



# Highfield

## TERMS & CONDITIONS

### SUMMER SCHOOL

Highfield Summer School is exclusively owned and managed by Highfield School (Liphook) Ltd. The Highfield Terms and Conditions and Policies (including Privacy Policies) also apply to the Summer School and are available to view on the School website: [www.highfieldschool.org.uk/Policies](http://www.highfieldschool.org.uk/Policies). The Terms and Conditions in this document are additional for the Summer School. The terminology used is as stated in the Highfield School Terms and Conditions. 'The Student' refers to the person named on the Summer School Application Form as the Student.

#### Registration and Admission

- Applicants will be considered as candidates for admission and entry to the Summer School when the Application Form has been completed and returned to the School and the non-returnable deposit paid. When we receive this, we will send a receipt and invoice for the balance of fees.
- Places on the Summer School are offered on a first-come, first-served basis, although we will be restricting students from the same nationality to ensure diversity in the first languages spoken and to encourage full immersion into the English language. We advise parents to apply early to increase the chances of space being available. The place on the course is not confirmed until you receive a letter of acceptance, acknowledging receipt of your deposit.
- We will send parents a Medical Form, Sports Coaching Form and a Travel Arrangements Form, all of which are required to be completed and returned to the School three weeks before the start of the course. We will also send Pre-Departure Notes and Airport Meeting Arrangements to parents before the start of the course.

#### Fees

- The balance of fees must be paid six weeks before the start of the course or the offer will lapse and the place offered to another student. For enrolments within six weeks of the start of the course, full payment must be made immediately.
- The School is not responsible for bank charges. In all cases we expect to receive the full amount due in British pounds.
- Payment can only be accepted by bank transfer or a sterling cheque. Please write the student's name only on the payment message so that we can identify which student the fees are for.

#### Cancellations

- The deposit is non-refundable. For cancellations received in writing more than six weeks before the start of the course we will return all fees except for the deposit. We regret that no refunds can be made for cancellations received within six weeks of the course start date.
- No refund will be made for a student who arrives late or leaves the course early unless this has been clearly agreed in writing six weeks before the start of the course.
- If you have to cancel enrolment because of an unsuccessful visa application we will return fees already paid, minus the deposit, if we have written evidence of the visa refusal.
- The School reserves the right to determine in which circumstances the refund provisions are applicable. Parents are advised to take out appropriate travel insurance, including cancellation cover.
- For Covid-19 related cancellations, please visit: [www.highfieldschool.org.uk/covid-19-guarantee](http://www.highfieldschool.org.uk/covid-19-guarantee)

#### Passports and Visas

- It is the parents' responsibility to ensure the student has a valid passport and visa (if required). Students who need a visa to study in the UK should ensure they apply in good time and follow all the regulations carefully. If the student needs to apply for a visa, Highfield School will also provide appropriate visa support documents if necessary.

- Please note that we reserve the right to request further information and sight of documentation and to share information with UK Visas and Immigration, and the Home Office, for the purposes of compliance with our responsibilities as a licensed sponsor.
- On arrival, we will be collecting students' passports for safe keeping until the day of their departure. By signing the Application Form the parent or guardian grants permission for us to do this.

### **Medical Care**

- In case of illness or injury, by signing the Application Form, the parent or guardian grants permission to Highfield School to follow the advice of the medical practitioner in attendance, and to allow a designated member of staff to dispense medicine or first aid if necessary (except medication which has been listed as not to be given, where requested on the Medical Form).
- The Medical Form must be satisfactorily completed and returned to us at least three weeks before the start of the course, notifying us of any pre-existing medical condition. Under no circumstances will students be accepted on the course without a completed Medical Form.
- The School strongly advises parents to take out private health insurance, including dental care.

### **Behaviour and Student Conduct**

- Highfield School is a community in which behaviour is based on respect and consideration for each other. The standards of behaviour are stated in the Highfield School Terms and Conditions and the rules are made clear to students on arrival.
- Where behaviour is unacceptable, students will be told and may receive sanctions as a result, including possible suspension from the course or from the activities for a brief period. If poor behaviour continues, or in the event of the student breaking the no smoking, no alcohol rules, or in the event of serious unacceptable behaviour such as fighting or bullying, a student may be suspended or excluded from the course. If a student is asked to leave, parents are liable for any additional costs and there is no refund of fees.

### **Personal Possessions**

- Students' personal possessions cannot be covered by the School insurance. Parents are therefore advised not to allow students to bring unnecessary amounts of money, expensive items of electronic or telecommunication equipment, or expensive watches or jewellery. The School accepts no responsibility for the loss or damage of students' personal possessions.
- We will be collecting travel documents, pocket money and any items of personal value for safe keeping when students arrive. These will be kept securely in our safe and will be signed in and out, and any returning money sent back home with a receipt.
- Although every possible care will be taken, no responsibility will be accepted for the loss or theft of such items.

### **Promotional Materials**

- Highfield Summer School occasionally uses video to observe lessons and for students' project work, and students also use video to work on class film projects. Video and photos may also be taken and used in displays around the school, as well as in communications with parents and in promotional material for the course. The School will seek consent for video and photos to be taken of students in the Application process.

### **Liability**

- The School will not be liable for any failure to provide any services due to industrial action, wars, acts of terrorism, natural disasters, disease or disruption of air travel and shall be exempt from all liabilities in respect of any detention, delay, loss, damage sickness or injury by whomsoever caused, and whatever kind occurring on or to the participants at any time during the period of the entire course.