

TERMS and CONDITIONS

Junior Group Booking Facts:

- The minimum group size is 10 students
- 1 free student per every 10 students in January, May, August, October, November, and December.
- The group age range has to be either 12-14 or 15 -17. Students over 18 (adults) are not accepted unless a closed group is booked. Adult students indicate they have become 18 years old before their arrival.
- In the case of a closed group, junior students and over 18 students will be together during tuition and activities and will be placed together in the accommodation.
- We reserve the right to put a zig-zag timetable in place if needed.
- 1 free group leader for up to every 15 students, e.g., 10-15 students, 1 free group leader, 16-30 students, 2 free group leaders, etc.
- Any additional group leader will be charged £315/per week, including all transport, homestay accommodation, registration fees, meals, trips, activities and entrance to tourist venues as per the program. (Upon request, self-catered residential accommodation is available for £ subject to availability)
- All Group Leaders accompanying students on their study trip are responsible for monitoring them both during their commute to/from the school and during their free time spent outside the school premises. They are required to lead alongside our staff members during all activities and excursions.
- 100% course all students expect attendance. Missed lessons will need to be validly justified. Otherwise, the student will potentially be dismissed from the classroom and will not receive the certificate upon course completion.

Transfers and Homestay Accommodation:

- Accommodation and transfers run from Sunday to Sunday (Saturday arrival is not an option, Saturday departure is possible).
- Check-in: 2:00 pm - 8:00 pm, check-out: 9:00 am - 12:00 pm. An £35 extra charge per student is applied in the event of arrival or departure outside these hours. Students need to leave their accommodation by Sunday 12:00 pm regardless of their flight times to ensure that check-out times are maintained. Airport transfer times are set by the coach company. Alternative pick-up times are subject to availability.
- Students can be placed in Canterbury or Faversham, based on availability. The decision will be made by LanguageUK.
- Students staying in Faversham will be provided with a train pass.
- Students staying in Canterbury further than a 25-minute walk from school will be provided with a bus pass.
- For train passes, a passport-sized photo is needed.
- Host families can host up to 6 students - preferences for number of students per homestay will be considered but cannot always be guaranteed.
- Students from the same nationality can be accommodated by the same host family - the preference for nationality in the same homestay will be considered but cannot always be guaranteed.
- By signing this agreement, you consent that more than two students can be placed in one bedroom.



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Deadline for documents to be sent to LanguageUK during and after enrolment:

- Booking form - during enrolment
- Group list (students' names, contact details, date of birth, allergies, dietary requirements, genders, students' emergency contact numbers) - 4 weeks prior to arrival
- Online English level test results – minimum 4 weeks prior to arrival. Failure to do so may result in participants not being placed in the correct class.
- Passport size photos for train passes & passport copies – Minimum 2 weeks prior to arrival
- Flight Details – As soon as possible
- Parental Consent Forms – Minimum 2 Weeks prior to arrival
- Group Leaders' telephone numbers – Minimum 2 Weeks prior to arrival

Deadline for documents to be sent to students and Group Leaders after enrolment:

- Course Confirmation Letter - on receipt of deposit payment
- Student Handbook - on receipt of final and complete payment
- Accommodation details – the week before the course start date the latest

Welfare:

- All students must adhere to LanguageUK code of conduct as described in the Student Handbook (including curfew times)
- In case of unacceptable behaviour breach of the code of conduct, we reserve the right to cancel the course and accommodation
- Students failing to follow instructions or causing a disturbance during classes and activities will be reported to their group leader to take the necessary action. Such steps will follow verbal warning, written warning and eventually dismissal from activities or lessons.
- Sickness preventing students from going to school must be reported directly to LanguageUK staff members. Failure to do so will result in the school contacting relevant students and relatives if necessary. Classes will be lost if not reported. Unless a doctor's letter is provided, classes will not be covered.
- Smoking and drinking alcohol are forbidden by law for all students aged under 18.
- A designated smoking area will be available for adults (group leaders) only.
- The use of drugs is forbidden by law.
- Prior to arrival, it is mandatory to disclose any learning difficulties and/or mental health problems. Failure to do so may result in the student being declined admission should we find ourselves unable to offer the necessary level of care. (Special Educational Needs (SEN, SEND & SEMH) require extra support from teachers who have had experience or specialised training to deal with behaviours and communication such as PECS, Makaton, BSL. This can be extremely hard when trying to teach languages and place students on activities, as this could require 1 to 1 specialist skills.)



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PAYMENT TERMS

- 10% deposit (non-refundable) - one week from the invoice date; otherwise, the booking is not guaranteed
- 90% balance payment is due 4 weeks prior to arrival.
- Groups booking less than 4 weeks prior to the start of their course must pay in full upon receipt of the invoice.
- All payments must be made in GBP sterling. If a payment is made in a different currency, it must equal the amount charged in the invoice.
- If payment is not made as per the deadlines, we reserve the right to cancel the course.

Extra charges:

- Special dietary needs (halal, vegan, vegetarian, nut allergy, gluten-free, celiac, lactose intolerance): £35 per week
- Hot lunch: £25 per student per week
- Extra night: £35 per night
- Extra group leader: £315 per person per week
- Late/Early arrivals and departures: £35 per student
- Accommodation Summer Supplement (July- August): £35 per week

Group Name	
Date	
Signature	
Name	



Accredited by the
 **BRITISH COUNCIL**
for the teaching
of English in the UK



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