## **Terms and Conditions**

- Registration and Tuition Fees include: lessons, access to BEET Online, welfare services, lectures, use of computer rooms including internet, wifi, in-school social programme, course-book(s) on Core Programmes, folder, photocopied materials, student identity card, Online Student Guide, Certificate of Studies on satisfactory completion of the course, town tour (on preferred start dates only).
- Lessons: Core Programme lessons are 90 minutes (2 x 45-minute lessons).
  Options Programme lessons are 45 minutes. BEET reserves the right to alter this arrangement.
- 3. Payment: Total fees are payable at least 30 days before the start of the course. Where enrolment is made less than 30 days before the start of the course, total fees are payable immediately. Payments in pounds sterling can be made bank to bank or by credit card. Payments being made in your national currency should be made through Flywire, which is free of bank charges. Details are shown on the invoice. For other arrangements, please consult the school.
- 4. Homestay and Private Home Accommodation is half-board (breakfast and evening meal) from Monday to Friday, and full board (breakfast, lunch and evening meal) at the weekend. If you wish to share a room with a friend or partner, please inform us at least 6 weeks before the start of your course. Homestay and private home accommodation are paid from midday Saturday to midday Saturday. Change of accommodation must be notified to the school at least one week in advance. If one week's notice is not given, compensation equal to one week's accommodation is payable.
- 5. Student House Accommodation is from 1600 hours on Sunday to 1100 hours on Saturday. Cancellation or curtailment must be notified to the school at least 6 weeks in advance. If less than 6 weeks' notice is given, the school will retain rent paid for 6 weeks from the date of notice.

**RULES:** The minimum age is 18 years. Parties and large gatherings are not permitted at student houses (including the garden). The maximum number of guests allowed is three, who must leave by midnight. All houses are nonsmoking. Students found breaking any of these rules will be required to leave the accommodation, subject to refund rules, see point 8.

Visas: It is your responsibility to ensure that you have the correct visa type and appropriate leave to remain in the UK. If we find you do not have appropriate leave to remain, we will terminate your course immediately. In this case tuition and registration fees are non-refundable. BEET will inform the Home Office in the event of non-arrival, unsatisfactory attendance or curtailment of a course.

## 7. Course Cancellation Charges

More than 30 days before the course starts: 15% of course fees

30 to 15 days before the course starts: 50% of course fees

Less than 15 days before the course starts or once the course has started:

Late or non-arrival: no refund

The school does not make discretionary refunds due to, for example, illness or the death of a close relative. You are very strongly advised to obtain insurance cover. Please see 10. Insurance.

If you have enrolled through a third party, for example an educational tour operator, travel agent, college etc., cancellation charges are subject to their terms and conditions. If you have enrolled as part of a group, a refund is not possible.

**Visa Refusals:** If your visa is refused, a refund of fees received by the school will be made once we have had sight of the official refusal letter. In all cases, the Registration Fee and any irrecoverable expenses (for example, bank charges) are not refundable.

- 8. **Refund of Accommodation:** If you cancel your accommodation, the school will refund your accommodation fees less any irrecoverable expenses (e.g. bank charges) provided you give at least **one** full week's notice for homestay accommodation or **6** full weeks' notice for self-catering accommodation. Notice is effective from a Saturday only.
- **9. Refunds** will be returned to the original source. For example, if you have paid through an educational tour operator (ETO), fees will be returned to them. If you have paid by credit card, fees will be refunded to the same credit card.
- 10. Insurance: You are <u>very strongly advised</u> to take out insurance to cover all your expenses in the event of cancellation, especially if you are ill or because of the death or serious illness of a close relative. Your insurance should also cover medical expenses and all other risks associated with travelling and staying abroad. You can obtain insurance through the course-u-can link on the BEET website at <u>www.beet.co.uk</u>, <u>www.course-u-can.com</u> or through your educational tour operator (ETO) when you enrol.
- Postponement of Course: If you want to postpone your course for reasons outside your control, for example illness or the death of a relative, your course and accommodation fees can be held for up to one year. If fees have increased by the time you start the course, the difference will become payable. If you have enrolled through a third party, for example an educational tour operator, travel agent, college etc., postponement is subject to their terms and conditions. If you have enrolled as part of a group, postponement is not possible.
- **12. Holidays:** The school is closed on Public Holidays. Please refer to the front page of the Course Dates and Fees.

13. Class Sizes (scheduled courses):

**September to June:** Maximum 13 **July and August:** Maximum 14 Closed groups are by arrangement.

**14. Minimum Age:** 16 years.

**NOTE:** 85% of the students in our scheduled classes are aged 18 or above.

- **15. Publicity Images:** From time to time BEET Language Centre creates images of its students and staff to promote the school through websites, brochures, display boards, photo albums and other publicity or news media. All students are asked for their consent before such images are used.
- 16. Liabilities: The school is not liable for loss of tuition or other services due to public disturbance, industrial action or factors outside its control. Refunds cannot be made under any of these circumstances. BEET Language Centre is not liable for any loss, damage, illness, or injury to persons or property, however caused, except where such liability is statutory. Any wilful damage to school or accommodation property must be paid for in full. The school reserves the right to refuse an enrolment, or in the event of unsatisfactory attendance, work or conduct, to exclude a student from the course.