



# Buckswood Lions – The Lions Centre

## Terms and Conditions 2020

All bookings are subject to the following terms and conditions which become legally binding on acceptance of enrolment by Buckswood Lions – The Lions Centre.

### The School

- a) The School is Buckswood Lions – The Lions Centre. It is assumed that a pupil will, subject to conduct and ability, participate and progress through the Lions Centre Programme.
- b) The agent(s) & Group Leader(s) are those adults who have legal responsibility for the pupil and are expected to give their support and encouragement to the aims of the School, to uphold and promote its good name, to continue the pupil's education at home and to ensure that the pupil maintains appropriate standards of punctuality, behaviour, diligence, language and discipline.

### Fees

Fees are due one month prior to the start of the course date and include:

- Agreed hours of English per week
- Two full day excursions and two half day excursions
- Museum and attraction entrance fees
- Full Afternoon and Evening Activity Programme
- All course materials
- Residential Full board accommodation
- Laundry service
- Lions wristband, water bottle, string bag and hoodies
- Groups airport transfer to and from London Heathrow and Gatwick only

Fees do not include:

- Optional Extras;
  - Harry Potter Studios Tour
  - London Theatre Show
  - Sports Academies;
    - Football
    - Golf
    - Horse Riding
- Airport transfers for individuals

### Deposit

A non-refundable deposit of £100 per intended student per intended week must be paid to confirm your booking. (ie; 3 week programme = £300 deposit per student)  
For groups who require visa letters for their application. Visa letters will only be issued once deposit payment has been confirmed by the school accounts department.



## Payment of Fees

All fees including the deposit and optional extras must be paid no later than one month before the start of the programme. Final programme and transfers will not be confirmed until all fees have been paid in full.

The non-refundable deposit must be paid if documentation is required in support of a visa application. Airport transfer will not be confirmed and students will not be permitted to start the course unless full payment for the programme has been received.

## Bank Charges

Buckswood Lions – The Lions Centre is not responsible for any incurred charges when making a payment via bank transfer, credit card or any other means. All costs and/or charges must be covered by the payee to ensure that we receive the full amount payable.

## Refund Policy

All refunds will be sent to the account of the Buckswood Lions – The Lions Centre representative to whom the fees were originally paid or to the individual from whom Buckswood Lions – The Lions Centre has received the original payment. If a student's visa application is rejected after payment has been received all fees, excluding any cancellation fees detailed in the Cancellation Policy below, will be refunded within 28 days, provided we receive a visa refusal letter at least two working days before the course is due to start and the student has fulfilled all requirements for a visa application. No refund will be made if a visa rejection is based on a student's failure to meet the necessary criteria for their chosen visa category.

## Cancellation Policy

Buckswood Lions – The Lions Centre defines cancellation as the period prior to the start of the course. All cancellations must be made in writing to the The Lions Centre Administrator. The following refund policy applies:

Where cancellations are received in writing more than 14 days before the course start date, any fees minus the deposit and any optional extras chosen will be refunded. Where cancellations are received in writing 14 days or less prior to the start of the course, 75% of the fees will be forfeited. Where cancellations are received in writing 7 days or less prior to the start of the course, 100% of the fees will be forfeited. Deposits and optional extras will not be refunded under any circumstances.

## Withdrawal Policy

Buckswood Lions – The Lions Centre defines withdrawal as termination of the course after the course has started. Any withdrawal must be made in writing to the The Lions Centre Administrator. No refund will be given if a decision is made to withdraw from the course after the course start date.



## Visas

Some students require a student visa or a tourist visa. Agents should contact their local Embassy, Consulate or High Commission to ensure that the students are allowed to enter and study in their chosen country. Arranging the correct visa is the sole responsibility of the student or agent. No visa support documentation will be provided until all deposit fees have been received.

## Medication Policy

There are an increasing number of students bringing their own medication to Buckswood Lions – The Lions Centre. Unless the medication is for a specific ailment that we are informed of on the medical form, this is completely unacceptable and can be extremely dangerous. No medication, unless prescribed for a diagnosed illness or ailment and stated clearly on the medical form may be brought with them to the programme. This includes Group Leaders. Any medication that is brought onto the school premises must be declared and handed to the Lions Administrator for safekeeping. For students who are on long term prescribed medicines, we are obliged to request a signed consent form from the parents and/or doctor relinquishing Buckswood Lions – The Lions Centre from any responsibility and fault.

## Liability

Buckswood Lions – The Lions Centre, it's staff and representatives will not be liable for loss, damage or injury to persons or property howsoever caused except where liability is expressly imposed by the law. Buckswood Lions – The Lions Centre will not be liable in the event that any service contracted to be supplied by Buckswood Lions – The Lions Centre becomes impossible to supply for any reason or any cause outside of our control.

## Specific Accommodation Requests

Students will be accommodated in the Lions residence during the programme, shared rooms of 2-3 students per room, where beds range from single beds to bunk beds. Rooms with multiple bunk beds are for the younger students.

Subject to availability, Group Leaders will be given single rooms.

## Suspension and Expulsion

The school reserves the right to suspend and/or expel, without notice, any pupil whose conduct, in the opinion of the Centre Manager, becomes unacceptable for whatever reason. Fees for the remainder of the course will be forfeited. The parent/guardian must then cover any expenses incurred in returning a pupil to his/her place of home.

## Drugs & Alcohol Abuse

Buckswood Lions – The Lions Centre has a strict no drugs or alcohol policy and the school reserves the right to undertake random testing for the use of drugs and alcohol. Any positive result will be assessed at the discretion of the Director or Centre Manager who may suspend or expel the pupil concerned.



### Promotional Activity

Students and their parents or guardians, where applicable agree that any photos, quotes and details of achievements may be used for promotional purposes without written consent or notification.

### Travel

Buckswood Lions – The Lions Centre is not responsible for any flights, trains or any other means of travel entering the United Kingdom. All travel must be booked in accordance with availability and availability must be checked with the Lions Administrator before any travel commitments are made.

### Trinity College Spoken English Exam

The minimum length of stay in order to sit the Trinity College Spoken English Exam is 2 weeks. Please note that it can take up to 8 weeks after the exam for us to receive the certificates from Trinity College.

If you have any questions regarding this information, please contact us:

Buckswood Lions – The Lions Centre, 7-9 Holmesdale Gardens, Hastings, East Sussex. TN34 1LY

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