



Cambridge International Academy Ltd

Short Courses - Terms and Conditions

The terms and conditions outlined below are designed to ensure that all the students and staff participating on courses organised by Cambridge International Academy Ltd can enjoy the activities and events free from any unpleasant, intimidating or aggressive behaviour, in safety and with full knowledge and understanding of the rights and responsibilities of all parties.

1 Personal Behaviour

A breach of any of the course rules with respect to personal behaviour as stated below may result in dismissal from the course. In the unlikely event that a student breaks the law or displays aggressive, intimidating or racist behaviour, the student will face instant dismissal. Should a student face instant dismissal, the student will be withdrawn from the course with immediate effect and will need to return home at the parent's / guardian's expense at the earliest possible opportunity. The relevant authorities will also be notified as required by UK law. Cambridge International Academy Ltd is obliged to notify the relevant UK Government bodies if a student holding a current UK visa withdraws from one of its courses or programmes.

- i) Students are expected to attend all classes / workshops and arranged activities and excursions that are provided as itemised in the final confirmed itinerary.
- ii) All damage to property, equipment and rooms will be charged to the student.
- iii) Gratuitous or wilful damage to school / college / host family property, public property or other students' property may result in dismissal from the course and the appropriate authorities being notified.
- iv) Theft or suspected theft of school / college / host family or another student's possessions or equipment may result in dismissal from the course and the appropriate authorities being notified.
- v) Consumption or possession of alcohol by students of any age is not permitted and will result in dismissal from the course.
- vi) Drug-taking or possession of drugs, including psychoactive substances (in the UK formally known as 'legal highs'), will result in instant dismissal from the course and the appropriate authorities being notified.
- vii) Racist, discriminatory or intimidating behaviour towards another student or member of staff will result in dismissal from the course.
- viii) Smoking is not permitted in any school / college buildings and grounds or host family accommodation.



- ix) In school / college / host family accommodation, girls and boys may only mix in designated recreation areas.
- x) Any student who leaves their accommodation after lights out may be dismissed from the course.
- xi) Personal mobile phones must be turned off during all lessons / workshops and other such scheduled activities where they may interfere with other participants' enjoyment of the course.

2 Promotional Materials

- i) At the discretion of Cambridge International Academy Ltd, photographs or videos may be taken of the students participating on the course. Cambridge International Academy Ltd reserves the right, unless we are advised to the contrary by the parent / guardian / student in writing, to use these photographs or video clips as part of future promotional materials with respect to this and / or other courses / programmes.
- ii) Cambridge International Academy Ltd reserves the right to use any feedback received in the format of a letter, email or end of course survey from parents, guardians and / or students in any future marketing or promotional material, unless otherwise clearly stated by the parent / guardian / student.

3 Travel Arrangements

Travel to and from the UK is entirely the responsibility of the participating student / parent or guardian.

4 Insurance

- i) All students participating in the course are strongly advised to purchase personal insurance prior to arriving in the UK and covering the entire duration of their stay, and especially to ensure that they have appropriate accident and medical insurance. Travel insurance to cover personal property, breakages, loss and damage is strongly recommended.
- ii) Cambridge International Academy Ltd does not accept any liability whatsoever for stolen, lost or damaged items belonging to students. Cambridge International Academy Ltd is not liable to you for any injury, death, costs related to medical or dental treatment, or costs related to repatriation or for any other losses, damages (whether direct or indirect), compensation, costs or expenses unless Cambridge International Academy Ltd is negligent.

5 Liability & Changes

- i) Cambridge International Academy Ltd has public liability insurance. Nothing in these terms and conditions shall operate to exclude any liability of Cambridge International Academy Ltd for personal injury or death caused by the negligence of the company or those employed by the company.



- ii) The details of the course have been published in good faith. We reserve the right to make any changes or alterations to any aspect of the course in the event of any factors which may arise beyond our control.

6 Data Protection

We may use the personal information you provide to us to:

- i) process your application,
- ii) process your payment for the fees,
- iii) inform you about similar programmes / courses that we may in the future provide, but you may ask us at any time to stop using your information in this way.

We will not give your personal data to any other third party, except that:

- i) we may share your personal data with other companies in the same group of companies as us;
- ii) if your booking has been made through an agent we may share information with them;
- iii) if required to do so due to medical welfare / emergency or legal necessity.

7 Withdrawals / Cancellations

- i) In all circumstances we are obliged by law to notify the relevant UK Government bodies if a student holding a current UK visa withdraws from a course.
- ii) The registration fee of £100 (maximum) is non-refundable.
- iii) When cancelling within 90 days of the start of the course, 50% of the full fees excluding the registration fee is refundable.
- iv) When cancelling within 60 days of the start of the course, 25% of the full fees excluding the registration fee is refundable.
- v) When cancelling within 30 days of the start of the course, 0% of the full fees excluding the registration fee is refundable.
- vi) The above cancellation provision shall apply regardless of the reason for the cancellation. The registration fee is non-refundable.

8 Notes on Refunds



- i) All refunds are paid minus any bank charges (and minus the deposit, except in the circumstances detailed above under ‘7 Withdrawals / Cancellations’).
- ii) Refunds are made to the fee-payer.
- iii) No refunds are given for late arrivals.
- iv) No refunds are given for students who are dismissed from the course for disciplinary reasons (see ‘1 Personal Behaviour’ above).

9 Student Welfare

- i) Cambridge International Academy Ltd is committed to the protection of all young people and to ensuring arrangements are in place for safeguarding and promoting the welfare of all our course participants regardless of gender background or ethnicity.
- ii) Our duty is to create a positive atmosphere throughout our teaching and learning, and to provide support and care for all our students, teachers, host families and other carers and personnel involved.
- iii) To support student welfare it is the responsibility of the parent or guardian to complete emergency contact details for any students booked on one of our courses. This includes providing a telephone number where a parent / guardian / agent can be contacted 24 hours a day.

10 Medical Intervention

- i) By making a booking, it is understood that permission is given by the parent / guardian for first aid to be administered and appropriate non-prescription medication to be given.
- ii) Permission is also understood to be given for Cambridge International Academy Ltd and / or its partners involved in delivery of the course to contact the student’s doctor or dentist for information should we be unable to contact the parents / guardian.
- iii) Permission is also understood to be given in an emergency for the student to receive medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. Please advise us in writing therefore if permission is not given, in order that we may act accordingly.

11 Social Activities

- i) By making a booking it is understood that permission is given by the parent / guardian for the student to participate in social activities and excursions organised by Cambridge International Academy Ltd and other external providers as per the final itinerary.



ii) Please advise us in writing therefore if permission is not given, in order that we may act accordingly. For students under the age of 18 attendance is compulsory at all lessons, workshops, activities and excursions organised by Cambridge International Academy Ltd

12 Complaints

We want you to both enjoy and benefit from participating in your course. Should you have any complaints or suggestions in relation to your course or accommodation these should be raised with us directly, in writing, by contacting the Directors of Cambridge International Academy at:

jon@camintac.co.uk (English only); and / or
lijia@camintac.co.uk (English and Chinese)

For further details please refer to our 'Complaints Procedure'.

13 Governing Law

i) In the unlikely event that any disputes arising cannot be amicably settled informally, or through the good offices of a third party (see our 'Complaints Procedure' item 7), these 'Terms and Conditions' are governed by the laws of England and Wales. You and we both agree to submit to the jurisdiction of an appropriate UK court to determine any dispute in relation to these Terms and Conditions.

ii) Where these 'Terms and Conditions' have been translated into another language, this English version shall prevail in the case of any ambiguity.

14 Emergency Numbers

In an emergency:

i) Emergency services in the UK (fire, police and ambulance) can be contacted by dialling **999** and requesting the service required.

ii) Cambridge International Academy Ltd can be contacted at:

(+44) 07483226613 (English only)

(+44) 07764283678 (English and Chinese)