17 years

CEFR English level: A1 - C2 (all levels including beginners)

Course duration: from 1 week

Courses start: each week

Course dates for individuals and groups:

09 June 2018 – 30 June 2018 and 28 July 2018 – 25 August 2018	£670 per week
30 June 2018 – 28 July 2018	£685 per week

All Junior Course Fees include:

- Entry test
- Orientation tour of the College
- Teaching materials
- 15 hours of English language tuition per week
- +15 hours of selected course options per week
- Evening entertainment 7 days a week
- Full-board College accommodation in standard College bedrooms
- Full-board Homestay accommodation for Junior students from 14 - 17 years
(lunch is provided at the College from Monday to Friday when Homestay accommodation is booked)
- Full-day excursions: two during two week stay, three during three week stay, etc.
(a packed lunch or a luncheon voucher is provided at weekend full-day excursions)
- 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
- Wi-Fi in designated areas of the College
- 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 from Monday to Friday at the College)

(a packed lunch or a luncheon voucher is provided at weekend full-day excursions)

JUNIOR COLLEGE BEDROOM SUPPLEMENTS *subject to availability

For Junior students from 12 – 17 years only

Supplement for Junior twin bedded* College bedroom	£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).

Harrow House 2018 Student Fees & Dates

GENERAL ENGLISH IN ACTION COURSE

Age group: Adults 16+ years

CEFR English level: A2 - C2

Course duration: from 1 week

Courses start: each week

Course dates for individuals and groups:

02 June 2018 – 25 August 2018

Tuition Fees: (Course only without accommodation)

02 June 2018 – 25 August 2018 £360 per week

Course Fees: (Course inclusive of full-board Homestay accommodation)

02 June 2018 – 25 August 2018 £520 per week

General English in Action Course Fees include:

- Entry test
- Orientation tour of the College
- Teaching materials
- 15 hours of English language tuition per week
- 7.5 hours of English in Action per week
- Evening entertainment 7 days a week
- Wi-Fi connectivity and use of computers
- Individual Learning Plan (for students studying more than four weeks)
- Full-board Homestay accommodation in twin bedded rooms
(lunch from Monday to Friday at the College)
- Full-day excursions: two during two week stay, three during three week stay, etc.
(a packed lunch or a luncheon voucher is provided at weekend full-day excursions)
- 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

N.B. Harrow House is happy to supply contact details for further optional accommodation choices, i.e. Guesthouses, Hotels, Holiday apartments.

ADULT HOMESTAY BEDROOM SUPPLEMENTS *subject to availability

Single bedroom £35 per week

ADDITIONAL CHARGES

Enrolment fee for all courses	£70
Handing over charge to/from the airline at the Airport of Junior students flying as 'Unaccompanied Minors'	£30 per person per journey
Change of booking fee for each change after booking confirmation	£70 per change
Administration charge in case of visa refusal	£70 per person
Courier fee	£45
One-to-One lessons (45 minutes)	£50
Pocket money transfer administration fee	£20
Self service laundry facilities at the College	from £5

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 11.00 – 18.00 hours UK time

LONDON HEATHROW AIRPORT COACH TRANSFERS

Every Saturday	£95 per person
01 January 2018 - 03 November 2018	per single journey

LONDON GATWICK AIRPORT COACH TRANSFERS

Every Saturday	£105 per person
02 June 2018 - 08 September 2018	per single journey

AIRPORT TRANSFER FEES FOR TAXIS

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

01 January 2018 - 03 November 2018

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	£115
From/to Southampton Airport	£165
From/to London Heathrow Airport	£265
From/to London Gatwick Airport	£275
From/to London Luton Airport	£285
From/to London Stansted Airport	£305
From/to London City Airport	£295
From/to Victoria Bus Station	£295
From/to Waterloo Station	£295
From/to St Pancras Station	£295

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

* Waiting time charges of £20 per half hour plus additional Airport car parking fees are payable on the first day at school when flights are delayed by more than one hour.

PERSONAL DATA

(Please complete in BLOCK CAPITALS)

FIRST STUDENT

STUDENT'S FAMILY NAME

FIRST NAME

DATE OF BIRTH GENDER 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 GENDER 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

YOUNG LEARNERS

Young Learners

Age group 8 - 11 years

Course dates: 02 June 2018 - 08 September 2018

JUNIOR COURSES

Junior English plus Sports

Age group 10 - 17

Course dates: 10 March 2018 - 28 April 2018

Age group 12 - 17

Course dates: 02 June 2018 - 08 September 2018

Junior English plus Sports incl. tennis

Age group 12 - 17 years

Course dates: 10 March 2018 - 28 April 2018 and

02 June 2018 - 08 September 2018

Junior English plus Sports incl. watersports

Age group 12 - 17 years

Course dates: 09 June 2018 - 25 August 2018

Junior English plus Sports incl. horse riding

Age group 12 - 17 years

Course dates: 09 June 2018 - 25 August 2018

(please forward the completed horse riding disclaimer form - available on our website - together with the enrolment form)

Junior English plus Sports incl. golf

Age group 12 - 17 years

Course dates: 09 June 2018 - 25 August 2018

Junior English through Popular Culture plus Excursions, Fun and Games

Age group 10 - 17

Course dates: 10 March 2018 - 28 April 2018

Age group 12 - 17

Course dates: 09 June 2018 - 25 August 2018

Junior English plus Adventure Activities

Age group 14 - 17 years

Course dates: 09 June 2018 - 25 August 2018

Junior English plus Academic Challenges

Age group 14 - 17 years

Course dates: 09 June 2018 - 25 August 2018

COURSE FOR ADULTS & PARENTS

General English in Action Course

Age group Adults 16+ years and Parents

Course dates: 02 June 2018 - 25 August 2018

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 HANDING OVER SERVICE TO / FROM AIRLINE AT AIRPORT ON ARRIVAL ON DEPARTURE

- Airport Coach Transfers operate every Saturday to / from London Heathrow Airport from 01 January 2018 to 03 November 2018

- Airport Coach Transfers operate every Saturday to / from London Gatwick Airport from 02 June 2018 to 08 September 2018

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 TRANSFER ON ARRIVAL DATE YES NO

• TAXI TRANSFER ON DEPARTURE DATE YES NO

• UNACCOMPANIED MINOR HANDING OVER 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

TAXI 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"/>
• LONDON GATWICK	YES <input type="checkbox"/>	YES <input type="checkbox"/>
• LONDON LUTON	YES <input type="checkbox"/>	YES <input type="checkbox"/>
• LONDON 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

ACCOMMODATION REQUEST FOR JUNIOR COURSE STUDENTS

- 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)*
- Homestay twin-bedded room from 14 - 17 years
- No Accommodation
- Special accommodation requests*

* subject to availability

ACCOMMODATION REQUEST FOR GENERAL ENGLISH IN ACTION COURSE STUDENTS

- Homestay twin-bedded room
- Homestay single bedroom (supplement subject to availability)
- No Accommodation
- Special accommodation requests*

* subject to availability

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 belongings
- Personal accident
- Legal expenses
- Personal liability
- 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

FLYWIRE 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 544119 78493021

All bank charges incurred from your country and in England are to be covered by you. 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.

YOUR AGREEMENT

All information submitted on this form will only be used for the processing of your enrolment and will not be passed onto any third parties for marketing purposes. All information contained therein will be treated as strictly confidential. By completing this form, you consent to Harrow House collecting and processing your/the student's personal data which may include (but is not limited to) taking of photographs, inclusion in any video footage and collection of testimonials. You agree that Harrow House may use your/the student's personal data to provide courses, inform you/the student of any other courses and to process payment of the fees. You may withdraw such consent by providing Harrow House with written notification that your consent is withdrawn. For more information on how we hold and process data please see our website www.harrowhouse.com

I confirm that I consent to you collecting and processing my/the student's personal data.

I confirm that I accept the Booking Conditions.

Signature

Date

Medical Consent Form 2018 – 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

HOME ADDRESS _____

EMERGENCY CONTACT DETAILS:

Name _____

Telephone _____ Relationship to student: Father Mother Guardian

Level of English: Beginner Elementary Intermediate Upper Intermediate Advanced

MEDICAL INFORMATION

Does the student suffer from and or take medication for:

DIABETES	YES <input type="checkbox"/>	NO <input type="checkbox"/>
EPILEPSY	YES <input type="checkbox"/>	NO <input type="checkbox"/>
ASTHMA	YES <input type="checkbox"/>	NO <input type="checkbox"/>
CARDIAC DISEASE	YES <input type="checkbox"/>	NO <input type="checkbox"/>
ECZEMA	YES <input type="checkbox"/>	NO <input type="checkbox"/>
MIGRAINE	YES <input type="checkbox"/>	NO <input type="checkbox"/>
FAINTING	YES <input type="checkbox"/>	NO <input type="checkbox"/>
OTHER	YES <input type="checkbox"/>	NO <input type="checkbox"/>

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"/>	Sticking plasters	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"/>
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:

GP appointment and prescribed medicine	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Emergency hospital treatment	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Blood transfusion	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.

Information recorded on this form will be held on our secure internal systems for one year unless we are required by law, to hold it for a longer period. The information will be used for the purposes of safeguarding and the welfare of students during their stay. Information recorded on this form will be treated as strictly confidential and only those members of staff who need access to these records will have the ability to do so. If you need further information regarding our policies on data processing and retention please see our website www.harrowhouse.com

SIGNATURE

DATE



HARROW HOUSE
INTERNATIONAL COLLEGE

HARROW HOUSE

International College

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 Limited.

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;

Data Protection Requirements:

The General Data Protection Regulation ((EU) 2016/679) ("GDPR") and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and any successor legislation to the GDPR or the Data Protection Act 1998;

Enrolment:

enrolment as a student at the College;

Enrolment Form:

the form submitted to Us to apply for an Enrolment;

Events Outside Our Control:

is defined in clause 15;

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;

Personal Data:

has the meaning given in the Data Protection Requirements: that is, any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an "identifier", such as Your name, email address or telephone number;

Terms:

the terms and conditions set out in this document;

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; and

You:

students who attend the College and also parents or guardians of students who are under the age of 18 years.

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 or 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
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 supplementary manual, 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 Flywire (a secure online payment method found on our website: www.harrowhouse.com), or Swift Bank Transfer, or Credit Card, (Visa, MasterCard, Switch/Maestro, Visa Debit, Visa Electron and Solo are all forms of accepted credit and debit cards). 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 544119 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. 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 commencement date of the Course.

4.4. 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:

- (a). Emergency medical expenses
- (b). Personal belongings
- (c). Personal accident
- (d). Legal expenses
- (e). Personal liability
- (f). 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:

- (a). cancel any Course due to an insufficient number of students enrolled;
- (b). change the location of a Course;
- (c). change the structure and content of a Course;
- (d). change the dates of a Course; or
- (e). 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.

6.5. If We enroll a student outside the age range specified for the Course, You accept full responsibility for any problems which may arise thereafter.

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 04 November 2017 - 01 January 2018.

8.2. The College is open from 01 January 2018 - 03 November 2018 for closed groups with a minimum number of 10 students.

8.3. No lessons will be taught at the College on the following UK public holidays:

01 January 2018, 30 March 2018, 02 April 2018, 07 May 2018, 28 May 2018, 27 August 2018, 25 December 2018 and 26 December 2018.

No refund will be given and lessons cannot be made up with free Course extensions for these dates.

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.

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:

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

9.4. If You cancel a Group Enrolment 8 or more weeks prior to Your written and agreed groups' arrival date, the non refundable 10% deposit will be forfeit.

9.5. If You cancel a Group Enrolment less than 8 weeks prior to Your written and agreed groups' arrival date, the non refundable 10% deposit and all fees paid 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:

- (a). 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;
- (b). read carefully and comply with the latest advice and requirements issued by UK Visas and Immigration;
- (c). 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;
- (d). 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;
- (e). comply with any additional rules and regulations, which We may issue to You from time to time; and
- (f). 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. Accommodation

11.1. Whilst You are a resident at the College You must abide by all rules relating to use of the College accommodation which are in place from time to time (Rules). Where there is a breach of any such Rule and such a breach is considered sufficiently serious, to be a breach of act of misconduct then the provisions of clause 12 shall apply.

11.2. Smoking is not permitted anywhere within the accommodation and only permitted in the designated areas indicated by appropriate signage.

11.3. No visitors of the opposite sex shall be permitted in Your room.

11.4. You hereby agree that You will comply with any security policy which is in force from time to time.

11.5. The College shall at its discretion amend any Rule and the security policy at any time. The Rules can be found inside the College bedrooms and student welcome pack.

12. Expulsion From The College

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

- (a). the Fees have not been received by Us in full before Your arrival at the College;
- (b). 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; willful 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
- (c). You act in a way likely to damage the image or reputation of Your country of origin or the College.

12.2. When You receive notice of Our decision to expel You as a student of the College under clause 12.1, 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.

12.3. In the event of an expulsion under clause 12.1, 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.

13. If You Have A Complaint

13.1. 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.

13.2. 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:

- (a). You have already notified a member of staff of Your complaint under clause 13.1 whilst You were attending the College (unless in Our reasonable opinion, there is a valid reason why You did not do this); and
- (b). it is received by Us whilst You are still attending the College or within one month of You ceasing to attend the College; and
- (c). the Fees have been paid to Us in full.

13.3. 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.

14. Our Liability To You

(Your Particular Attention Is Drawn To This Clause)

14.1. 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.

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

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

14.3. We shall not be liable for any loss or damage that You or Your parents or guardians may suffer as a result of:

- (a). decisions taken by UK immigration authorities either in the UK or overseas;
- (b). 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;
- (c). incorrect or misleading translations of these Terms or any of Our publications into languages other than English; or
- (d). any extracurricular activities that You undertake which are not organised by Us.

14.4. We sometimes act as an agent between You and 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.

15. Events Outside Our Control

15.1. 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:

15.2. 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, adverse weather conditions, 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 telecommunications networks.

15.3. All itineraries programmed by the College prior to or during Your stay can be subject to change due to poor weather conditions or operational factors including Events Outside Our Control. We reserve the right to alter any part of the services or itinerary included in the Booking Confirmation and where possible will inform You of the changes. In this circumstance no additional charges will be added to the Fees and no refunds can be given for sports / activities which cannot be replaced like for like.

16. How We May Use Your Personal Data

16.1. By paying the Fees You agree to Us collecting and using Your Personal Data. This will be done in accordance with the principles set out in Data Protection Requirements.

16.2. We may use the Personal Data You provide to Us to enable Us to provide the courses at the College, and to process Your payment of the Fees. If You are enrolled You may be requested to give Your consent to the use of Personal Data to inform You of other courses and activities that We provide.

16.3. We agree that where we hold Your Personal Data we will:

- (a). only act on Your written instructions to release it to third parties (unless You are legally required to act without our prior instructions);
- (b). not transfer any Personal Data for processing in a country outside of the European Union;
- (c). at all times ensure that all people engaged in processing Your Personal Data are under a strict duty of confidentiality;
- (d). take appropriate measures to ensure the security of Your Personal Data;
- (e). only engage a sub-processor who is subject to a written agreement which meets all the requirements of our contract with You;
- (f). responding to any request under the Data Protection Requirements and provide access to Your Personal Data;
- (g). meet our obligations under the Data Protection Requirements, in particular, our obligations relating to security of processing, the notification of Personal Data breaches and data protection impact assessments; and
- (h). At Your request delete or return all Personal Data which is not otherwise required for legal or regulatory purposes or held with Your consent at the end of our contract with You.

16.4. With Your consent, we may take photographs, video footage and written testimonials which may be incorporated into Our promotional materials.

16.5. To enable the College to enrol You onto and provide courses to You, Your Personal Data may be provided to third parties. We confirm that Your Personal Data will not be used by third parties for marketing and We shall enter into written agreements with such third parties by which they agree that they will comply with all Data Protection Requirements for so long as they process Your Personal Data. We will require a right to audit compliance of such third parties with the Data Protection Requirements in respect of Your Personal Data.

16.6. We confirm that any Personal Data collected by Us shall be held by Us only for as long as such requirement is necessary to enable us to fulfil our obligations to You and to comply with the law and regulations applicable. Once this requirement is fulfilled, except such of Your Personal Data which We continue to hold with Your consent then Your Personal Data shall be archived and shall not be processed by Us.

16.7. You have various rights concerning Your Personal Data including but not limited to the right of rectification where Your Personal data is inaccurate and a right to object to the processing of Your Personal Data. Information can be found at the Information Commissioners Office at www.ico.org.uk. You may withdraw Your consent to the use of Your Personal Data for the purposes of informing You of other courses and activities that We provide or to remove Your Personal Data from any marketing database at any time by writing to the Data Protection Officer at Harrow House International College, Harrow Drive, Swanage, Dorset BH19, England or sending an email to https://harrowhouse.com/legal.html.

17. Other Important Terms

17.1. 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.

17.2. Unless You inform Us otherwise, You authorise Us to use Your images and comments for Our promotional purposes.

17.3. 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. This may include the sharing of Your Personal Data with medical attendants if You require medical attention. Any costs of medical treatment will be Your responsibility.

17.4. 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.

17.5. 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.

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