

Swindon School of English Terms and Conditions



- Courses can be paid for in advance (by credit card or bank transfer) or at the start of the course when you arrive (by cash, credit card, cheque or bank transfer). Please note that we can only guarantee your place on the course if payment is made in advance.
- If you are booking accommodation, you must pay a 20% deposit of the total accommodation fee and the accommodation placement fee (£40) at the time of booking. The balance can be paid for either in advance (by credit card or bank transfer) or at the start of the course when you arrive (by cash, credit card, cheque or bank transfer).
- Course fees include tuition, assessment test, use of school facilities, including free e-mail and internet access and leaver's certificate. Course fees do not include coursebooks or examination fees or insurance.
- Please check school holiday dates and public holiday dates with the school. Students are not charged for periods when the school is closed for holidays. If you want to take a holiday during your course, you must tell us at least two weeks beforehand. We can then reduce your fees accordingly or add the holiday period to the end of your course.
- If you cancel your registration before the start of your course, we will refund any course fees paid. There will be a cancellation administration charge of £40. If we have arranged accommodation for you, the deposit and accommodation placement fee are non-refundable. Any bank charges incurred are also non-refundable.
- If you cancel your registration after the start of your course, we will refund the course fees for the days not taken on a pro-rata basis. There will be a cancellation administration charge of £40. If we have arranged accommodation for you, the deposit and accommodation placement fee are non-refundable. Any bank charges incurred are also non-refundable.
- We reserve the right to cancel a course due to insufficient bookings. In the event of our having to cancel a course, you will be given the option of either attending a different course or receiving a full refund. When all monies are repaid our liability shall wholly cease.
- All students are required to give contact details for a close relative including a phone number.
- Any unauthorized absences to lessons will count towards your attendance record. Students with less than 80% attendance will not receive an end of course certificate.
- All students must treat each other with respect. We reserve the right to expel a student for: abusive or bullying behaviour to another student, employee or person connected to the school, flagrant misconduct, proven criminal offense and willful damage to school property. A detailed abusive behaviour policy can be found in the Student Handbook.
- Students should advise us of any medication they are currently taking or of any relevant medical conditions. We will take appropriate action in the event of a medical emergency but the student will be responsible for all medical bills incurred.
- It is essential to take out full insurance before you travel. This is particularly important for non-EU students. We recommend Endsleigh Insurance www.endsleigh.co.uk. We do not arrange insurance but it is possible to arrange it online with the insurance company.
- We do not accept liability for personal injury of any description, nor for any resulting damage unless caused by the proven negligence of Swindon School of English or its employees. We not accept any responsibility for losses or additional expenses due to delays or changes in aircraft, trains, coaches, or other services, sickness, weather, strikes, riots, war, terrorism, quarantine or other cause whatsoever. All such losses or expenses must be borne by the individual.