

# Booking Terms and Conditions

**1.** A Provisional Booking must be made using the Booking Form and subsequently all bookings must be confirmed in writing using our Final Booking Form or by letter, fax or Email.

A booking can only be considered to be provisional if a deposit has been received into the Ardmore Language Schools account.

**Deposits are required as follows:**

**Group Bookings for Ministays (groups from September until mid-June)**

- 10% at the time of booking or at least 12 weeks before the arrival date
- 90% or final balance at least 4 weeks before the arrival date

**Group Bookings for Summer Centres (groups from mid-June until end of August)**

- 30% by the 1st April to continue to hold space / options
- 70% or final balance at least 4 weeks before the arrival date

**Individual bookings for summer centres**

- £200 per person at the time of booking or at least 12 weeks before arrival date
- Full balance at least 4 weeks before the arrival date

**Ardmore Language Schools bank details are as follows:**

**Name of account:** Ardmore Language Schools  
**Bank name:** Nat West Bank,  
**Bank address:** 7 High Street,  
 Marlow, Bucks, SL7 1BZ  
**Sort code:** 60-14-12  
**Account number:** 72775300  
**IBAN Number:** GB37NWBK60141272775300

Medical/dietary information must be given to Ardmore at least 6-8 weeks before travel.

**2.** This brochure does not constitute a contract. The Ardmore Group has the right to change prices, starting dates, course curriculum and programmes at any times due to errors, omissions and circumstances beyond our control. In such cases, you will be informed as soon as practicable. Where a major change is involved, you will be given the choice of either accepting the alteration which will be of a comparable standard, if available, or rejecting it. If the latter applies, we will promptly refund all monies paid by you to Ardmore.

**3.** All prices are shown for students under 18 years old and under. An adult supplement will be applicable for those participants aged 18 and over.

Final balance in full must be received no later than 28 days prior to the commencement of the agreed services. If this is not received the booking is NOT confirmed.

Payment must be made by bank transfer and bank details are shown on the invoice. Details of the college/course/host families will be released 7-10 days before arrival and only if full payment has been made.

**4.** The Ardmore Group reserves the right to cancel all arrangements and bookings without prior notice if these conditions are not met.

**5.** Changes in numbers - in the event of a group decreasing in size after the price has been set and agreed, The Ardmore Group may alter the price accordingly and the group leader/agent will be informed.

**6.** Where the number arriving is greater than those booked and advised, all services for those persons must be paid for immediately upon the group's arrival. Option numbers must NOT increase without prior agreement of Ardmore Head Office.

(continued overleaf)

**7.** *Whilst every effort is made to limit the costs incurred by cancellation, the following maximum scale of charges will apply to persons withdrawing from a group for whatever reason after the deposit has been paid.*

- *Notification 6 weeks before travel*  
*The Ardmore Group. retains deposit only*
- *Notification 2-5 weeks before travel*  
*The Ardmore Group. retains 50% of total*
- *Notification 2 weeks or less*  
*The Ardmore Group. retains 100% of total*

**8.** *For host family stays Ardmore act as agents in making disbursements to host families.*

**9.** *If war or terrorist activities, threatened or actual, civil unrest, closure or congestion of airports or ports, riot, cancellations or changes of scheduled airlines, industrial action, threatened or actual, natural disasters, adverse weather conditions, pestilence, quarantine controls, host family cancellations or any other event outside the control of the company either delays, extends the tour, compels a change in the programme or accommodation arrangements or forces the*

*programme to be cancelled, the company cannot accept liability for any resulting loss, damage or expense.*

**10.** *Insurance - it is mandatory that full insurance cover is arranged for all participating students and group leaders before departure from their home country (see booking form).*

**11.** *Behaviour - any student who commits a criminal offence, has to be severely disciplined during the course, exhibits anti social behaviour or has a poor attendance record may be expelled and asked to return home immediately at the parents expense. No refunds will be made.*

**12.** *Students will be charged for any damage they cause during their stay. Damage and room key deposits will be payable at the start of the College stay and you will be advised of the cost at the time of booking. These must be paid in advance.*

**13.** *Photos of students may be used for marketing purposes. If you do not wish photos of you/your students to be used, you must advise us in writing before travel to the UK.*

## TRAVEL INSURANCE

It is essential that every person on our courses/ programmes is fully insured. Experience has shown that standard policies do not necessarily cover all activities and all areas such as illness of a member of the family.

For your protection, we have therefore arranged a special insurance policy with Endsleigh Insurance to cover (a summary follows):

**Personal accident up to £30,000.**

**Medical and other expenses up to £2,000,000.**

**Repatriation expenses up to £3,000.**

**Baggage and personal effects up to £1000 (single article limit of £200).**

**Personal money up to £500 (includes travellers cheques).**

**Personal liability up to £1,000,000.**

**Reimbursement of prepaid course fees or cancellation charges up to £5000**

Most of the above sections are subject to an excess. Full policy details available on request.

**PRICE: AVAILABLE ON REQUEST**



# Provisional Booking Form

## INDIVIDUALS BOOKINGS ONLY

Please complete this form and fax it to 00 44 1628 829977 or send it to:  
The Ardmore Group, Hall Place, Berkshire College, Burchetts Green, Berkshire SL6 6QR England.

Name of Student \_\_\_\_\_ Date of birth \_\_\_\_\_

Male or Female \_\_\_\_\_ Nationality \_\_\_\_\_

Address of Student \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Mobile Telephone \_\_\_\_\_ Email \_\_\_\_\_

College / Course chosen \_\_\_\_\_

Date of arrival into Britain \_\_\_\_\_ Departure date from Britain \_\_\_\_\_ Number of nights \_\_\_\_\_

Number of years studying English \_\_\_\_\_ Level of English \_\_\_\_\_

Medical information (eg asthmatic, allergic to penicillin, aspirin etc)  
\_\_\_\_\_  
\_\_\_\_\_

Emergency contact details of parents/guardian whilst student is in UK (must include mobile):

Name \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile Telephone \_\_\_\_\_

It is a condition of your booking with us that all participants are covered by a personal travel insurance policy. Please indicate by ticking one of the boxes, if you would like us to arrange insurance cover.  Yes  No.

*I have arranged alternative personal travel insurance which provides comparable cover as that offered by The Ardmore Language Group .Furthermore I absolve Ardmore of all possible liabilities which may arise due to my failure to take out adequate insurance cover.*

**I confirm that I will send Ardmore a copy of the Insurance Policy.**

Airport/rail/coach transfer - does your child require a transfer?  Yes  No.

If YES please give details below:

Arrival time	Airport/station	Date	Flight/coach
Departure	Airport/station	Date	Flight/coach

**DECLARATION : I confirm that I have read, understood and accept the  
Booking Terms and Conditions and the clause relating to insurance**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Name \_\_\_\_\_

(Must be signed by Parent/Guardian if student is under 18)



# Provisional Booking Form

## GROUP BOOKINGS ONLY

Please complete this form and fax it to 00 44 1628 829977 or send it to:  
The Ardmore Group, Hall Place, Berkshire College  
Burchetts Green, Berkshire SL6 6QR England.

Name of Agent/Group leader \_\_\_\_\_

Address of Agent/Group leader \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Mobile Telephone \_\_\_\_\_ Email \_\_\_\_\_

College / Course chosen \_\_\_\_\_

Date of arrival into Britain \_\_\_\_\_ Departure date from Britain \_\_\_\_\_

Number of nights \_\_\_\_\_ Number of students \_\_\_\_\_ Group leaders \_\_\_\_\_ Drivers \_\_\_\_\_

It is a condition of your booking with us that all participants are covered by a personal travel insurance policy. Please indicate by ticking one of the boxes, if you would like us to arrange insurance cover  Yes  No. If insurance is not required we need to see a copy of your comparable insurance policy.

*I have arranged alternative personal travel insurance which provides comparable cover as that offered by The Ardmore Language Group. Furthermore I absolve Ardmore of all possible liabilities which may arise due to my failure to take out adequate insurance cover.*

**I confirm that I will send Ardmore a copy of the Insurance Policy.**

### **D E C L A R A T I O N :**

**I confirm that I have read, understood and accept the Booking Terms and Conditions and the clause relating to insurance.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

\_\_\_\_\_