

# WSE Junior Summer Centre Information 2019



	Lord Wandsworth College	Pangbourne College
Age range	Age 11 to 16	Age 12 to 17
Centre open	Sunday 7th July to Saturday 10th August	Sunday 7th July to Saturday 3rd August
Course start date and length	Any Monday - 1 week minimum	Any Monday - 1 week minimum
Arrival day and Departure day	Arrival Sunday - Departure Saturday	Arrival Sunday - Departure Saturday
Course options with full-board accommodation	<ul style="list-style-type: none"> <li>General English + Language Skills Workshops</li> </ul> <b>£950</b> Per week	<ul style="list-style-type: none"> <li>General English + Language Skills Workshops</li> <li>Young Leaders + Language Skills Workshops</li> </ul> <b>£950</b> Per week
Shared Transfer Service (available 10:00 - 17:00 maximum wait time 2 hours from landing)	Heathrow and Gatwick Return Shared transfer service on Sunday arrivals and on Saturday departures only between 10:00 - 17:00	Heathrow and Gatwick Return Shared transfer service on Sunday arrivals and on Saturday departures only between 10:00 - 17:00

Additional night	Saturday only subject to availability	£100	Saturday only subject to availability	£100
Optional Examinations (includes transportation to to the exam centre)	B2 First (FCE)	£ 220	N/A	
Optional Sports	<ul style="list-style-type: none"> <li>Private Tennis coaching</li> </ul>	£120 Per week	<ul style="list-style-type: none"> <li>Horse riding</li> <li>Water sports</li> </ul>	£150 £150 Per week
Optional Sunday excursions (payable upon arrival)	Depending on the destination and the activity	£25 to £35	Depending on the destination and the activity	£25 to £35
DHL (if required)	<ul style="list-style-type: none"> <li>Europe</li> <li>Rest of the world</li> </ul>	£80 £100	<ul style="list-style-type: none"> <li>Europe</li> <li>Rest of the world</li> </ul>	£80 £100

Private Transfer Service	One-Way	Return	One-Way	Return
London Heathrow	£100	£200	£100	£200
London Gatwick	£120	£240	£150	£300
London Luton	£200	£400	£180	£360
London Kings Cross St Pancras	£150	£300	£150	£300
Southampton	£100	£200	£130	£260
Individual assisted check-in on departure*	£50	N/A	£50	N/A

\* This is **compulsory** for any children aged 11-15 who are using our private transfer service.

If travelling with other passengers as part of our Private Transfer Service, there is an additional charge of £40.00 each way per additional person (maximum of 4 per service).

**Please note: All students under the age of 13 not travelling with an adult, must travel as an Unaccompanied Minor.**

## What do the fees include?

Included	Not Included
18 hours' tuition per week in international classes	Pocket money and impromptu expenses
Residential campus accommodation and all meals	Airport transfers
All sports (except horse riding; water sports and private tennis coaching), activities and 2 full-day excursions per week, except in departure week when you will have 1 full-day excursion	B2 First (FCE) Exam fee
	Damages & lock deposit of £50.00, payable upon arrival
All learning materials, WSE certificate, course photo and course report	Courier fee (DHL) for your enrolment documents, if required
Personal laundry service for machine washable clothes	Optional Sunday excursions
Full travel and medical insurance (see next page for details)	Optional Sports (horse riding, water sports and private tennis coaching)
WiFi	

## Reservation and Payment

Please complete the enrolment form and send it to us with your deposit or full fees.

How to enrol:

- Ask us for a copy of the application form at [info@wimbledon-school.ac.uk](mailto:info@wimbledon-school.ac.uk)
- Download the form from [www.wimbledon-school.ac.uk/juniors/bookyourcourse](http://www.wimbledon-school.ac.uk/juniors/bookyourcourse)
- Email the completed form to [barbara@wimbledon-school.ac.uk](mailto:barbara@wimbledon-school.ac.uk)

## Payment

A non-refundable deposit of £300 is payable upon enrolment. **The balance is payable at least 6 weeks before the arrival date.** If payment is by credit card we will deduct the balance 6 weeks before the arrival date. For bookings made less than 6 weeks before the course start date, payment in full is required. All fees are payable in pounds sterling or euros and payment can be made as follows:

### International Payments by Flywire:

Wimbledon School of English has partnered with Flywire to make your international payments easier and safer. Flywire allows you to pay from almost any country by bank transfer, credit card and other local payment methods.



### How to make an international payment with Flywire:

- Go to [wimbledonflywire.flywire.com](http://wimbledonflywire.flywire.com)
- Select your country of origin and preferred payment method
- Enter your payment details and receive confirmation of your payment
- Track your payment from start to finish on your student dashboard

### UK Debit/Credit card:

<https://www.wimbledon-school.ac.uk/payaninvoice/index.php>

Please use the student date of birth (DDMMYYYY) as a reference

### GBP Bank Transfers:

(Please use the student's full name as the reference)

Bank	HSBC
Address	5 Wimbledon Hill Road, London SW19 7NF
Account name	Wimbledon School of English Ltd
Swift code	HBUKGB4B
Account no	31385445
Sort code	40-07-30
IBAN	GB10HBUK40073031385445

### Cheque:

Please make cheques payable to Wimbledon School of English Ltd

## Terms and Conditions

### Terminology

WSE means Wimbledon School of English Ltd.

The Parent or You means any person who has signed the booking form and/or has accepted responsibility for a child's attendance at the WSE Junior Summer Centre. The Student means the child named on the registration form and/or the child attending the course.

### General

- WSE reserves the right to make changes to the programme of study and activities at any time. We may vary the organisation and content, or cancel some Language Skills Workshops and activities according to student numbers.
- WSE reserves the right to cancel the course in the event of low enrolments or circumstances beyond our control. If such a cancellation is necessary the fees will be refunded.
- On excursions we allow students aged 13 -17 to go shopping in small groups (minimum of 3 students) without the supervision of the course staff unless advised otherwise.
- All sports/activities/excursions are undertaken at students' own risk. WSE does not accept liability for accidents or injuries except where its staff have been found to be negligent. If you do not wish your child to participate in any particular activity or excursion, please advise us at the time of booking.

### Deposits and Payments

Your application form must be accompanied by a non-refundable deposit of £300.00. An enrolment is not valid until the application form and deposit have been received and the booking has been confirmed by WSE.

- We must receive the full WSE Junior Summer Centre Application Form as it includes important medical and other information, plus the signed Parental Consent Form.
- We must receive the flight details at least one month before the student's arrival date.

### Cancellation and Leaving Early

If you wish to cancel your booking you must give notice in writing. Cancellation fees will be charged as follows:

- More than 30 days before arrival: loss of deposit
- 30 days or fewer before arrival: full fees

If you have booked and paid through a representative any refund will be made to the representative

- If the Student has to stop his or her course early, the fees are non-refundable under any circumstances. Should an airport transfer be necessary WSE Junior Summer Centre will require a notice period of 24 hours which takes effect from the time the Summer Centre receives the notification. Full transfer costs must be paid by the Parent.
- We are unable to offer credits to students who leave early.
- Fees are non-transferable. This means you cannot transfer your fees to another person.

NB: In the event of the Student's early departure, you may be able to claim the fees through our insurance policy, depending on the circumstances.

### Visas

- It is your responsibility to ensure the student has a valid visa and travel documents.
- If a visa is necessary, WSE provides a Visa Invitation Letter
- If the visa application is refused, the following refund policy applies:

- If you have to cancel the student's course because his/her Visa application has been refused you will need to provide documentary evidence from the relevant embassy before any refund can be considered, and you must return your letter of enrolment. Once we have received a copy of all pages of the Visa refusal letter including the last page with the signature of the Entry Clearance Officer and date of refusal, plus our original letter of enrolment, we will refund all monies received excluding a £50.00 administration fee and any courier fees incurred, minus bank charges.
- WSE will not refund you if the visa application has not been made with sufficient time for the visa to be approved.
- If a student is found to have the wrong type of visa, s/he will not be admitted onto the programme. In this case WSE will not be obliged to offer the Parent a refund of fees.
- If you have booked and paid through a representative any refund will be made to the representative.

#### Insurance

The following insurance cover is included in the course fees:

Cover			
Medical expenses	£2,000,000	Cancellation/curtailment	£3,000
Personal liability	£1,000,000	Money & Personal Documents	£100
Course fees	£8,000	Passport or Visa	£500

WSE does not accept responsibility for any claims arising from a student or third party.

#### Making an insurance claim

Should the need arise, the Parent understands and agrees that they are responsible for all paperwork. The Parent agrees that:

- WSE cannot make claims on behalf of the Parent
- The Parent will need to contact the insurance company directly

#### Medical

WSE accepts students on the assumption that they are in good health. The Parent agrees to inform WSE when completing the Application Form if the Student has any pre-existing medical condition, disability, allergy or learning difficulties.

- The Parent agrees that any medication brought to the WSE Junior Summer Centre, will be given to the Centre Manager on arrival. The WSE Junior Summer Centre shall only accept responsibility for medicines which are licensed in the UK, prescribed by a doctor and which are accompanied by an English translation. Such medicine will be properly stored and administered by the House Parent or any authorized person who is expressly appointed to administer medicines by the Centre Manager.
- WSE First Aiders will administer common medicines such as paracetamol or throat lozenges as necessary, unless you advise us not to.
- In case of emergency all students are taken to the nearest Accident and Emergency Unit, where the treatment is initially free.
- In the event of illness or injury WSE will follow the advice of the attending medical consultant unless advised otherwise by you.
- Students may be charged for a medical consultation. The parent will be responsible for paying this fee and will need to claim it back through the WSE insurance policy.

#### Emergency medical treatment

The Parent authorises the Centre Manager, WSE Principal, WSE Managing Director or WSE Operations Director to consent on their behalf to the Student receiving emergency medical treatment including blood transfusions, general anaesthetic and operations where certified by an appropriately qualified person as necessary for the Student's welfare and if the Parent cannot be contacted in time.

Medical expenses are covered by the WSE insurance policy (see above), provided they are not for a pre-existing condition. The parent will be responsible for paying any medical fees and will need to claim these fees back through the WSE insurance policy.

#### Complaints

- Any complaint should be brought to the attention of the Centre Manager immediately so that a satisfactory resolution can be found.
- If the Parent would like to make an official complaint, they should request a copy of the WSE Junior Summer Centre Complaints Procedure, or visit [www.wimbledon-school.ac.uk/juniors/policies](http://www.wimbledon-school.ac.uk/juniors/policies)

#### Resolution of disputes

All complaints will be fully investigated as per our "Complaints Procedure" providing:

- The complaint is made while the student is attending our school
  - The complaint is registered in writing with the Centre Manager
  - All invoices relating to the student making the complaint have been settled in full
- We do not accept complaints received after the student has returned to their own country

#### Liability

Wimbledon School of English does not accept any liability in the case of illness, accident, loss or damage to personal effects or property:

- Occurring on the school premises, except where such liability is imposed under UK law.
- Where accommodation or transport has been booked through the school.

Wimbledon School of English does not accept liability for losses or additional expenses a student might incur because of cancellation or delays to their travel services.

#### Damages

- The student will be asked for a £50.00 damages deposit on arrival.
- If the student causes any minor damage during his/her stay, the student will forfeit the deposit.
- For any major damage the full cost of repairing any damage caused by the Student to WSE Junior Summer Centre property or equipment, or to the personal property of another student, will be charged to the Parent. The Parent agrees that such payments to repair damage caused will be made from the Student's pocket money account. Should funds be insufficient the Parent agrees to make payment in full.
- If a bedroom is shared by 2 or more students & WSE cannot ascertain who is responsible, costs will be shared equally between the occupants.
- The £50.00 damage deposit will be returned in full at the end of the course providing no damage has been caused.

#### Valuables & Property

- On arrival the students will be asked to hand in their airline ticket, passport, any medication, and all cash.
- WSE Junior Summer Centre Rules must be observed at all times. Students who break British law, do not obey the WSE Junior Summer Centre Rules, repeatedly misbehave, do not follow the instructions of WSE staff or otherwise disrupt or adversely affect the smooth running of the programme will be asked to leave immediately at their own expense. No fees will be refunded.
- Pocket money can be taken out at stated times (usually before excursions). We recommend £70.00 & no more than £100.00 per week to cover incidental expenses, plus the £50.00 damages deposit and an additional £25.00 - £35.00 per excursion if the child wishes to take the optional Sunday excursions. If extra pocket money has to be transferred during the course we will charge a handling fee of £25.00.
- The Student must not bring any valuable possession into the WSE Junior Summer Centre. If the Student does bring a valuable item with him/her, the student is responsible for the security and safety of that item. There are no lockable cupboards or safety boxes in the bedrooms, therefore we advise all Students to bring a good lock for their suitcase.

- WSE does not accept liability against theft or loss of property in our safekeeping or in any other locations.
- Any student found in possession of unsuitable items will have them confiscated.
- We reserve the right to search a student's room and belongings in the event of suspected theft or any reasonable circumstances.

#### Promotional Material, Photographs & Filming

- WSE staff or their representatives will take photographs and videos during our course activities and excursions which we may use for promotional purposes. Please advise us at the time of booking if you are happy for the Student to appear in any promotional material.
- Classes cannot be filmed or otherwise recorded in any way without the permission (in writing) of the Centre Manager or Director of Studies.

#### Impromptu expenses

The Parent agrees that WSE shall not be obliged to make payments for impromptu expenses such as medical fees on behalf of the Student or the Parent. Where such payments are required, the Parent agrees for appropriate deductions to be made from the Student's pocket money account. Should funds be insufficient the Parent will be asked to pay.

#### Transport

WSE does not accept responsibility for expenses due to transport delays or anything else beyond our control.

#### Transfers

Your course confirmation will include a Travel Form requesting flight details which the parent must complete and return to WSE a minimum of 2 weeks before the arrival date. Upon receipt of the completed form WSE will send an email confirmation. The Parent understands that:

- It is his/her responsibility to check the confirmation carefully and let WSE know of any errors or changes
- WSE Shuttle transfers from the airport to WSE Junior Summer Centre are often organised in groups and this means that some students will be required to wait at the airport for other students arriving on different flights (maximum wait time is 2 hours from landing).
- On some occasions and when a special airport transfer has been booked outside the WSE shuttle transfer time slot, students will be placed in a taxi alone with a driver who may be male or female.

#### Examinations

- Students requesting to take the Cambridge First course must be a minimum level B2.
- Exam certificates will be sent to the Parent; the cost is included in the exam fee.

#### Attendance

- We are a serious school and expect every student to be punctual, attend all lessons & do their homework.
- We keep attendance registers.
- If a student misses a lesson, regardless of the reason, we cannot give a refund or allow the student to take the lesson at another time.
- If a student is asked to leave the school for poor conduct their fees will not be refunded.

#### Conduct

- Wimbledon School of English reserves the right to refuse admission to any student or to dismiss any student from school without refund of tuition fees in the event of misconduct or unsatisfactory work. The school expects students to adhere to the standards and rules we set.
- We expect students to behave reasonably at all times towards other students and school staff and to respect cultural, racial and religious differences. We expect all students to uphold the core British values of democracy, individual liberty, tolerance, and the rule of law.
- If a student is asked to leave the school for poor conduct their fees will not be refunded.
- In instances of extreme disruptive behaviour WSE reserves the right to remove the student from the premises and place with a legal guardian arranged by WSE if necessary and at the parents' expense until such a time as arrangements can be made to send the student home.

#### Other

- In rare circumstances the stated maximum class size may be exceeded. If this happens, the limit will be exceeded by a maximum of 1 student for 1 week.
- The school reserves the right to cancel or alter a course. If we do so, we will offer either an alternative course or a refund.
- If the student's English level is not suitable for the course booked, we reserve the right to move them onto a different course.
- The school reserves the right to change teachers at any time during the course.
- The school reserves the right to alter dates, fees and any particulars in the brochure without prior notice.
- The Managers of the School reserve the right at their absolute discretion to refuse any application for enrolment of a student at any stage of the application or booking process. The School shall be under no obligation whatsoever to give reasons for the decision of the Managers. If an enrolment is refused, all paid fees will be refunded.

#### Personal Information

- We keep students' information in electronic and paper format.
- Some of the personal information a student supplies will be passed on to the airport meeting service.
- We must give information to the UK Borders Agency, if required to do so under UK law.
- In order to fulfil our obligations to the student and, in some cases, to the British authorities, it is necessary for us to see and copy the student's passport or ID card and visa if applicable, and to have contact details of their next of kin in their country. The Parent therefore agrees to provide these details and keep them up to date if they change.
- Parents are reminded of the need to disclose to the school medical information about the student when the application is made and to enquire, prior to enrolling, whether the school and accommodation facilities are suitable for the individual's needs.

By accepting these Terms & Conditions the Parent accepts our right to use their children's personal information in this way.

#### Force Majeure

Wimbledon School of English is not liable for failure to perform its obligations if such failure is as a result of Acts of God (including fire, flood, earthquake, storm, hurricane, infectious diseases or pandemics or other natural disaster that are beyond the reasonable control of the parties), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalisation, government sanction, blockage, embargo, labour dispute, strike, lockout or interruption or failure of electricity, internet or telephone service. Refunds will not be made in such circumstances.

In the event of an outbreak of infectious disease, all students and or Parents/guardians are required to comply with rules regarding quarantine as set by government agencies or by the school. If the school asserts Force Majeure as an excuse for failure to perform its obligations, then the school must prove that it took reasonable steps to minimise delay or damages caused by foreseeable events, that the school substantially fulfilled all non-excused obligations, and that the other party (student, agent etc.) was, where possible, notified of the likelihood or actual occurrence of the event. WSE reserves the right to take any fair and reasonable action we think appropriate should a situation arise not covered by these Terms.

#### Privacy Policy

Our Privacy Policy governs any kind of processing of personally identifiable information. This policy applies to our processing of data collected through any means, actively as well as passively, from persons located anywhere in the world. We will be guided by the following principles when collecting and processing data:

- We will only collect data for specific and specified purposes; we will make it clear at the point when we request your information, what we are collecting it for and how we are going to use it.
- We will not collect data beyond what is necessary to accomplish those purposes; we will minimise the amount of information we collect from you to what we need to deliver the services required.
- We will not use data for purposes other than that for which the data was collected, except as stated, or with prior consent;
- We will seek to verify and/or update data periodically, and we will accept requests for amendments of personal data;
- We will apply high technical standards to make our processing of data secure.
- Except when stated, we will not store data in identifiable form longer than is necessary to accomplish its purpose, or as is required by law.

You can view our full Privacy Notice at [www.wimbledon-school.ac.uk/privacypolicy/index.php](http://www.wimbledon-school.ac.uk/privacypolicy/index.php)

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