

Atlas Terms and Conditions Junior Summer Programme Chichester



1. ADMISSION

Minimum age

Chichester: minimum age: 10, maximum age: 17

Classes

Each class lasts 90 minutes and there are 10 90-minute lessons per week. For students on a standard 2-week course, classes start on Tuesday of Week 1 and finish on Friday of Week 2. In Week 1 there is a Saturday class. Students on a 3-week course finish classes on Saturday of their Week 3. Students on a 4-week course finish classes on Friday of their Week 4.

Level

The entry level requirement is Elementary (A1). We do not offer courses for absolute beginners.

Programme Fees

The programme fees include tuition, course materials, accommodation, all registration fees, afternoon activities, evening activities, excursions. The airport transfer is extra and mandatory.

Accommodation

Accommodation is based on a 14-night, 21-night or 28-night stay, both starting and finishing on a Sunday or Monday.

Accommodation is usually in a twin room shared with a student of similar age (with shared bathrooms), but may also be in single rooms (some with and some without en-suite bathrooms).

Airport transfer

All Junior students are required to book an airport transfer with Atlas upon arrival and departure.

If the student is accompanied by an adult/guardian from/to the airport and does not need an airport transfer, please inform Atlas at the time of the booking.

Visa

Non-EEA students should contact their local UK Embassy for visa requirements.

Insurance

All students are advised to take out private medical insurance. Students from the EU should travel to the UK with their European Health Insurance Card to cover public medical care.

2. ENROLMENT

Enrolment Dates

New students should refer to their enrolment confirmation for course and accommodation dates. Please note that the invoice does not reflect the course dates but the date of enrolment.

Continuity of Enrolment

Enrolment of a current student will be terminated if:

- The student or their agent notifies Atlas Language School of his/her wish to terminate their enrolment;
- The student withdraws from their nominated course;
- Atlas Language School terminates the student's enrolment or suspends or excludes the student in accordance with the provisions of our Policies and Procedures; or
- The student has completed all course requirements.

Refusal and Cancellation of Enrolment

Atlas Language School may cancel an enrolment, refuse to enrol, or refuse to re-enrol a person/student for the following reasons:

- Misconduct (refer to the section on Code of Behaviour);
- Failure to satisfy the minimum academic requirements for courses chosen;
- Failure to arrive on the commencement date;
- The student has gained admission by misrepresentation, falsification of documents or other fraudulent means;
- Failure to fulfil the normal admission or enrolment requirements;
- Non-payment of tuition fees;
- Cancellation of a student's visa;
- Other reasons as deemed by the school's management.

Enrolment will be confirmed for each student only upon receipt of completed booking form and full payment of fees.

4. PAYMENT

All course fees should be paid in full at least 15 days prior to the student commencing their course.

For non-EEA students in the UK on a student visa:

Payment must be made at least 30 days before course commences so we can post the original acceptance letter. Please note that some visa applications need to be made several months in advance, so the payment has to be made accordingly. The acceptance letters are only issued after full payment is received.

Course fees should be transferred to the following bank account indicating the **student's name** and the number of the invoice:

Account Name: Atlas Language School
Bank Name: AIB, Ranelagh
Address: 40 Ranelagh Road, Ranelagh, Dublin 6
Account Number: 01931073
Sort Code: 931292
IBAN Number: IE46AIBK93129201931073
BIC: AIBKIE2D

Please ensure that the total amount sent is free of all charges from the remitting and beneficiary banks, and the student's name is quoted on accompanying documents.

Payment by credit card

Please note that payments by credit card will incur a 2% service charge.

For visa required students, the school recommends payment by bank transfer.

5. CANCELLATION POLICY

Course Cancellation

- a. Tuition fees are non-refundable once a student has commenced their course. In the case of illness, students may ask for their course to be postponed to a later date. In this case, the school will require a medical certificate. If a course is carried over to the next calendar year, additional fees might apply.
- b. If a student cancels their course more than 14 days before the course commences, all course fees will be refunded.
- c. If a student cancels their course less than 14 days before the course commences, fees will be refunded with the cancellation charge of £200.
- d. In the event of a group booking cancellation less than 2 weeks before the course commences, fees will be refunded minus a 10% cancellation charge.

Course Cancellation in the event of visa refusal

All course fees are refunded with the exception of a cancellation charge of £200.

Airport Pickup Cancellation

If a student does not arrive at the airport due to a cancelled or missed flight without notifying Atlas, no refund of the airport pickup fees can be made.

7. FURTHER CONDITIONS

- a. All courses are non-transferrable.
- b. We do not accept responsibility for costs incurred due to flight delays or cancellations.
- c. We do not take responsibility for loss or theft of belongings.
- d. No discounts, refunds or partial refunds of fees will be given when a course includes a Public Holiday, for days missed during the course or for late arrival or early departure. Classes are not compensated for.
- e. If a student wishes to return to their home country or take holidays elsewhere during the term of their English Language Programme they are free to do so, but no credit will be given for missed study time.
- f. Promotional Photographs and Videos: Atlas or its representatives may take photographs and videos of classes or other school activities during the student's stay with us, which may be used for promotional purposes. If students do not wish to appear in any promotional materials, the school needs to be advised at the time of booking.