Enrolment

All enrolments are subject to these conditions, which become legally binding on confirmation of acceptance by Anglo-Continental, and to the age limitations and arrangements specified in Anglo-Continental’s official publications, including the ‘Student Handbook’. The enrolled student intends and is able to follow and complete the course of study at Anglo-Continental and declares that he/she shall abide by all current UK laws and leave the United Kingdom at the end of his/her studies. Anglo-Continental reserves the right to withhold confirmation of an enrolment, at its discretion, if such action is deemed necessary in the interests of the student or the school or if an incorrect declaration has been made.

Fees

The fees must be received in full by Anglo-Continental no later than four weeks before course commencement, otherwise Anglo-Continental reserves the right to cancel, without notice, the course, accommodation and all other services. Course fees are calculated in complete weeks, and any part of a week is counted as a full week. No compensation, fee reductions, refunds, credit, additional lessons or extension of the course can be given for:
- services or facilities included in the fees and not used;
- late entry to or absence or early departure from a course;
- lessons replaced by testing, class allocation procedures or the sightseeing tour on course entry dates;
- days when schools are closed because of official holidays.

Any refunds which are approved can only be made by the office or Agent to whom the fees were originally paid. Anglo-Continental reserves the right to make fee adjustments as a result of changes to statutory taxes without prior notice.

Visas

If your son/daughter requires a visa, it is your responsibility to ensure that you apply for the correct type of visa to allow your son/daughter to study at Anglo-Continental for the entire period of the course. It is also your responsibility to ensure that your son/daughter continues to maintain the correct immigration status to study at Anglo-Continental for the duration of the course(s). Failure to do so may lead to termination of your son/daughter’s studies without refund or compensation. For further information regarding UK visa requirements see page 27.

School regulations

School regulations are designed to ensure that the courses function smoothly. Acceptance of and compliance with these regulations, and with English law, are contractual obligations on the part of the parent, guardian or other person arranging the student’s enrolment with Anglo-Continental. The school regulations are available online: www.anglo-continental.com/schoolregsys.html

It is essential that your son/daughter understands that he/she must accept the regulations concerning ‘Conduct and Discipline’ and ‘Permission to go out Without Supervision’ as agreed by the Parent/Guardian. Failure to observe the requirements of conduct described here and in the ‘Student Handbook’ may result in the student being returned home before the end of the course, without compensation. Anglo-Continental reserves the right to alter the student’s travel arrangements. It is the responsibility of the parent/guardian to arrange for an adult to meet the student at the place of arrival and at a time specified by Anglo-Continental. Whenever a student is enrolled outside the age range specified for the course, the person enrolling the student accepts responsibility for any problems which may arise. The enrolment is held by an Anglo-Continental Agent, it will be subject to any incorrect declaration.

Cancellation or postponement of a course

A course is not transferable but may be cancelled or postponed and full course fees will be refunded (except for bank charges), provided that written notice is received by Anglo-Continental not less than four weeks before the scheduled date of course commencement. In the absence of such notice, or if less than four weeks notice is received:
- in the case of cancellation, a fee of £500 is payable in lieu of notice;
- in the case of postponement, Anglo-Continental reserves the right to levy a charge to cover administration and accommodation costs incurred on the student’s behalf.

- should the application for a visa be refused, we will refund any published fees paid in advance (after deduction of an administration charge of £50) provided that you send us a copy of the letter of refusal before the intended start date of the course.
- Any additional charges for services provided by a third party (such as Home Office CAS charges and courier services) are not refundable.

Curtailment of a course

If a course is curtailed after commencement, no refund can be given. Parents or guardians must arrange insurance against inability to attend or continue a course for medical or compassionate reasons (see ‘liability and insurance’).

Incorrect declaration

Anglo-Continental reserve the right to withdraw a student from the course if an incorrect declaration has been made or if information regarding a student’s ability to participate in the course has not been disclosed to us before course commencement. In this case, no refund can be made.

Accommodation

The fee for the first week in accommodation includes a non-refundable administration charge to cover the cost of selection, reservation and administration. Any request to change or leave homestay accommodation must be made to Anglo-Continental at least two weeks before the date of the proposed move, and approved before the change is made. Failing this, accommodation fees are payable in lieu of notice. Accommodation fees continue to be payable for any periods of absence during the course.

It is essential that your son/daughter understands that:
- he/she will be sharing accommodation with other students and must observe the accepted standards of courtesy and consideration towards others;
- he/she will be expected to make his/her own bed, help to keep the room tidy and leave bathrooms and toilets clean for other users;
- he/she must observe the bedtimes stated by the homestay family - normally not later than 22.30 hours.

Supervised door-to-door car service

The supervised door-to-door car service is compulsory for students aged 10 - 12 years and is included in the accommodation fee. This service is not available for students aged 16 or over on the Vacation Programme.

Anglo-Continental car transfer services

Your son/daughter is allowed two hours’ waiting time from the advised arrival time, free of charge. If this time is exceeded, a further two hours waiting time will be charged in accordance with the published tariff.

Photography, film, sound recordings and written work

During our courses we sometimes take photographs, film footage and sound recordings, some of which may be incorporated into items such as, but not limited to, future publicity material, tests and educational materials. We may also wish to use examples of your son/daughter’s written work. If you do not wish your son/daughter to participate in any of these items, please advise Anglo-Continental in writing before the start of the course, otherwise it is understood that you have unreservedly given your consent for these to be used.

Liability and insurance

Anglo-Continental will not be liable for any loss, damage, illness or injury to persons or property however caused, except where such liability is imposed by statute. Anglo-Continental will also not be held responsible for any delay in scheduled services of third party companies, or if any service cannot be provided as specified. Any complaints, liabilities, losses or damages arising should be submitted to the third party company concerned. It is the parent’s or guardian’s responsibility to take out personal insurance against all such risks, including inability to attend or continue a course and for the payment of medical expenses.

Young Learners Declaration Form

Anglo-Continental must receive a completed Young Learners Declaration Form before your son/daughter commences his/her course. This form provides essential emergency contact information. In the absence of this form, if an emergency situation arises, Anglo-Continental will make the best judgement on any action which needs to be taken based on professional advice available at the time of the emergency.

Force majeure

It shall be a fundamental condition of the contract between the parent/guardian and Anglo-Continental or its Agents that neither Anglo-Continental nor its Agents shall be in any way liable to the student, parents or guardians in the event of any service contracted to be supplied by them becoming impossible to supply by reason of industrial dispute or other cause outside their control.

Data protection

To ensure that the course at Anglo-Continental meets your requirements we and, if appropriate, the Anglo-Continental Agent in your own country will need to use the information you provide (such as your son/daughter’s personal data and details of any special requirements) in order to process the enrolment. We must pass this information on to those involved in providing your son/daughter with services relating to his/her stay at Anglo-Continental, such as the reservation of accommodation and transfer services. The information may also be provided, if required, to security or credit-checking organisations, customs and the Home Office as required by English law.

Please note that where your son/daughter’s information is held by an Anglo-Continental Agent, it will be subject to your Agent’s own data protection policy and your country’s national law.

Validity of conditions

These Conditions of enrolment are valid from 1 January 2017 and are subject to English law. The English language version is legally binding in all cases. Anglo-Continental reserves the right to waive or adjust the specifications of a course, which may include age limits, without prior notification.
General information

How to enrol
- Choose the course or courses you wish your son/daughter to attend.
- Select the entry date and decide how many weeks you wish your son/daughter to study.
- Decide if you wish to use a reserved transfer service from the place of arrival in England to Bournemouth (see pages 20 and 21).
- Please complete and send the ‘Enrolment form’ and ‘Payment of fees form’, to our Agent in your country. Alternatively, post, fax or email it to Anglo-Continental. You can also enrol and make secure credit card payments online at: www.anglo-continental.com/enrolment.

Our confirmation
When the ‘Enrolment form’ is received and accepted by the school, the following documents will be sent to you:
- A letter of confirmation of enrolment.
- An invoice for the full amount of the fees due.
- The homestay address, if applicable (due to the careful procedure involved in selecting homestay accommodation the address may be sent to you at a later date).
- Luggage identification labels.
- Our Student Handbook.

If your son/daughter requires a visa, we can only send these documents after we have received your deposit of £ 500 (deductible when you pay the fees) or the full amount of the fees due.

Entry to England
When your son/daughter passes through UK Border Control on arrival in England, he/she will be required to show his/her:
- Passport or identity card.
- Visa (if required).
- Confirmation of enrolment from Anglo-Continental.
- Copy of the bank’s transfer confirmation, or other evidence that you have paid the fees to Anglo-Continental or its Agent.

Student travel insurance
For your protection and peace of mind, your son/daughter should have comprehensive travel insurance which should include any possible cancellation or curtailment charges. Such insurance may be obtained through your own travel adviser. If, however, you would like further advice, please contact us.

Lesson duration
All lessons are of 45 minutes’ duration. 20 lessons per week = 15 hours.

Declaration form - Young Learner Courses
For your son/daughter’s security and well-being, it is essential that you complete the Declaration form on pages 25 and 26. Please send it to our Agent in your country or to Anglo-Continental, to arrive no later than 10 days before the date of course commencement.

Declaration form for Vacation students aged 16-17 years old
As a school accredited by the British Council and the Independent Schools Inspectorate (ISI), Anglo-Continental must follow strict regulations regarding the acceptance of students under 18 years of age. Therefore, if your son/daughter is under 18 years of age at the time he/she attends the course, we will send you the Declaration form for students 16 and 17 years of age enrolled on Vacation Courses. Please send the completed form to our Agent in your country or to Anglo-Continental, to arrive no later than 10 days before the date of course commencement.

Student Support and medical assistance
- Arrangement of emergency medical and dental treatment as provided by the British National Health Service.
- Medical services and assistance with personal problems.

Student care and security
- High level of supervision for all organised activities.
- Safety checks.
- All Young Learners are fully supervised during the school’s scheduled programme and when they are with the homestay family. Students aged 13 - 15 are supervised at all times, except if they have permission to go out unaccompanied.

Health and safety
In all our activities, we pay particular attention to the health, safety and well-being of our young learners.

Our priorities include:
- A high ratio of staff to students for close supervision of every school activity.
- Activities appropriate to students’ ages and capabilities.
- Comprehensive arrangements for welfare and medical care.
- Escorted airport transfers on arrival and departure.
- Supervised door-to-door car service between homestay accommodation and the course centre (Young Learner Courses only - where applicable).
- Careful selection of homestay accommodation.
- Regular safety checks of students under 18 years of age.

UK visa requirements
If you are unsure whether your son/daughter will need a visa to study in the UK, visit the Home Office website: www.gov.uk/visas-immigration.
You may also wish to consult your nearest British Embassy or Consulate.

If your son/daughter requires a visa in order to study in the UK, we strongly recommend that you apply for the course as early as possible as the application procedure may take several weeks to complete. Before issuing a visa letter, Anglo-Continental must be in receipt of a deposit of £ 500 (deductible when you pay your fees) or the full amount of the fees due.

It is your responsibility to ensure that your son/daughter applies for and maintains the correct type of immigration status to allow him/her to study at Anglo-Continental for the entire period of his/her course(s). You must ensure that all details on his/her confirmation documents (including the visa letter) issued by Anglo-Continental are correct before he/she applies for his/her visa. Anglo-Continental cannot be held liable for any errors that occur during the visa application process. We strongly recommend that you send a scanned copy of your son/daughter’s visa to us to check prior to his/her departure to the UK.

Refund guarantee
Should the application for a visa be refused, we will refund any published fees paid by you (after deduction of an administration charge of £ 100) provided that you send us a copy of the letter of refusal before the intended start date of the course.

Any additional charges for services provided by a third party (such as courier services) are not covered by this guarantee.

Anglo-Continental’s Home Office Licence Number
Anglo-Continental holds Tier 4 Sponsor status on the Home Office Register of Sponsors. Anglo-Continental’s licence number is 5294YOVGS5. Further details are available on our website: www.anglo-continental.com/visas.html

English Language Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>CEF*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginner to Elementary</td>
<td>A1</td>
</tr>
<tr>
<td>Pre-Intermediate</td>
<td>A2</td>
</tr>
<tr>
<td>Intermediate</td>
<td>B1</td>
</tr>
<tr>
<td>Upper Intermediate</td>
<td>B2</td>
</tr>
<tr>
<td>Advanced</td>
<td>C1</td>
</tr>
<tr>
<td>Proficiency to Near Native</td>
<td>C2</td>
</tr>
</tbody>
</table>

* CEF = Common European Framework