

Aprender Ingles

Language school agents



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Website: www.aprenderingles.org.uk

Medical and Travel Insurance You must have Medical and Travel Insurance if you book a course. [student insurance](#) is available through this link or direct from us.

I attach proof of my alternative cover _

Transfers

Would you like a private transfer to your accommodation? _ Yes on arrival _ Yes on departure _ Yes on arrival and departure _ No

Arrival airport: flight number: date: (dd/mm/yy) time: transfer fee: £

Arrival airport: flight number: date: (dd/mm/yy) time: transfer fee: £

Calculating your fees

_ I would like to pay the full fees _ I would like to pay the deposit of £350 now and the full fees 30 days before the course starts

English Courses for Adults

Registration fee	£
Course fee	£
Accommodation fee	£
Transfer fee	£
Insurance fee	£
Total cost	£

Method of Payment (please tick):

_ **1. Bank Transfer** _ **2. Cheque** (UK £ Sterling only) _ **3. Credit/Debit Card(plus admin. Fee)** _ **4. Cash**

1. Cheque (UK £ Sterling only)

Drawn on a British Bank made payable to Mr D Goodchild. Please write the student's name on the back of the cheque.

2. Credit/Debit Card payment via paypal accepted, we will send request for payment.(including administration fee)

3. Cash

4. Bank Transfer

In UK £ Sterling. Banks charge for transfers. Please make sure you pay for all charges in advance.

You must send a copy of the bank transfer order to us as a proof of payment. Please tell the bank to include the student's name when they make the transfer.

You must write the **student's** name in the sender details.

Your agreement and signature (if sent by e mail typed signature will be deemed as signed)

1. I have received and understood the Terms and Conditions.
2. I certify that all the information given by me in this enrolment form is accurate and complete.
3. If applicant is under 18, a parent or guardian must sign this form. In doing so, the parent or Guardian agrees to the Terms and Conditions.

Signature of student Date

Signature of parent or guardian Date

(If student is under 18)



D.Goodchild & A.Goodchild trading as APRENDER INGLES

Terms and Conditions

1. Enrolment

- Full fees or the deposit of £350 must be paid to us before we can reserve a place.
- All fees must be paid to us 60 days before the course starts.
- If payment has not been received, the student will not be admitted to class and will have to leave any accommodation booked through us.

2. Services

In the event of circumstances beyond our control, we may change the services offered, including details of locations, courses, facilities and dates of programmes. Where the numbers of students at any level are insufficient to form a viable group, the school may provide group lessons at a different time of day or location, or one-to-one lessons. Alternatives provided will be of equivalent or greater financial value.

3. Refund policy

15+ days £100

8-14 days £400

0-7 days two week's fees

- By 'two week's fees', we mean tuition and accommodation charges for 1 week.
- If a visa application is rejected and we are given written evidence at least 8 days before the start of the course, we will refund the fees in full. With fewer than 8 days' notice, we charge 1 week's accommodation fees.
- No fees are refunded if a student cancels or curtails their course on or after the start date.
- If a student decides to cut short a course or change from a more expensive course to a cheaper one, there are no refunds.
- A credit on tuition is considered in cases of serious illness or bereavement in the immediate family, providing the school receive documentary evidence.
- a booking amendment fee of £50 may be charged if you change the course or accommodation you originally booked.
- If there are changes to accommodation arrangements during the course, students must give at least two full weeks' notice, beginning at a weekend.
- There are no refunds under any circumstances for cancellation or curtailment of tuition or accommodation on Academic Year, Academic Semester or University Foundation Programmes.

4. Medical and Travel Insurance

- Students must have appropriate Medical and Travel Insurance and must either take out insurance through us or provide proof of adequate cover at the time of enrolment.
- As cover starts when we receive payment, please pay the insurance fee when enrolling.

5. Public Holidays

Our centres are closed on days which are public holidays.

6. Resolution of disputes

If any student is unhappy with any aspect of the course, they should contact the Principal on site. If they are still not satisfied, they should write to our Head Office.

We will investigate the complaint if:

- we receive it within 28 days after the end of the course.
- it was given in writing to the Principal before the student left.
- we have received all fees due.

7. Liability

Our company, staff or representatives are not liable:

- for any loss, damage or injury to people or property, except where we have a liability under UK law.
- when we cannot provide services or programmes for any reason.

Aprender Ingles is an intermediary between its students, schools and travel organisations on the one hand, and homestays or other accommodation providers, and any extra-curricular or off-site services on the other.

Under no circumstances can Aprender Ingles be held responsible for any delay, accident or loss during a journey, for any accident or loss which may happen during the student's stay with the homestay or other accommodation provider, or during any extra-curricular or off-site activity. Aprender Ingles will, however, endeavour to defend the student's interests in the event of breach of contract on the part of the travel organisation, the homestay or other accommodation provider, or extra-curricular or off-site service.

8. Conduct of Students

- All students must follow the rules of each course, and follow the schools' instructions.
- the school may expel any student for behaviour which is unacceptable, including unsatisfactory attendance. In such cases we will not return fees and students will have to pay any additional travel or other costs.
- Students whose attendance puts them in breach of visa regulations may be reported to the Home Office authorities.
- Students who cause damage will have to pay the full cost of replacement or repair.
- Students who are under the school minimum age limit will not be admitted and will be asked to return home at their own expense.

9. Statutory rights

Our terms and conditions do not affect your statutory rights under UK law.