

Oxford International English Schools Year Round Groups

Terms & Conditions

Potential Supplements:

Extra Group Leader – we charge £220 per week for extra group leaders in our schools.

Adult Travel cards:

School	Age limit	Supplement per week
Greenwich	16	£19
London Central	16	£23
Oxford	18	£3.50

Group Leader Tuition:

We are happy to provide tuition for Group Leaders if there is space in the correct level of class. In order to guarantee tuition for Group Leaders we charge a nominal fee of £65 per week. Group Leaders attending classes are subject to the same attendance and behavioural policies as all students.

Booking Process:

Bookings will be processed upon receipt of a completed Booking Form and are secured once a 20% deposit has been received.

In order for agents to receive NET rates we require a completed Educational Tour Operator Agreement complete with 2 references.

All agents are assigned one member of staff within the Admissions team who will be your contact from throughout the process.

You will receive answers to any quotes or queries within 2 working days of our receiving your request.

You will receive confirmation and any necessary documentation within 1 working day of our receiving booking details.

Finalised programme and accommodation list will be sent at least 14 days prior to arrival (with the exception of bookings being confirmed in this time frame).

Details required for a booking:

- Name of group
- Dates and flight information
- Programme requirements
- Student names, dates of birth and passport numbers
- Sharing requirements
- Allergy, medical, dietary and disability information (including learning disability and mental health issues)
- Group leader name, date of birth, passport number and contact number

Cancellation:

Homestay accommodation:

Any cancellation within 7 days of arrival will incur a charge of £150 per cancellation.

Other accommodation:

Cancellation charges will be in line with supplier terms and conditions, these will be passed on to you at the time of confirmation.

Booking Alternative Accommodation:

If you decide to book accommodation alternative to homestay accommodation we will require a full payment of the supplement before confirming any alternative accommodation. This fee will be made known to you.

Any prices quoted may change once confirmation of booking is made and you will be informed before confirming any bookings. We will endeavour to find the best solution to any increase in supplier pricing.

Classes:

Groups will be taught in closed classes during the off-season unless after entry testing there are an appropriate number of students in another group of similar level and age.

Maximum class size is 17 students.

Students aged 16+ will be able to join adult classes based on availability and nationality proportion.

Safeguarding:

Agents are required to complete a suitability check of Group Leaders prior to arrival and complete the UIC English Background Check form as part of the booking process.

Group Leaders are expected to act responsibly and assist with the care of students throughout the stay.

At least one Group Leader should have intermediate or above level of English.

UIC English will ensure a sufficient level of care for the group throughout their stay as outlined in our company policy documents available from our website.

Group leaders and students will be provided with our 24 hour emergency line prior to arrival via the agent and on arrival.

Group Leaders will be provided with a summary of all welfare policies and risk assessments.

Payment Conditions:

We require a 20% deposit of the full invoice to confirm a booking. Until this is received the booking is not confirmed unless a prior agreement is in place.

A final invoice will be sent out at least 2 weeks prior to arrival.

Full payment of all fees is required at least 7 days prior to arrival

Payment is accepted via the following methods: BACS, Bank transfer, credit/debit card.