

HOW TO APPLY FOR A COURSE (cont.)

Send your completed application form and a photocopy of your passport to Manchester Academy of English together with your payment in full or a deposit. The following payment methods are acceptable:

1. Credit card.

We accept VISA, Master Card and MAESTRO. The Card Holder will be asked to sign and fax back to us a Credit Card Authorisation Form if they are not here in person.

2. Bank transfer.

We require a copy to be sent by email or fax, stamped by your bankers, for our records.

All bank charges must be paid in the country of origin. If you do not pay the UK bank charges, you will be asked to pay on arrival.

3. Cheque. A cheque in GB pounds sterling drawn on a British bank made payable to "Manchester Academy Tours Ltd". We do not accept foreign cheques or sterling cheques drawn on a foreign bank.

4. In Person at the Academy office: in cash, by credit card, by cheque in pounds sterling or using travellers cheques.

TERMS AND CONDITIONS

1. Student Registration

All courses must be booked in advance and where appropriate can be started on any Monday. You should send the stated deposit or full payment with your application and a photocopy of your passport at least two weeks in advance of your arrival. Manchester Academy of English reserves the right to cancel or change the course programme without prior notice.

2. Booking confirmation

- a) On receipt of the completed application form and deposit, we will send you confirmation of the booking.
- b) An invoice, acceptance letter and, if required, visa support letter will then be issued. These items will be faxed (emailed) and posted.
- c) Your accommodation and place on the course can not be guaranteed unless a full payment has been received and your UK visa application status has been confirmed.

3. Payment Methods

Full fees must be paid in Sterling currency before the course begins. You may pay by "Swift", bank transfer, credit card, travellers' cheques or cash. All bank charges must be paid in the country of origin. (Please see "How to Apply for a course").

4. Cancellation Charges

- a) The registration fee, accommodation booking fee and insurance charge are non-refundable.
- b) All Cancellations must be made in writing by letter or fax and addressed to the Director. Written evidence of the student's inability to attend must be provided. Proof of transmission/postage is required. Cancellation fees are as follows: up to 28 days before the course starts: - lose deposit 8 – 28 days before the course starts: - lose 50% course fees and one week accommodation fee if booked 0 – 7 days before course starts – lose 100% course fees and one week accommodation fee if booked.
- c) If cancellation is due to a visarefusal, a refund will only be given once we are notified up to a week before the course starts and the visa refusal letter issued by the Home Office or British Consulate/Embassy concerned has been provided. In such cases we will refund the deposit less registration fee. If a week notice has not been given other charges will be incurred.
- d) Students with one-to-one lessons need to give 24 hours notice of cancellation. Students will be charged for non-attendance if 24 hours notice isn't given.
- e) If you have to cancel or leave the homestay earlier than the arranged date, you are required to inform the family and Manchester Academy at least one week beforehand. A weeks cancellation fee might be applicable.
- f) With regards to residential terms and condition may vary. Please note that in some cases no refund might be possible and you may not be able to shorten your stay in residence. Cancellations may be subject to a cancellation fee. Please refer to residence terms and conditions.

TERMS AND CONDITIONS

5. Postponement Fee/Charge

You must give a minimum of one week's notice if you are forced to postpone the start of your course. If such notice is not given the normal fees may be charged. If you postpone more than once then a further administration fee will be charged.

6. Refunds

Courses cannot be changed or shortened. Tuition fees will not be refunded for early departure, absence or illness once a course has started. No refunds or credit will be given for early departure, absence or illness during the course or for a reduction in previously booked hours. You are recommended to take insurance to cover this. If a refund or credit is agreed, it is at the discretion of the Director of Manchester Academy of English, and in all cases an administration fee will be charged on both course and accommodation arranged on your behalf.

In cases where a student's visa has been granted on the basis of his/her studies at Manchester Academy of English, the Home Office will be immediately notified should student stop attending or discontinued. As a general rule 80% class attendance is required. The school is duty bound to inform the Home Office of persistent non attendance.

7. Policies on holidays

Students wishing to have a planned period of absence must give two week's notice. If the student is taking a minimum course of ten weeks, the course can be extended. The period of absence must be for a full week.

8. Insurance

We strongly recommend that every student takes out insurance to cover such events as: Cancellation or Curtailment of the course booked due to serious illness or accidental injury before your arrival; Loss of personal effects, loss of passport or tickets, medical expenses and repatriation; Personal liability and Personal Accident. Failure to do so could cause serious problems in the case of an emergency.

For students staying in accommodation (homestay or residential) arranged by Manchester Academy of English, insurance covering personal liability is **highly recommended. If you do not have an insurance policy and an incident occurs, you will be responsible for all the costs incurred.**

In the event of death or illness, we do not accept responsibility unless the cause is shown to be negligence by Manchester Academy of English or Manchester Academy Tours Limited or its staff. We do not accept liability for loss of students' property or for extra expense incurred by circumstances outside our control including strikes, riots, war etc. Once paid the insurance charge is not refundable. Please note that these conditions replace any earlier printed version.

9. If the student is under 18.

The person in charge of the student (father, mother, or guardian,) will have to sign the application form and accept the points listed below:

1. I will allow my child to travel into Manchester by public transport.
2. I authorise my child to take part in all tourist, sporting, and cultural activities
3. The guardian is responsible for the student outside of scheduled activities and class times.
4. The student can be treated in an emergency, and a doctor has permission to carry out an emergency operation if required.
5. The guardian will pay the doctor's/hospital bills for any treatment given.
6. The guardian will provide the school with a contact telephone number in case of emergencies.

10. General

We would encourage all students to attend all classes and to make the most of their time at Manacad. Visa regulations apply always in accordance to the Home Office representation for each country. Upon attendance of 80% we will issue a final certificate and progress report.

Our Equal Opportunities policy is available on request.

11. Please ask for a copy of our Equal Opportunities policy if required.

12. Accommodation

By requesting Manchester Academy of English to arrange your accommodation, you are agreeing to the above terms.