

Course fees

Course fees do not include materials. If there are any changes to the UK VAT laws, **inlingua** Cardiff reserves the right to pass on those changes to the client.

Deposit and Payment

- A deposit of 15% of the total invoice (in all cases a minimum of £100) should be paid on receiving a confirmation of enrolment.
- The course fee is payable in full no later than three weeks before the course commences. If a course is booked less than three weeks before the commencement dates, full payment should be made on receipt of the course confirmation and invoice.
- We reserve the right to cancel or terminate any course that has not been paid and students will not be allowed to start their courses until payment has been received.
- Please ensure that when you pay the fees you also pay the bank charges for the transfer so that the school receives the full amount. Shortfalls in payment will be requested and interests charged if need be.
- Ensure when making your payment that you indicate who the payment is for so as to avoid embarrassing situations when we chase for payments
- Homestay students are required to pay for their accommodation 4 weeks in advance.
- Tuition fees should be paid in full before the course starts.

Confirmation

We reserve the right not to accept a student and/or to terminate without notice a course that has already begun if payment is not made in full in accordance with our payment terms.

Cancellation

A cancellation charge will apply according to the following scale:

- Up to 21 days before the course begins: lose deposit
- 21 days to 15 days 33% of the total invoice
- 14 days to 8 days 66% of the total invoice
- 7 days to 3 days 75% of the total invoice
- 2 days or less 100% of the total invoice
- No refunds will be made after the course has started

Please arrange adequate insurance to cover your course fees should you need to cancel for health or other personal reasons. If a course is cancelled due to an unsuccessful visa application, all fees paid to us (minus our bank charges. Registration and Accommodation arrangement fees) will be refunded in full, on receipt of written confirmation from the Visa Section of the British Embassy that your visa application has been unsuccessful.

Please also note that there are no group course lessons on Bank Holiday Mondays and our Christmas/New Year Break. No refund is made for these holidays. For a full listing of closing dates please refer to website.

Extending Your Course

If you extend your course at inlingua Cardiff, this extension will be treated as a new booking. For example, if you book a course for 12 weeks and then extend for another 12 weeks, the 12 week price will be applied on both occasions. However, if you originally book a course for 24 weeks, the 24 week price will apply. It is more economical, therefore, to book a longer course from the beginning than book a shorter course and later extend.

Taking Holidays

Any planned holiday must be incorporated at the time of booking.

If you have booked a long duration course of 16 weeks or more and wish to take a holiday during your course, this is possible AS LONG AS you request the holiday in writing no later than four weeks before you want to take the holiday. If you wish to retain your accommodation you must pay a retainer of £50 per week to the host family while you are away. We normally allow students to take a maximum of 1 week's holiday for every 12 weeks that they are in the school. Please note that students who are following a Long Term Programme will not be refunded any fees for any holidays that they take and the course will not be extended. Holidays arranged after this time will be treated as absences and no refund or extension of any form will be given. If students shorten their course there is no refund of fees. Visa students cannot shorten their course due to FCO regulations.

Accommodation Fees

inlingua Cardiff makes a charge of £40 for arranging accommodation. This charge is also applied if you change host families unless it is deemed the family is unsuitable for you. Please note to change a family is possible but you must have a good reason to do so.

The fee that you pay to us for host family accommodation irrespective of the accommodation arrangement fee is what we pay to the host family. We do, however, have a contract with the host family which stipulates that we must give them four weeks' notice if a student is going to change or leave the family.

In exceptional circumstances (for example, the family does not provide what they have promised etc.) We may decide not to give the family 4 weeks' notice and move the student immediately with no penalty.

If a student asks us to change accommodation when there is no serious justifiable reason or breach of contract, a fee of £25 will be charged for changing the accommodation, even if 4 weeks' notice is given, in order to cover our extra administration costs.

IELTS Preparation courses include:

1. In order to begin the pre-IELTS course, students MUST have a good pre-intermediate level
2. While inlingua Cardiff will do everything possible to help students achieve the level they may require, we can make no guarantees that the student will achieve these levels.
3. Please note, on average it takes 12 - 18 weeks of study for good students to improve by 1 level.
4. The school reserves the right, if appropriate, to test any student at the beginning and during the course to determine extended study periods.

Activities and Excursions

Activities and excursions are optional extras. These activities are organised for students and offered either free or at cost price (when a cost is incurred by inlingua). Students who prepay activities on the programme in summer will generally pay more for activities than if they book them directly when in Cardiff, however, this prepayment will normally guarantee a place on activities and excursions that may be limited in the number of participants.

Please note: inlingua Cardiff organises activities and excursions as a service to clients and can accept no responsibility for loss of clients' belongings or any personal injury to clients' whilst participating in these activities.

Insurance

We strongly recommend that when booking a course, all clients take out an appropriate insurance policy to cover the following areas: Cancellation of the course by the client, illness and personal accident insurance, personal belongings etc.

Declaration by the client

When you enrol on a course at inlingua Cardiff, whether you complete an inlingua Cardiff enrolment form, enrol via an agent or by any other means, your act of enrolment means that you are fully in accordance with our terms and conditions and agree to abide by them.