

Booking >

TERMS AND CONDITIONS



1. A Provisional Booking must be made using the Booking Form. All bookings must be confirmed in writing using our Booking Form and sent by email, fax or post.

A booking can only be considered as provisional if a deposit has been received in the Ardmore Language Schools account as per the payment terms below.

- **DEPOSIT REQUIREMENTS:**

The Agent may elect to make net payments to the Principal for group or individual enrolments.

Peak season (July – August)

- › For bookings received - 1st September to 28th February - 10% deposit to be paid by end of February each year. For bookings received – 1st March onwards – 10% deposit to be paid at time of booking.
- › For individual bookings, a 30% deposit is payable at the time of booking.
- › Final balance to be paid in full no later than 30 working days prior to arrival of group and/or individual/s.

Off Season (September – June)

- › 10% deposit to be paid minimum of 12 weeks prior to arrival of group/individual/s.
- › Final balance to be paid in full no later than 30 working days prior to arrival of group and/or individual/s.

The Principal reserves the right to cancel the booking arrangements made if due payments have not reached the Principal's UK bank account prior to the arrival of the group and/or individual/s. The Principal reserves the right to refuse admission to the accommodation and programme if full payment has not been received prior to arrival.

- **BANK DETAILS:**

U.K

National Westminster Bank

Business Account Number: 72775300

Sort Code: 60-14-12

IBAN: GB37 NWBK 60141272775300

BIC/SWIFT: NWBKGB-2L

U.S.A

Business Account Number: 140/00/56305613

Sort Code: 60-14-12

IBAN: GB53 NWBK 60730156305613

BIC/SWIFT: NWBKGB-2L

2. This brochure does not constitute a contract. Ardmore Language Schools has the right to change prices, starting dates, course content and programmes at any time due to errors, omissions and circumstances beyond our control. In such cases you will be informed as soon as possible in writing. Where a major change is involved, a choice will be given of either accepting the change which will be of a comparative standard if available, or rejecting it. If the latter applies, we will promptly refund all monies received.
3. All prices are shown for students under 18 years of age. An adult supplement will be applicable for participants aged 18 and over.

Full payment must be received no later than 4 Weeks prior to the course start date. 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. Arrival details and transfer bookings will not be released until the full payment has been received.

4. Ardmore Language Schools reserves the right to cancel all arrangements and bookings without prior notice if these conditions are not met.
5. In the event of a group decreasing in size after the price has been set and agreed, Ardmore Language Schools may alter the price accordingly and the agent will be informed.
6. In the event of a group number increasing in size, all services for those persons must be paid for immediately upon arrival. Group option numbers must NOT increase without prior agreement of Ardmore Head Office.

7. **CANCELLATION COSTS:**

Notification of cancellation 6 weeks before travel date:
Ardmore Language Schools retains deposit payment only.

Notification of cancellation 2 – 5 weeks before travel:
Ardmore Language Schools retains 50% of total

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course cost.

Notification of cancellation 2 weeks or less before travel:
Ardmore Language Schools retains 100% of course cost.

8. For host family stays, Ardmore acts as an agent and the families are organised by a well respected Local Organiser.
9. If war or terrorist activities, threatened or actual, civil unrest, closure or congestion of airports or ports, riot, cancellation of changes or 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 stay, compels a change in the programme or accommodation arrangements or forces the programme to be cancelled, **Ardmore Language Schools 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 and we require confirmation in writing that this cover is in place.
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 / groups will be charged for any damage they cause during their stay.

13. **Marketing** – Photographs taken of students during their course may be used for marketing purposes by The Ardmore Language Schools. If you do not wish photos of students to be used, you must advise us in writing before travel to the UK, USA or Canada

14. **Medical information** – all allergies, special dietary requirements and medical information must be provided to Ardmore Language Schools in writing prior to each student's arrival. Permission to swim must be confirmed in writing.

• INSURANCE

It is essential that every person travelling to an Ardmore course is fully insured. We are able to offer insurance if requested. Our UK policy with Endsleigh Insurance offers the following cover (a summary as follows):

PERSONAL ACCIDENT: up to £30,000

MEDICAL & OTHER EXPENSES: up to £2,000,000

BAGGAGE & PERSONAL EFFECTS: up to £1,000

PERSONAL MONEY: up to £500

PERSONAL LIABILITY: up to £1,000,000

COURSE CANCELLATION: up to £3000

The above are subject to an excess. Full policy details and prices for this cover are available on request.

We can also offer insurance for USA courses, please contact us for information and prices on this policy.