

KKCL Juniors- Terms & Conditions (Junior Courses)

Booking, Payment & Cancellation

The booking of a place is regarded as acceptance of our Terms and Conditions. Once you have submitted the booking form we will normally process it within 3 working days. You will be issued an invoice and written confirmation of a placement reserved on the course.

To secure the booking you will need to make a deposit payment of £450. The remaining balance is due 56 days prior to the course commence date. If we do not receive payment by this date, we may cancel the student's place on the course and will retain the deposit payment. Bookings cannot be transferred and deposits cannot be refunded.

The School accepts bank transfer, cheque, cash at school reception and bank draft. The School does not accept foreign currencies and all payment must be made in GBP. It is your responsibility to cover all bank charges and exchange rate differences for payments.

We accept card payments in person, on our website and over the phone. We recommend that you do not pay cash over the counter at our bank as this will incur a 1% payment handling fee. All processing fees are non-refundable.

All cancellations must be made in writing before the course commence date and take effect from the date we receive such notice. Depending on the reason for cancellation, you may be covered by the insurance policy. Please contact us for details of this policy. UK bank charge will be deducted from any refund made by KKCL via bank transfer. In the event of cancellation the follow terms applies.

Notice before course commencement	Fees retained by KKCL
91+ days	Full refund less £150 administration fee
57 – 90 days	Deposit paid
0 – 56 days	100% total cost of stay

If a visa is refused by the Entry Clearance Officer and you have followed the correct procedures, we will refund your full fees but retain your deposit. If the reason for refusal is related to insufficient, incorrect or false documentation, or if you have not applied with sufficient time for the visa to be approved, we will retain your full fees unless we are able to resell your reserved place. With all visa refusals, you must send us the original documentation (such as the visa refusal letter) issued by the Entry Clearance Officer to process the refund.

KKCL is committed to providing the highest level of customer care. If you are not satisfied with the School's service, please request a copy of our Complaints Procedure by e-mailing info@kkcl.org.uk.

Course Rules

We expect and hope that all students registered with KKCL JUNIORS will have a summer to remember and make every effort to show respect at all times to fellow students and members of KKCL JUNIORS staff.

The course rules outlined below are designed to ensure that all the students and staff of KKCL JUNIORS are able to enjoy the summer free from any unpleasant, intimidating or aggressive behaviour and in safety.

However, any student who consistently breaks the rules, the law or displays aggressive or intimidating or racist behaviour towards another student or member of staff will face instant dismissal from the course and will return home at their own expense and will not be eligible for any refunds or additional accommodation fee coverage.

- Everyone on the campus is subject to British law and may face legal penalties if they break the law. Anyone breaching the law will also be disciplined by .
- Students are expected to attend all meals, classes and arranged activities and excursions.
- Students may not go off-site unless accompanied by a responsible adult.
- Students are responsible for keeping their rooms tidy and for making their own beds.
- All damage to property, equipment and rooms will be charged to the student, and if a culprit is not found, the people responsible for that area will each be charged a proportion of the cost of the damage.
- Misuse of fire equipment will result in students being fined. Students and GLs who set off a fire alarm unnecessarily can incur a £200 fine, whether or not the fire brigade come out. As with damages, this charge must be passed on to the culprit. Repeated false fire alarms can also cause the student to be expelled.
- Gratuitous or wilful damage to school property, public property or other students' property may result in dismissal from the course. Vandalism will be punished, and offenders will be made to make reparations.
- Consumption or possession of alcohol by students of any age is not permitted.
- Drug-taking or possession of drugs will result in instant dismissal from the course.
- Anyone found to be supplying alcohol/cigarettes to minors will be similarly punished.

- Smoking is not permitted in the school buildings or in the grounds of the school except for the designated area.
- Violent, abusive, racist or intimidating behaviour towards another student or member of staff will not be tolerated and will result in dismissal from the course. Please see the Anti-Bullying Policy.
- In the accommodation, girls and boys may only mix in the designated recreation areas, but must not be in an opposite sex room. Boys and girls cannot share bedrooms, even siblings, no matter what age they are.
- All students must obey the school curfew times, which Group Leaders must help to enforce.
- Students must not disturb others, and must return to their own rooms before the curfew time.
- Students are not allowed to cook in their accommodation. Any student who leaves their house after lights out may be dismissed from the course.
- Personal mobile phones must be turned off during all lessons and scheduled activities.

Visiting a Student & Signing out

Parents, guardians and friends are welcome to visit students on a summer course. 24 hours notice must be given to the management in writing, prior to any visit to the summer school.

If a student is to be taken out of the school or out of the care and responsibility of our staff during an excursion, the parent or guardian must provide written permission by signing an absence form and submitting it to the management.

Promotional Materials

Photographs and images:

The parent understands and agrees that KKCL JUNIORS may use photographs or videos taken during the course in promotional materials such as brochures, handbooks and websites. Parents who do not wish for the student's photograph or image to appear in such material should inform KKCL in writing.

Travel Arrangements

If you have booked airport transfer with KKCL, you must inform us of any changes to your travel arrangements. We must receive any changes to arrival travel details at least seven days before the start of the course and any changes to departure travel details at least seven days before the end of the course. If we do not receive travel details within the seven day deadline we will charge you an administrative fee of £75 and we may not be able to provide a transfer.

Insurance

For KKCL JUNIORS students aged 7 and above (maximum age 70), insurance cover through Gibbs Denley Insurance Services Ltd is available for travelling groups at a rate of £5 per person per week, covering Cancellation and Curtailment, Course Fees, Medical, Personal Belonging, Money, Personal Liability and Personal Injury. Insurer's terms and conditions apply. A copy of the detailed policy is available on our website.

The parent understands and agrees that KKCL JUNIORS does not accept responsibility for any claims arising from a student or third party.

If the parent wishes to take out additional insurance, they agree to do so prior to the student's arrival in the United Kingdom.

Liability & Changes

KKCL JUNIORS shall not be liable for any indirect or consequential loss before, during or after the course of study. KKCL JUNIORS has public liability insurance and nothing in these terms and conditions shall operate to exclude any liability of KKCL JUNIORS for personal injury or death caused by the negligence of the company or those employed by the company.

Every effort has been made to ensure that the information contained in KKCL JUNIORS prospectus and website is correct. KKCL JUNIORS reserves the right to make variations to the course contents if such action is reasonably considered necessary by the management.

Law and Jurisdiction

KKCL Juniors is a trading name of Roxinford Education Group Ltd. These terms and conditions shall be governed by the laws of England and the parents agree to submit to the jurisdiction of the English Courts.

*where the word 'parent' is used, it will also apply to the student's legal guardian(s).