



Harrow House™
INTERNATIONAL COLLEGE

S W A N A G E

£
Fee Sheet
2006

HEAD OFFICE

Harrow House International College
Harrow Drive
Swanage
Dorset BH19 1PE
England

Tel: +44 1929 424421/422852

Fax: +44 1929 427175

E-mail: ian.booth@harrowhouse.co.uk

Website: www.harrowhouse.com



ENGLISHUK
member



ENGLISHUK
WORK EXPERIENCE

EDUCATION
the best you can be

Accredited by the



RELSA
Recognised English Language Schools Association

Fees 2006 for courses at Harrow House Swanage

Administration Fees

• Enrolment fee for all courses	£50 per person
• Non refundable deposit for International High School Year, Pre-Foundation Course and Foundation Course	£500 per person
• Non refundable deposit for Sandwich and Internship courses	£250 per person
• University Counselling / Placement fee	£100 per person
• Change of booking fee after booking confirmation	£25 per change
• Change of booking fee after course start for change of college or accommodation type	£50 per change
• Administration charge in case of visa refusal	£50 per person

General English Courses

Tuition fees (per week)	
General English – 15 hours per week	£179
Intensive English – 22.5 hours per week	£230
Courses include: General English 15 hours, Intensive English 22.5 hours per week	
Age: from 16 years	
Course dates:	
General English	07.01.2006 – 17.06.2006 and 26.08.2006 – 23.12.2006
Intensive English	07.01.2006 – 23.12.2006

Courses start: each week

Minimum course duration: from 2 weeks

English Plus Options

Tuition fees (per week)	
General English plus Business English	£230
General English plus Pre-IELTS Examination preparation	£230
General English plus Hospitality & Tourism	£230
Courses include: General English 15 hours plus 7.5 hours per week of special subjects	
General English plus 5 hours One-to-One lessons	£405

Age: from 16 years

Course dates:

English Plus Options: 07.01.2006 – 23.12.2006

One-to-One option: 07.01.2006 – 17.06.2006 and 26.08.2006 – 23.12.2006

Courses start: every week

Minimum course duration: from 2 weeks

Examination Courses

Tuition fees (10 weeks)	
General English Examination Course	£1790
Intensive English Examination Course	£2300
Tuition fees (12 weeks)	
General English Examination Course	£2148
Intensive English Examination Course	£2760
Courses include: General English 15 hours, Intensive English 22.5 hours per week including examination preparation	
Examinations: KET, PET, FCE, CAE, CPE, IELTS, LCCI, BEC, CLAIT	
Age: from 16 years – IELTS from 17 years	
Course dates:	
	07.01.2006 – 18.03.2006 – 10 weeks
	25.03.2006 – 17.06.2006 – 12 weeks
	23.09.2006 – 16.12.2006 – 12 weeks

Minimum course duration: 10 weeks or 12 weeks

English for IELTS & Academic Purposes Examination Courses

Tuition fees (9 weeks)	£2070
Tuition fees (10 weeks)	£2300
Course includes: General English 15 hours plus 7.5 hours per week examination preparation. (Examinations are on a Saturday)	
Age: from 17 years	
Course dates:	
	07.01.2006 – 11.03.2006 – 9 weeks
	28.01.2006 – 08.04.2006 – 10 weeks
	04.03.2006 – 13.05.2006 – 10 weeks
	01.04.2006 – 10.06.2006 – 10 weeks
	29.04.2006 – 08.07.2006 – 10 weeks*
	03.06.2006 – 12.08.2006 – 10 weeks*
	15.07.2006 – 23.09.2006 – 10 weeks*
	05.08.2006 – 14.10.2006 – 10 weeks*
	09.09.2006 – 18.11.2006 – 10 weeks
	30.09.2006 – 09.12.2006 – 10 weeks

Minimum course duration: 9 / 10 weeks

(The IELTS Examination can be taken every month. Examinations must be booked at least 6 weeks prior to examination date.)

* From 17.06.2006 to 26.08.2006 only possible with Homestay accommodation not with College accommodation

International High School Year

Course fees (inclusive of)	10 weeks	13 weeks	17 weeks
Full-board College Accommodation	£3210	£4173	£5457
Full-board Homestay Accommodation	£3250	£4225	£5525
Course includes: General English 15 hours plus 15 hours special subjects per week* and examination preparation			
Age: from 15 years			
Course duration: from 17 to 40 weeks			
Term dates:			
	07.01.2006 – 18.03.2006 – 10 weeks		
	18.03.2006 – 17.06.2006 – 13 weeks		
	26.08.2006 – 23.12.2006 – 17 weeks		

* The first two weeks include English language lessons only

Note: 06.01.2007 – 17.03.2007 – 10 weeks – Course fees available in 2007 fee-sheet

Pre-Foundation Course

Tuition fees (14 weeks)	£3220
Course includes: General English 15 hours plus 7.5 hours per week special subjects and examination preparation	
Age: from 17 years	
Course dates: 09.09.2006 – 16.12.2006	
Minimum course duration: from 14 weeks	

Foundation Programmes

Tuition fees (24 weeks)	£5520
Tuition fees (34 weeks)	£7820
Courses include: General English 15 hours plus 7.5 hours per week special subjects including examination preparation	
Age: from 17 years	
Minimum course duration: from 2 terms	
Term dates:	
	07.01.2006 – 18.03.2006 – 10 weeks
	18.03.2006 – 24.06.2006 – 14 weeks
	24.06.2006 – 02.09.2006 – 10 weeks*

* Only possible with Homestay accommodation not with College accommodation

Sandwich Course Options

Tuition fees (5 weeks)	£1150
(Each additional week)	£230
Work placement fee (inclusive of the fee for NCFE Intermediate Certificate in Employment Skills)	
Cambridge Certificate in Work Experience (Optional)	£95
Course includes: 15 hours NCFE study plus 10 hours per week of English for Hospitality & Tourism	
Age: from 18 years	
Course start dates for:	
• Hospitality & Tourism Work Placement Option: each week from 07.01.2006 – 23.12.2006	
• Convenience Food Sector Work Placement Option: each week from 07.01.2006 – 23.12.2006	
• Amusement Parks Work Placement Option: 29.04.2006 (Placements from end of May to November).	
• Local Summer Placements (EU citizens only): 29.04.2006, 06.05.2006, 13.05.2006, 20.05.2006 and 27.05.2006 (Placements from 06.05., 13.05., 20.05., 27.05. and 03.06.2006)	
• Teaching Assistant Work Placement Option: 26.11.2005, 28.01.2006 and 12.08.2006. (Placements from 16.01.2006, 27.02.2006 and 11.09.2006) (Application deadlines: 07.11.2005, 05.12.2005 and 09.06.2006)	

Minimum course duration: from 5 weeks

Duration of work placement: 12 to 26 weeks

Internship Courses

Tuition fees (5 weeks)	£1150
(Each additional week)	£230
Work placement fee (inclusive of exam fee for NCFE Intermediate Certificate in Employment Skills)	
Cambridge Certificate in Work Experience (Optional)	£95
Courses include: 15 hours NCFE Study plus 7.5 hours per week of Business English	
Age: from 18 years	
Course dates: 07.01.2006 – 23.12.2006	
Courses start: each week	
Minimum course duration: from 5 weeks	
Duration of internship: 3 to 26 weeks	

English & Sport Courses

Tuition fees (per week)	
Intensive English Plus Tennis	£320
Intensive English Plus Golf	£430
Courses include: Intensive English 22.5 hours plus 5 hours per week tennis or golf coaching	
Age: from 18 years	
Course dates: 10.06.2006 – 09.09.2006*	
Courses start: each week	
Minimum course duration: from 2 weeks	

* Only possible with Homestay accommodation not with College accommodation

Junior Courses

Course fees (per week)	New Year & Autumn	Easter	Summer
• Young Learners Course	-	£405	£420
• Junior English & Sports Course	£350	£360	£375
• Junior English & Sports Course incl. 4 training sessions in tennis	-	£385	£400
• Junior English & Sports Course incl. 6 training sessions in watersports	-	-	£435
• Junior English & Sports Course incl. 3 training sessions in horse riding	-	-	£455
• Junior English & Sports Course incl. 6 training sessions in golf	-	-	£455
• Junior English & Leisure Course	£360	£370	£385
• Junior English + Activities & Excursions Course	-	£445	£455

Young Learners Course	from 8 – 11 years
Junior English & Sports Courses	from 12 – 17 years
Junior English & Leisure Course	from 15 – 17 years
Junior English & Activities & Excursion Course	from 15 – 17 years

Course dates for individual students:

New Year:	07.01.2006 – 18.02.2006	Easter:	04.03.2006 – 06.05.2006
Summer:	10.06.2006 – 09.09.2006	Autumn:	30.09.2006 – 04.11.2006

Courses include: General English 15 hours plus 15 hours selected Junior course options, full board accommodation, organised free-time activities and excursions

Course start dates for groups: each week throughout the year

Course start dates for individuals: each week during the specified course dates

Minimum course duration: from 2 weeks

Accommodation Fees

- Homestay accommodation with half board from 07.01.2006 – 17.06.2006 and 26.08.2006 – 23.12.2006 £80 per week
- Homestay accommodation with half board from 17.06.2006 – 26.08.2006 £100 per week
- Homestay single room supplement £25 per week
- Homestay accommodation inclusive of full board during Christmas holidays from 23.12.2006 – 06.01.2007 £140 per week
- Adult College accommodation with half board from 07.01.2006 – 17.06.2006 and 09.09.2006 – 23.12.2006 £76 per week
- Adult College accommodation with half board from 26.08.2006 – 09.09.2006 £96 per week
- Adult College Single room supplement £76 per week
- Adult College En-suite single room supplement £96 per week
- Adult College En-suite double room supplement £48 per week

Bus Transfer Fees

- Bus Transfers operate Saturdays for flight arrival times between 10.00 and 18.00 hours (UK time) only – please book your flights accordingly
- Bus Transfers operate Saturdays for flight departures times between 11.00 and 18.00 hours (UK time) only – please book your flights accordingly
- Bus Transfer fees are per person – per single journey

From/to London Heathrow Airport	£60
From/to Gatwick Airport*	£70
* Gatwick bus transfers operate from 04.03.2006 – 06.05.2006 and 10.06.2006 – 09.09.2006 only	

Taxi Transfer Fees

- Taxi Transfers operate Saturdays throughout the year for flight arrival and departure times from 06.00 to 10.00 and 18.00 to 21.00 hours (UK time) only.
- Taxi Transfer fees are for 1 – 2 persons – per single journey

From/to Bournemouth Airport	£65
From/to Southampton Airport	£110
From/to London Heathrow Airport	£150
From/to Gatwick Airport	£160
From/to Luton Airport	£165
From/to Stansted Airport	£175
From/to City Airport	£175
From/to Victoria Bus Station	£175
From/to Waterloo Station	£175
From/to Harrow House London	£135

Examination Fees

The examination fees for the examinations listed below must be received by the following dates:

KET and PET by 03.02.2006 for the March exam, by 21.04.2006 for the June exam, by 27.10.2006 for the December exam.

FCE by 27.01.2006 for the March exam. FCE, CAE and CPE by 07.04.2006 for the June exam, by 20.10.2006 for the December exam.

BEC by 24.02.2006 for the March exam; by 21.04.2006 for the June exam, by 06.10.2006 for the December exam.

LCCI and IELTS – more than one month before the exam date.

The examination fees are as follows:

- KET £45, PET £50, FCE £80, CAE £85, CPE £90, IELTS £110,
- LCCI £70, BEC Prelim £50, BEC Vantage £80
- CLAIT full award £55, CLAIT single unit £20

Insurance Cover

Our peace of mind insurance with the worlds largest student insurance company is specially designed to meet the needs of our students intending to study in the UK. The insurance, endorsed by ENGLISH UK, offers excellent cover for cancellation, repatriation and course fees as well as full medical cover. The insurance premium relevant for your entire course duration is automatically invoiced and payable when you enrol.

Period of cover	Insurance fees
Up to 16 days	£ 25
Up to 31 days	£ 34
Up to 3 months	£ 55
Up to 6 months	£ 94
Up to 8 months	£ 115
Up to 9 months	£ 130

Maximum sum insured

Medical expenses	
Medical emergencies	£ 2,000,000
Repatriation costs	£ 3,000
Emergency dental treatment	£ 250
Getting someone out to you	£ 3,000
Funeral costs	£ 3,000
Personal accident and injury benefits	
Permanent total disablement	£ 30,000
Personal belonging and documents	
Personal possessions and luggage	£ 1,000
Cash limit	£ 50
Other money	£ 500
Single article limit	£ 200
Valuables (total)	£ 250
Passport, tickets and travel documents replacements	£ 100
Cancelling your trip or cutting it short	
Cancellation or curtailment or your trip	£ 3,000
Cutting your trip short	£ 3,000
Missed departure (first inward trip)	£ 250
Personal liability	£ 1,000,000
Legal expenses	£ 10,000
Course fees	
Reimbursement of prepaid course fees or cancellation charges	£ 5,000

The first £40 of any claim is excluded from the policy.

Cover does not include students who organise trips themselves outside the UK

Arrival and Departure day and times for College & Homestay

- Arrival and Departure days are always Saturday
- Arrival time at the college / homestay is between 12.00 to 22.00 hours (UK time)
- Departure time from the college / homestay is between 07.00 to 10.00 hours (UK time)

Accommodation information

- College accommodation for adult students is available in twin bedded rooms from 07.01.2006 to 17.06.2006 and from 26.08.2006 to 23.12.2006 on a half board basis from Mondays to Fridays and brunch and dinner on Saturdays and Sundays. (Lunch can be purchased at the College from Mondays to Fridays).
- College accommodation for Junior Course students is available in dormitories with full board from Mondays to Saturdays and brunch and dinner on Sundays
- College accommodation for students on the International High School Year is available from 15 years of age in twin bedded rooms with full board from Mondays to Fridays and brunch and dinner on Saturdays and Sundays
- Homestay accommodation for adult students is available in twin bedded rooms from 07.01.2006 to 23.12.2006 on a half board basis. (Lunch can be purchased at the College from Mondays to Fridays).
- Homestay accommodation for Junior Course students from 14 years of age is available in twin bedded rooms during the Junior Course dates with full board. (Lunch is provided from Monday to Friday at the College).
- Homestay accommodation for students on the International High School Year is available from 15 years of age in twin bedded rooms with full board. (Lunch is provided from Monday to Friday at the College).

English language pre-test

Students who wish to enrol on an English Plus Options Course, an Examination Course, the International High School Year or the Foundation Programme are required to take an English language pre-test to ascertain their level of English prior to arrival. The test is available on our website www.harrowshouse.com or can be requested from our Head office in Swanage. Students who wish to enrol on the Sandwich or Internship courses are required to take the Oxford Placement Test and an Oral Interview, which can be requested from our Head Office in Swanage. All students are re-tested upon arrival.

Contents included in tuition fees

- Number of lessons as stated with each course description
- Course and supplementary language materials
- Social programme on campus
- Wireless internet connection for students with their own laptop/palmtop computers
- Use of internet facilities within specified times for adult and junior students
- Use of library self-access centre
- Student welfare service
- Student welcome pack
- Certificate of studies
- Harrow House Swanage Club membership for students aged 16+
- Use of sports and leisure facilities subject to availability
- Use of sports equipment during booked Sports Course lessons at Swanage College
- International High School Year**
- College accommodation from 15 years of age inclusive of full board from Mondays to Fridays and brunch and dinner on Saturdays and Sundays
- Homestay accommodation from 15 years of age inclusive of full board (lunch is provided from Monday to Friday at the College)
- Junior Courses**
- College accommodation inclusive of full board from Mondays to Saturdays and brunch and dinner on Sundays
- Homestay accommodation from 14 years of age inclusive of full board (lunch is provided from Monday to Friday at the College)
- 1 full day excursion during 2 week course or 2 full day excursions during 3 week course, etc.
- 1 half day excursion during entire course stay on second Sunday
- Supervised programme of organised sports & leisure activities in the evenings and on Sundays including discos, bingo, quiz nights & karaoke
- Cashing of Pound Sterling, Euro and US Dollar Traveller Cheques up to a maximum of £20 per day

Not included in tuition fees:

- College or Homestay accommodation and board for students on all adult courses
- Insurance premium
- Examination fees
- Supplementary reading material for Pre Foundation Course, Foundation Programme and International High School Year Course
- Transfers to and from airports, bus & train stations
- Work Placement fees
- University counselling / placement fee
- Holiday breaks
- Excursions for adult students unless otherwise stated
- Transfer costs to and from work placement destinations, additional accommodation charges in case of delay in finding work placement or in case of changing from one placement to another
- Off campus social programme
- Use of Fitness studio

Enrolment Form – Page 1

Please complete Page 1 and Page 2 of this Enrolment Form or use our Enrolment Form on the Internet.
You can forward your enrolment form by post, from our website, by fax or by e-mail to:

Harrow House International College
Harrow Drive
Swanage
Dorset BH19 1PE
England

Fax No: +44 1929 427175

E-mail: ian.booth@harrowhouse.co.uk

Website: www.harrowhouse.com

Please forward with your enrolment form payment of your non refundable deposit of

- £50 for the enrolment fee + the insurance premium or
- £500 for the International High School Year, Pre-Foundation Course or Foundation Programme + the insurance premium or
- £250 for the Hospitality & Internship Courses + the insurance premium

(PLEASE COMPLETE THE ENROLMENT FORM IN BLOCK CAPITALS)

FAMILY NAME _____

FIRST NAME _____

DATE OF BIRTH _____

MALE FEMALE

NATIONALITY _____

MOTHER TONGUE _____

OCCUPATION _____

ALLERGIES YES NO

IF YES, PLEASE SPECIFY _____

SMOKER YES NO

ADDRESS

STREET _____

POSTCODE/ZIP CODE _____

CITY/TOWN _____

COUNTRY _____

PRIVATE TELEPHONE NO _____

BUSINESS TELEPHONE NO _____

PRIVATE FAX NO _____

BUSINESS FAX NO _____

E-MAIL _____

HAVE YOU PREVIOUSLY ATTENDED
A COURSE AT HARROW HOUSE YES NO

IF YES, IN WHICH YEAR(S)

IF NO, HOW DID YOU HEAR ABOUT HARROW HOUSE

RECOMMENDATION
ADVERTISEMENT
INTERNET
AGENCY Which agency ?

OTHER (Please specify) _____

COURSE DATES

(Arrival and Departure day only Saturdays)

ARRIVAL DATE _____

DEPARTURE DATE _____

NUMBER OF WEEKS _____

AIRPORT TRANSFER REQUEST

I WISH TO BOOK

- BUS TRANSFER ON ARRIVAL DATE YES NO
- BUS TRANSFER ON DEPARTURE DATE YES NO

– Bus Transfers operate Saturdays for flights arrival times between 10.00 and 18.00 hours (UK time) only

– Bus Transfers operate Saturdays for flights departure times between 11.00 and 18.00 hours (UK time) only

– When booking return flights for FCE, CAE or IELTS course, please see recommendations on Enrolment Form Page 2 under Examinations.

- TAXI TRANSFER ON ARRIVAL DATE YES NO
- TAXI TRANSFER ON DEPARTURE DATE YES NO

– For all flight arrival and departure times between 06.00 to 10.00 hours and 18.00 to 21.00 hours UK time only Taxi Transfers can be booked – please book your flights accordingly

TRANSFER TO/FROM AIRPORTS ARRIVAL DAY DEPARTURE DAY

- | | | |
|---|------------------------------|------------------------------|
| • BOURNEMOUTH | YES <input type="checkbox"/> | YES <input type="checkbox"/> |
| • SOUTHAMPTON | YES <input type="checkbox"/> | YES <input type="checkbox"/> |
| • LONDON HEATHROW | YES <input type="checkbox"/> | YES <input type="checkbox"/> |
| • GATWICK | YES <input type="checkbox"/> | YES <input type="checkbox"/> |
| * Gatwick bus transfers operate from 04.03.2006 – 06.05.2006 and 10.06.2006 – 09.09.2006 only | | |
| • LUTON | YES <input type="checkbox"/> | YES <input type="checkbox"/> |
| • STANSTED | YES <input type="checkbox"/> | YES <input type="checkbox"/> |
| • LONDON CITY | YES <input type="checkbox"/> | YES <input type="checkbox"/> |
| • VICTORIA BUS STATION | YES <input type="checkbox"/> | YES <input type="checkbox"/> |
| • WATERLOO STATION | YES <input type="checkbox"/> | YES <input type="checkbox"/> |

– Please inform Head Office no later than 4 weeks prior to arrival of your arrival and departure details, i.e. arrival day, place of departure and arrival, arrival flight no., arrival time, departure day, place of departure and arrival, departure flight no., departure time

- I WILL ARRANGE MY OWN AIRPORT TRANSFER
- I WILL ARRIVE BY CAR

– If you make your own travel arrangements, please inform Head Office no later than 4 weeks prior to arrival of your expected arrival time at the College or your Homestay.

ACCOMMODATION REQUEST

– Arrival time at the College or the Homestay is between 12.00 and 23.00 hours UK time on the arrival day

– Departure time from the College or the Homestay is between 07.00 and 10.00 hours UK time on the departure day

- | | |
|-----------------------------------|-----------------------------------|
| COLLEGE <input type="checkbox"/> | HOMESTAY <input type="checkbox"/> |
| SINGLE ROOM (supplement) | <input type="checkbox"/> |
| EN-SUITE SINGLE ROOM (supplement) | <input type="checkbox"/> |
| EN-SUITE DOUBLE ROOM (supplement) | <input type="checkbox"/> |
| NO ACCOMMODATION | <input type="checkbox"/> |

Special accommodation requests _____

Conditions of acceptance of enrolment

All enrolments are subject to these conditions and become legally binding on confirmation of enrolment by Harrow House International College.

Enrolment Form

Please complete Page 1 and Page 2 of this Enrolment Form or use our Enrolment Form on our website.

You can forward your enrolment form by post, fax, e-mail or via our website.

Postal address:

Harrow House International College, Harrow Drive, Swanage, Dorset BH19 1PE, England

Fax No: +44 1929 427175, E-mail: jan.booth@harrowhouse.co.uk

Website: www.harrowhouse.com

If you are enrolling on a course within 8 weeks, or if you want help in obtaining a visa, you must send the Total fees together with your completed Enrolment Form.

Upon receipt of your completed enrolment form we will confirm your enrolment in writing and forward our invoice for the total costs to you. Your enrolment only becomes valid, after it has been confirmed by Harrow House in writing. After receipt of your Total Invoice Amount, we will forward all relevant travel documents to you.

Payment of Fees

When you enrol the following payments are payable immediately:

- non refundable Enrolment fee of £50 + the insurance premium or the
- non refundable deposit of £500 + the insurance premium for the International High School Year, Soccer Star Academy, Pre-Foundation Course or Foundation Programme or the
- non refundable deposit of £250 + the insurance premium for the Sandwich or Internship courses.

You can pay all fees by Banker's Draft, International Money Order, Bank Transfer or Credit Card. If you choose to pay by Bank Transfer you must add

- £15 when you pay for the Enrolment fee + the insurance premium or the non refundable deposit of £250 + the insurance premium or
- £25 if you pay for the non refundable deposit of £500 + the insurance premium or the Course fees and Transfer fees in order to cover the Bank charges in England. Payments by credit card carry a 2% charge.

Payment of the Cambridge examination fees listed below must be received by the following dates: KET and PET by 03.02.2006 for the March exam, by 21.04.2006 for the June exam, by 27.10.2006 for the December exam.

FCE by 27.01.2006 for the March exam, FCE, CAE and CPE by 07.04.2006 for the June exam, by 20.10.2006 for the December exam.

BEC by 24.02.2006 for the March exam, by 21.04.2006 for the June exam, by 06.10.2006 for the December exam.

The remaining Course fees and Transfer fees are due 8 weeks prior to arrival.

You are responsible for the Bank charges in your country and in England.

Payments by credit card carry a 2% charge.

With each method of payment please state:

- Name of student, Course and Course dates.

Bank Details:

National Westminster Bank

48 Blue Boar Row

Salisbury

Wiltshire SP1 1DF, England

Account No: 78493021 Sort Code: 54-41-19

Swift Code: NWB KGB 2 L

IBAN No: STERLING GB 21 NWBK 544119 78493021

Change of Booking, Late Arrivals, Absentees, Holiday Breaks, Excursion

Each time you request a change of booking for your booked course, course dates, transfer, type of accommodation or course location after your enrolment has been confirmed and prior to your arrival, Harrow House will charge a Change of Booking fee of £25 which is payable immediately and prior to your arrival.

Periods of absence from lessons cannot be made up with free course extensions.

Once you have started your course and you wish to change to another Harrow House College or you wish to change your type of accommodation a change of booking fee of £50 is charged and is payable immediately.

Withdrawals from Long Term Courses

Once you have started your course, notice of withdrawal must be given in writing during the first week of your last term or for a minimum of 12 weeks in advance.

Refunds policy

No refunds are made if you arrive late or if you do not arrive at all.

Once you have started your booked course, no refunds of fees will be made if you request a course change to a course with a lower number of lessons, if you are absent from lessons, if you decide to take a holiday break, if you book an excursion, if you become ill, if you depart early for whatever reason, if you are suspended or expelled, or if you find your own accommodation.

Insurance

Harrow House offers in association with Endsleigh Insurance, the worlds largest student insurance company, an opt-out insurance which is specially designed to meet the needs of our students intending to study in the UK. The insurance, endorsed by ENGLISH UK, offers excellent cover for cancellation, repatriation and course fees as well as full medical cover. The insurance premium relevant for your entire course duration is automatically invoiced and payable when you enrol. It offers excellent cover and peace of mind. The first £40 of any claim is excluded from the policy.

Harrow House act as an introducing agent for Endsleigh Insurance Services Ltd, Shurdington Road, Cheltenham, GL51 4UE, England.

The policy is governed by English law and Endsleigh are members of the Association of British Insurers. A full copy of the relevant conditions and specimen policy may be obtained upon request. Please note that no policy will be effective before full fees are received by Harrow House.

No Lessons

There are no lessons on UK Public Holidays: 02.01., 14.04., 17.04., 01.05., 29.05. and 28.08.2006.

No refund will be granted and lessons cannot be made up with free course extensions.

Harrow House International College is closed from 23.12.2006 to 06.01.2007.

Cancellation Policy

Cancellations must be made in writing by Registered Letter or by Fax to:

Harrow House International College, Harrow Drive, Swanage, Dorset BH19 1PE, England, Fax No.: +44 1929 427175.

- If notice of cancellation is received more than 28 days prior to arrival, the Enrolment fee, the insurance premium plus the Course fee for one week will be forfeited.
- If notice of cancellation is received more than 14 days prior to arrival, the Enrolment fee, the insurance premium plus the Course fees for two weeks will be forfeited.
- If notice of cancellation is received 14 days or less prior to arrival, the Enrolment fee, the insurance premium plus all Course fees will be forfeited.
- If your visa application is refused, you are required to provide proof of the visa refusal to Harrow House. In this case Harrow House will only charge £50 for enrolment and insurance premium incurred by the College.

Club Membership

Harrow House Swanage students from the age of 16 are automatically members of the Harrow House Swanage Club.

Miscellaneous

1. The Directors of the College reserve the right at their absolute discretion not to accept or to reject any application for enrolment of a student at any stage of the application or booking process and the College shall be under no obligation whatsoever to give reasons for the decision of the Directors. An applicant whose application / enrolment is rejected shall be entitled to a full refund of any fees paid.
2. The Directors of the College reserve the right to withhold the provision of lessons, accommodation, meals, transfers and any and all other services agreed to be supplied where the Total Fees (referred to above) have not been received by the College in full.
3. If a student fails to complete a course for any reason whatsoever, save by reason of the College's fault, no refund of fees paid or reduction in fees payable shall be made, excepting only those cases where the student has followed the 'Early Departure' procedures correctly. A copy of the early departure procedures shall be made available to a student on request.
4. A student who fails to attend any part of his / her course due to illness or for any other reasons whatsoever whether within or outside the student's control, but save by reason of the College's default, shall not be entitled to a refund or reduction of any fees paid nor to attend any classes in place of those missed, excepting only those cases where the student has followed the 'Early Departure' procedures correctly.
5. The Directors of the College reserve the right at their sole discretion to terminate the provision of services to any student at any time for any reason whatsoever, including but not limited to, unacceptable conduct by the student such as anti-social, threatening or violent behaviour, wilful damage (including graffiti), substance abuse, and or failure by the student to comply with the materials referred to at paragraphs 7, 9 and 20 below.
6. Upon receipt of notification of the Directors' decision pursuant to paragraph 5 above, a student shall no longer be permitted or entitled to attend classes or continue to reside at the College or College approved accommodation. All costs involved in securing alternative accommodation for the student will be met by the student or his / her parents or guardians and the College shall accept no responsibility for any direct, indirect or consequential losses howsoever arising upon such termination.
7. Each student is obliged to read carefully to understand and to comply in all respects with all materials relating to safety, health, legal, environmental, political, cultural and religious customs and conditions of the hosting country provided by the College from time to time.
8. In the event of any termination of services pursuant to paragraph 5 above the Directors of the College may refund such proportion of any fees paid as they shall consider appropriate but shall be under no obligation whatsoever to do so.
9. All students shall strictly comply with any additional rules and regulations not mentioned at paragraph 7 above which may be issued by the College from time to time.
10. The Directors of the College reserve the right at their absolute discretion to prevent a student from taking any examination for any reason including, but not limited to, irregular attendance of classes.
11. The Directors of the College reserve the right to seek full recovery of any and all direct, indirect and consequential losses (including loss of profit) incurred or suffered by the College as a result of any act or omission of a student whilst enrolled at the College from either the student or his / her parents or guardians.
12. The College shall not be liable to any student for any loss, damage or theft, including but not limited to personal items, such as laptops or palmtops, except for personal injury or death caused by the College's negligence, sustained at or upon the College premises howsoever caused and whether in respect of any negligent act or omission by the College, its employees, agents or servants or otherwise.
13. The College shall not be liable to any student for any loss or damage, except for personal injury or death caused by the College's negligence, suffered by reason of the failure of the College, its employees, agents or servants to notify a student of any risk or danger of which it had no prior knowledge nor ought reasonable to have had such knowledge.
14. The Directors of the College reserve the right at their absolute discretion to alter the fees provided that once a student's booking has been accepted in writing by the College then no additional fees will be payable by that student. The College also reserves the right at their absolute discretion to vary the organisation, and / or structure of any course at any time whatsoever or in any place whatsoever and whether during the course or before the commencement thereof.
15. If any material alteration is made by the College before the commencement of a course, the College will endeavour to notify any student so affected but shall not have any liability if it is unable to do so.
16. During any course each student will be representing their country of origin and must make every effort to be a good ambassador for their country. Any behaviour of a student which, in the reasonable opinion of the directors of the College, might damage the image of that country will lead to the student's immediate expulsion from any course without reimbursement of any fees, which may have been paid or which are due and payable.
17. The College shall be under no liability whatsoever for any incorrect translations of publications into languages other than English.
18. No student shall be entitled to use the name or logo of Harrow House International College under any circumstances whatsoever or at any time or in any place whatsoever whether before, during or after their training and whether as a trade mark, company or trading name or otherwise.
19. These Conditions of acceptance of enrolment are binding upon all students, irrespective of whether an enrolment is made by the individual or by an agent, agency or other party and all students by attending a course agree to be bound by these Conditions.
20. Students taking up any kind of a work placement programme are bound throughout the entirety of their placement by the terms and conditions applicable to that placement and agree strictly to comply with such terms and conditions.
21. Students from non-EU countries who leave their course or work placements early may be in breach of the right to remain criteria issued by the Home Office and as a consequence the Directors shall inform UK immigration authorities.
22. The College acts as an introducing agent between students and various independent third party providers, for example, providers of accommodation, transport services, sporting and leisure activities etc. All contracts with such third parties are direct as between the student and the relevant third party and all fees submitted by the College for such services are passed direct to such third parties. Accordingly, the College shall not be liable in any way whatsoever to any student or his or her family for any costs, claims, loss, damages or expenses, howsoever arising, save for personal injury or death caused by the College's negligence, suffered by a student when in the care of or as a consequence of any services provided by any such third parties. The student must address any complaints or claims in respect of such services to the provider in question.
23. When an enrolment is made for a course at Harrow House Swanage, the relevant contracting party shall be Harrow House International College (Swanage) Ltd.
24. Irrespective of whether an enrolment is made by the individual student or via an agent, agency or other party, the only terms and conditions applicable to the enrolment contract shall be those set out in the student's completed enrolment form and shall include these Conditions of enrolment.
25. The College investigates complaints by students only if the complaint was made during the course stay and in accordance with the College's complaints procedure which shall be made available to a student on request at any time.
26. The College reserves the right to amend or vary these Conditions of enrolment from time to time and any such amendments or variations shall be binding upon each student.
27. The interpretation and application of these Conditions of enrolment and the contract shall be governed by English Law.