

# Conditions of Enrolment for Visiting Students at Ringwood Waldorf School

Please read the following terms and conditions carefully before booking.

**1) Acceptance of enrolment**, evidenced by confirmation of your booking, will constitute a legally binding agreement, governed by English Law, for the period specified on the enrolment form.

## **2) Payment**

The deposit payment of £100 is payable at the time of booking by all individual students. All fees in respect of the services specified on the Application for Enrolment are due for payment in full 40 days before the starting date. If the enrolment is made less than 40 days before the starting date, then the fees are payable at the time of enrolment. Ringwood Waldorf School (RWS) reserves the right not to provide such services in the event that all such fees have not been paid by the starting date. For payment by bank transfer, please contact us to receive our bank details. You must pay all bank charges. Please check with your bank when you make the transfer. It is essential that the student's name and invoice number are clearly stated on the bank transfer documentation. Please see [www.lewis-school.co.uk/junior/howtopay](http://www.lewis-school.co.uk/junior/howtopay)

## **3) Visas**

It is the responsibility of the student to arrange all necessary travel documents and visas and to have a valid passport. Where applicable, Lewis School will provide necessary documentation to enable students to apply for study visas. This is normally sent free of charge by email (in pdf format). If you require the original documentation, fees will apply.

## **4) Cancellation by the Student**

### **i. During the 14-Day 'Cooling Off' Period**

If the Student has booked their programme via email or the internet (a 'distance contract'), they are entitled to a 14-day 'cooling off' period. During this 'cooling-off' period the Student may cancel their booking for any reason within 14 days and receive a refund of all fees minus any bank charges. If the Student cancels during the 'cooling off' period described above, the School will refund the fees within 14 days of the date that the Student informs the School that they wish to cancel. However, if the Student has requested the School provides services during the cooling off period, the School is entitled to charge a reasonable sum for the services. This will be based on the proportion of the Course the Student has undertaken and the overall cost of the Course. The School can deduct this sum from any refund payable.

### **ii. Outside the 'Cooling Off' Period**

The Student may cancel their programme, for whatever reason, at any time up to 14 full working days prior to the starting date. Working days are Monday to Friday. In this case we will issue a full refund on tuition and accommodation fees but will retain the £100 enrolment fee to cover administrative costs. In the case of cancellation less than 3 full working days before the start date, 1 week's accommodation will also be charged (if applicable). There is no refund on tuition once the course has started. In the case of a refund, bank charges will apply. In all cases, any unused accommodation will be refunded subject to cancellation terms

## **5) Cancellation by the School**

If our ability to provide the course and any accommodation is affected by an event outside our control then we will contact you as soon as possible to let you know and we will take steps to minimise the effect of the event on the course and any accommodation. Provided we do this we will not be liable for any failure, delays or alterations to these services caused by the event, but if there is a risk of substantial delay you may contact us to end the contract and receive a refund for any of the course and accommodation you have paid for but not received. No compensation is payable if any aspect of the course has to be changed or altered due to such events. Events that that our outside our control include (but are not limited to) the following: war, terrorism, riot, natural or man-made disaster, pandemics, epidemics (including COVID-19), fire, adverse weather, technical problems, breakdowns, closure or congestion at airports or ports, industrial dispute, any law or any action taken by a government or public authority, including imposing a quarantine requirement.

In the event of a Government shutdown, all courses will be moved online, and students will be very welcome to stay in their accommodation and remain in the UK or return home and continue studying from there. If they do not wish to transfer to online courses, they will be offered a credit note valid for 2 years from their last day studying with us. No refund will be given for the course. If they return home the balance of their accommodation will be refunded.

## **6) Postponement**

The Student may postpone their course start date by giving the School a minimum of 7 days' notice. During a 'cooling off' period (see 3i), the Student may postpone at any time.

## **7) Insurance**

The School strongly recommends the Student to have comprehensive medical, travel and personal insurance to cover you in case of accident or emergency. The School can arrange this. Visit [www.lewis-school.co.uk/insurance/junior](http://www.lewis-school.co.uk/insurance/junior) for more information.

If the Student has their own insurance, the School will ask for proof of the policy.

## **8) Health Declaration**

Students / parents must report on their application form any mental or physical illness, allergy, disability or condition that may interfere with their ability to successfully finish their programme, that may impact the health or well-being of any other student or staff member, that may require monitoring, treatment or emergency intervention of any kind during the student's anticipated period of enrolment. Lewis School reserves the right to reject an applicant or terminate a student's enrolment in the programme if the student's continued participation represents a risk to their own health and safety and well-being or to the health and safety and well-being of other students or staff. No refund will be given in this event and all costs of repatriation will be the responsibility of the parents/guardians.

## **9) Programme Changes**

Programmes as outlined in RWS publicity are given in good faith. RWS reserves the right to make minor change to the printed activities programme due to weather conditions, sudden unavailability of the venue or transport or other circumstances beyond our control. RWS also reserves the right to change courses, venues, facilities and dates of programmes where circumstances beyond our control necessitate such changes.

## **10) Prices**

RWS has the right to change prices, with no notice, due to tax increases, inflationary pressure, government action or other events beyond our control.

## **11) Force Majeure**

No compensation is payable if any aspect of the programme has to be changed or altered in any way due to circumstances beyond our control. This covers incidents such as war, terrorism, riot, natural or man-made disaster, pandemics, fire, adverse weather, technical problems, breakdowns, closure or congestion at airports or ports or industrial dispute.

## **12) Complaints Procedure**

If there is a complaint regarding the standard of service provided, it must be submitted in writing to RWS before the departure date. (See [Complaints policy](#))

## **13) Damage and Misconduct**

In the case of serious misconduct the student may be required to leave immediately without refund. The School will be the sole arbiter of what constitutes serious misconduct. All students, whether or not adjudged guilty of serious misconduct, will be required to pay for any damage caused. (See [Behaviour Policy](#))

## **14) Attendance and Punctuality**

Students are expected to attend all their lessons and activities and to arrive punctually. Failure to comply with this may result in expulsion without refund.

## **15) Homestay Accommodation**

Students may be placed in a single or twin room. The School keeps £10 per week from the published homestay prices as a contribution towards the administrative costs. The balance is paid to the family. If the Student wishes to change or cancel their homestay accommodation after arrival, the School requires 1 week's notice or payment in lieu.

## **17) Flight Information**

You are required to provide flight details for the arrival and departure flights at least one week before the flight.

## **18) Unaccompanied Minors**

If the student is under 16 and travelling by plane unaccompanied by an adult, it is your responsibility to check the airline's regulations relating to 'unaccompanied minors'. Different airlines have different policies and age limits for young persons. We can then ensure that we follow the correct procedures for your child's arrival and departure. In some cases, extra costs may be incurred.

## **19) Airport Assistance Fee (Departures from UK Airports)**

Many airline regulations require that children under 14 are checked in at the airport by an adult, who must accompany the child until one hour before departure from a UK airport. The School will arrange this service if the student is under 14 and taking a flight from the UK without an adult accompanying them. In this case, an airport assistance fee of £70 will be applied in addition to the taxi transfer fee.

## **20) Arrival & Departure Days**

Students should aim to arrive 2 days before the first day of school to give themselves time to settle in to their new environment

## **21) Liability**

The RWS does not accept liability for accidents, loss or theft. You accept that due to the active nature of our programmes, there is a small inherent risk of injury. We will undertake all necessary risk assessments and provide the programmes in a safe environment. This does not negate your statutory rights.

## **22) Data Protection**

Privacy and data security are important to the Lewis School. Personal information will be held on a secure database and server on our premises and will not be shared with any third party other than where necessary. These include, but are not limited to, the Student's homestay host where applicable, taxi company where applicable and relevant governing/accrediting bodies. All data processing and any sharing of data will be in accordance with the General Data Protection Regulation (GDPR).