

## PAYMENTS

Payments may be effected by bank transfer or credit card and must be received in full 14 days prior to the programme start date. Bank details are provided on the invoice. Payment must include all bank transfer charges. For groups, specific terms and conditions apply.

## VISAS

A deposit of 200GBP/200EUR/285USD is to be paid by credit card prior to any visa documents being issued.

For cancellations, postponements and changes made to the original booking and communicated 14 days or more prior to arrival: deposit will be refunded.

For cancellations, postponements and changes made to the original booking and communicated less than 14 days prior to arrival: deposit will not be refunded.

Should the arrival day be postponed due to delayed visa applications, EC cannot guarantee the original accommodation allocation.

Whilst EC endeavours to support students at all times, EC cannot be held responsible for decisions taken by embassies or immigration police regarding entry visas or visa extensions.

## CHANGES TO ENROLMENT

EC reserves the right to charge an administration fee of 50GBP/80EUR/65USD each time the programme, accommodation or centre is changed or postponed after EC has confirmed the initial enrolment. This also includes requests for changes whilst the student is at school.

## REFUNDS AND CANCELLATION FEES

### Cancellation prior to arrival for individuals

For students cancelling over 14 days prior to the programme or accommodation start date (whichever comes first), EC will refund fees received in full.

Students cancelling 14 days or fewer, prior to the programme or accommodation start date (which ever comes first) will be charged a cancellation fee equivalent to 1 week of the package price.

### Cancellation after arrival or "no shows" for individuals

No refunds will be given by the school once the student has started his/her programme.

### Cancellation for groups

Additional group cancellation policies apply, please contact your EC representative for more information.

## REISSUING LOST/MISPLACED STUDENT CERTIFICATES

30GBP/30EUR/60USD

## UNACCOMPANIED MINORS

Students travelling as unaccompanied minors to the UK and US, require an EC representative to provide an additional service upon arrival and departure. The surcharge for this service is 30GBP/100USD each way. Please advise the school at the time of booking if the student is travelling as an unaccompanied minor.

## BOARD STATUS

Accommodation on full board includes: breakfast, lunch and evening meals. Accommodation on half board includes: breakfast and evening meals. Any additional meals, snacks or drinks must be purchased by the student.

## MINIMUM AGE FOR CLASSIC PROGRAMME

**Malta & UK:** Students must have been born in 1999 or before to enrol on the Classic Programme.

## FORCE MAJEURE

EC will not be responsible for any failure to comply with any of its obligations (and, therefore, shall not be required to provide any compensation) if the failure is occasioned by any cause beyond EC's reasonable control; nor shall EC be responsible for any costs incurred by or on behalf of the student as a result of any such cause. Such causes shall include but shall not be limited to war, threat of war, riot, civil strife, industrial dispute, terrorist activity, natural or nuclear disaster and unusually adverse weather conditions.

Without prejudice to the foregoing, EC will do its utmost to provide the necessary care of students affected by causes beyond its control; however extra accommodation, transfers, repatriation and any other expenses resulting from such causes are to be borne by the student. In any such case, students might have to be accommodated in emergency accommodation which may not be of the same standard or located in the same geographical area as the accommodation that would otherwise be provided by EC in terms of its obligations. If, notwithstanding that it has no obligation to do so, EC covers any costs for which the student is responsible, EC shall be refunded such costs in full.

## SUPERVISION

Classic and Freestyle: Whilst EC staff members are accessible through emergency telephones 24 hours a day, these programmes do not include 24 hour supervision.

Summer Camp: Students are provided with 24 hour supervision.

## EXPULSION

EC reserves the right to expel students for unacceptable behaviour including, but not limited to, possession or consumption of illegal drugs and alcohol, smoking in restricted areas, malicious damage to school property or place of accommodation, threatening other students' safety, breaking local law and not respecting curfew times. No refund will be given. Repatriation is at students' own expense.

## DAMAGE TO PROPERTY

Students must pay the full cost of any damage they cause to property. Damage deposit may apply in certain residences, to be paid upon arrival.

## INSURANCE

Students must have adequate health, accident and travel insurance while attending any of our programmes.

## MID-WEEK ARRIVALS/DEPARTURES

EC Malta: On a request basis, EC will consider mid-week arrivals and departures based on a 7 night week. Students arriving and departing on a weekday will not make up missed lessons or activities.

## WAIVER FORMS

### Freestyle London and Malta Programmes:

Applicable waiver form to be signed by parents of 16 and 17 year old students participating in the above programmes

### Classic London, Cambridge, Brighton, Malta, Boston Day Programmes:

Applicable waiver form to be signed by parents of all students participating in the above programmes

### Classic Boston, New York, Manhattan, and Los Angeles Programmes:

Applicable waiver form to be signed by parents of all students participating in the above programmes in order to participate in the given activity programme and to be able to receive medical assistance if needed

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## MEDICAL INFORMATION

EC must be provided with any specific medical information which applies to the student. Any student arriving with a serious medical condition not previously reported, or which requires regular staff supervision, may be sent home without any refund of fees. Any costs incurred through repatriation will be borne by the student.

## LIABILITY

EC will not be held liable for loss, damage or injury to persons or property.

## PHOTOGRAPHY & FILMING

EC may take promotional photographs and video footage of students. If students do not wish to participate, EC will respect their wishes.

## PUBLIC HOLIDAYS

Public holidays 2012 - falling on a weekday:

**UK:** 6 Apr, 9 Apr

**Malta:** 6 Apr, 29 Jun, 15 Aug

**US:** 4 Jul

EC will not make up for lessons missed on these dates. There is no refund for lessons missed.

## TRANSFERS

Arrival and departure details including: arrival and departure time, flight numbers, airline and point of origin MUST be advised 7 days prior to arrival in order for EC to provide airport transfers.

## LEISURE PROGRAMME

EC reserves the right to make changes to the leisure programme due to weather conditions or any other reasons beyond our control.

## CURFEW TIMES

Freestyle: no enforced curfew.

Classic: students must respect curfew times.

## PROGRAMME TIMETABLES

EC reserves the right to introduce a double banking schedule, alternating between morning and afternoon sessions. EC reserves the right to amend lesson timetables; however, the total number of lessons per week or programme would not be affected.

## SLEEPING ARRANGEMENTS

In residential accommodation the third/fourth bed may be a folding bed/sofa bed/pull-out bed which is normal practice in residences worldwide.

In certain accommodation bunk beds may be used.

## EXTRA OPTIONS

Students booking Extra Options may not be able to attend all scheduled activities.

## POCKET MONEY

EC does not provide a pocket money service for students attending programmes for less than 4 weeks. Parents should ensure their children have sufficient pocket money for the duration of their stay. Should students require pocket money during their stay, parents are asked to transfer funds through an international transfer service. Should this method fail, EC will provide a pocket money service. However, EC will not make a payment to a student until funds are received. In this case we will charge an administration fee of 20GBP/30EUR/40USD per student, which will be received by EC.

## SPECIAL REQUESTS

Whilst EC endeavours to accommodate special requests such as room sharing, this cannot be guaranteed.