



## HALF TERM ACCOMODATION (EXTERNAL STUDENT)

### TERMS AND CONDITIONS

**COURSE DATES**     *As per details provided.*

**COURSE FEES**     *As per details provided.*

#### WHAT'S INCLUDED

- Trips and excursions
- Access to full range of school facilities
- Full Board Accommodation on site
- Exciting evening activities programme
- Daily laundry service
- 24/7 welfare and medical support

<b>Half Term Stay Programme</b>	£900 incl. VAT per week, (External Student)
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#### PAYMENT OF FEES

Payment should be made by bank transfer using the details below at the time of completing the Registration Form. An email will be sent to confirm the booking once a satisfactory Registration Form and payment in full is received.

NATIONAL WESTMINSTER BANK PLC	
Account name	Ratcliffe College FO
Sort Code	60-14-10
Account Number	53163222
Branch	Loughborough
Swift Code	NWBK GB 2L
IBAN	GB34NWBK60141052707865

#### PAYMENT REFERENCE

**Please quote:**

**HT and the name of the student as a reference when making the bank transfer.**

Please note that the full amount of fees is due after bank charges, which should be paid by the person remitting the funds. Payments will not be accepted by Credit or Debit Card

#### TERMS AND CONDITIONS

1. **Medical Declaration** - The completion of our Medical Form is crucial to your child's safety, at the earliest possible opportunity and we reserve the right to cancel any booking without a refund if this is not received at least 4 weeks prior to the start of the course. Any medication that your child brings with them will be taken into safe keeping upon arrival (excluding emergency items such as inhaler, EpiPen, etc.). In the case of a medical or other emergency,

Ratcliffe College will be authorised to act in loco parentis. We will require a detailed care plan for students with serious medical conditions. The College reserves the right not to accept a booking on the grounds that any such medical or behavioural problems are not conducive to the Student's or other Student's participation of in the College.

2. **Special Requirements** – it is the responsibility of the Student to tell the College prior to the commencement of the College of any issues or condition that may affect their stay at the College. These include but are not limited to ADHD, SEN, medical, languages, disability, diet, behavioural/social issues, child's history.
3. **Travel** – The College will use private transport such as Coach, Taxi, or College Minibus to and from the College site for the of off-site trips, excursions, and other activities required. Public transport such as trains and local buses may be used on occasions where this method is more appropriate, efficient or effective.
4. **Transfers from the airport** - All participants must make their own arrangement for transfer to and from the college on arrival and departure from UK airports or other UK destinations.
5. **Travel and Medical insurance** - it is essential that every student takes out suitable comprehensive policies of travel and medical insurance and it is suggested that such a policy covers against cancellation, curtailment, personal accident, damage, and lost property. The College reserves the right to decline an application where evidence is not provided of sufficient insurance.
6. **Passports and Visas** - It is your responsibility to be in possession of a valid passport and any necessary visas or health documents. You should contact your Embassy for information and advice on passport and visa requirements. Students may not arrive before the agreed date or time, nor may they remain after the identified acceptable departure date(s). For any additional costs incurred by the College in relation to travel, Parents /Guardians/Agents accept full responsibility and will immediately reimburse the College in full for all such costs.
7. **Safeguarding** – The arrangements for the safeguarding of students is attached/available on website.
8. **Behaviour** – The Student undertakes with the College to behave responsibly, to behave in a manner which is respectful to fellow students, staff and third parties. Possession and/or consumption of alcohol, tobacco or prohibited substances by the Students on the College premises or during any offsite activities, will result in immediate exclusion from the programme. This condition also extends to inappropriate relations between students. *See Annex 1 for further details.*
9. **Damage to Property** – Students shall fully indemnify the College against any loss or damage to the premises, furniture, or other property of the College or of any third party or person causes by the student. Students shall not undertake any activity that may be liable (in the opinion of the College) to bring the College into disrepute. Students will be charged for any damage they cause during their stay. In this instance the College will invoice the parents for the cost of the repair or replacement of the item.
10. **Loss of Personal Possessions** - The College is not responsible for loss of money or personal objects which are not given to the College Office for safekeeping. Students should not bring expensive items to Summer College.
11. **Data Protection** - The College will process personal data about you and your child in accordance with data protection law, including the Data Protection Act 2018 (as it is amended or superseded) and other related legislation.

- 12. Marketing, Photography and Video's** – The Student agrees to participate in promotional activities undertaken by the College which may include photography, videoing and other such activities. Written comments by Parents /Guardians and /or Students may also be used for such promotional activities unless expressly requested not to do so by the person providing such comments. These activities may result in the production of materials featuring the student such as brochures, posters, websites, newsletters and marketing campaigns. **Where desired, the student is able to opt out in advance by selecting 'do not consent' on item 5 of the Acceptance Form.**
13. **Alterations** – The College reserves the right to make alterations without prior warning to their academic and extracurricular timetables depending on the availability of Teachers, any other staff and other factors.
14. **Force Majeure** - The International Short Course Program may change the details of the courses offered without notice. If the course is cancelled or closed due to events beyond our control, no refund will be offered.
15. **Non-Attendance** - In the case that your child cannot attend any or all of the course due to events outside the Summer College's control, the College will not refund any fees or deposit.
16. **Contact** - The Staff Member contact will be Mr Paul Michel [PMichel@ratcliffcollege.com](mailto:PMichel@ratcliffcollege.com)  
A WhatsApp contact will be provided for the duration of the students stay.

### CANCELLATION POLICY

Any cancellation by the Student or their Parent / guardian or Agent shall be issued in writing.  
email to [Stay@ratcliffcollege.com](mailto:Stay@ratcliffcollege.com)

Any such cancellation shall take effect only from the date on which it was actually received by the College on the following terms:

- I. **No refund of the Deposit shall be made under any circumstances.**
- II. No refund is payable within 4 weeks of the start of the course.
- III. Between 8 weeks and up to 4 weeks prior, a refund of 50% will be paid.
- IV. Prior to 8 weeks, the course can be cancelled, subject to loss of deposit.

**Note: This also includes circumstances where a Visa is declined by UKVI.**

## **T&C's Annex 1**

### **Behaviour**

The College views education as a partnership between the young person, their family, and our staff. Our staff are dedicated to achieving excellence through a culture of mutual respect and commitment to the Rosminian values that underpin our community.

All members of staff who work at the College are committed to providing the very best opportunities for students. Therefore, it is the expectation that students treat all members of staff with courtesy and co-operation. This allows the College to be a calm, kind and ordered community where students can respond with an open heart to the opportunities and demands of College life. They should follow the rules and understand why these are our expectations. They should also accept that sanction has an educative value and that sanction will be imposed for behaviour which does not reflect the College ethos.

We expect students to be ready to learn and to participate fully in College activities. They should attend all commitments punctually. They should demonstrate care and respect for the buildings, equipment and furniture which they use. At all times we expect students to behave in a way that reflects the best interests of the whole College community.

Everyone at Ratcliffe has a fundamental right to feel secure and to be treated with dignity and respect at the College, particularly those who may be susceptible to harm. Harassment and bullying will not be tolerated, whether that be during College hours, during College activities, online, or outside of school time. Our ANTI-BULLYING POLICY and our CHILD-ON-CHILD ABUSE POLICY can be accessed at any time.

The College applies the Positive Behaviour and Relationships Policy (Senior School) and other disciplinary policies with consistency and fairness. We expect and encourage all staff to manage behaviour primarily through high-quality conversations, only imposing a sanction where it is necessary to help educate the student about their actions and future decision making. The College takes seriously the duties it has under the Equality Act 2010. As such, the College will proactively make reasonable adjustments for students with special education needs and disabilities, including those identified as SEND, who speak English as an Additional Language, or who have certain health conditions. The College is strongly committed to promoting equal opportunities for all, regardless of race, religion, culture, sex and gender, sexual orientation, special educational needs disability, or learning difficulty, or the fact that a child is adopted, looked after, or is a young carer.

The College reserves the right to take disciplinary action against students who are found to have deliberately invented or made malicious accusations, whether against other students, staff, or other individuals.