

LONDON TEENAGER PROGRAMME – ENROLMENT DETAILS, TERMS AND CONDITIONS

ENROLMENT

You can book in the following ways:

1. Online at www.francesking.com
2. By email to london@francesking.com Download the [Teenager Programme Enrolment Form](#)
3. Visit our school - 77 Gloucester Road, London SW7 4SS. Tel: 020 7870 6533
 - Take a test, pay a deposit and reserve a place on the next course
 - Please bring your passport/ID card with you to make a booking

PAYMENT

You must send payment with your enrolment. We can confirm your course or accommodation booking and send a letter of confirmation when you have paid:

- Deposit of £500 is payable on enrolment

The balance is payable 45 days before arrival. If payment is made by credit card we will deduct the balance 45 days before the start of the course.

For bookings made less than 45 days before the course start date, payment in full is required.

You can pay by:

- Credit Card (Visa or MasterCard). Please request our card authorisation form or pay online at: <https://secure.francesking.com/payment>. It is safe to give your credit card details on our secure server.
- International Bank Transfer to our bank:
Nat West Bank
Business Education Limited trading as Frances King School of English
Bank sort code: 56 00 03
Account number: 17054524
IBAN BIC number (SWIFT): NWBKGB2L
IBAN number: GB62 NWBK 5600 0317 0545 24
 - Frances King is not responsible for any bank transfer charges. Payment must be received in full.
 - please instruct your bank to remit the full amount plus additional funds to cover ALL bank transfer charges.
 - You need to email a copy of the bank transfer with your Enrolment Form.
 - Please make certain that your name appears clearly on the bank transfer.
- Via our online payment partner [TransferMate](#)
- Sterling cheque drawn on an British bank account

MEDICAL AND TRAVEL INSURANCE

Insurance is included in the course fees. For details of the cover see [Guard.Me Multirisk and Cancellation Insurance Product Information](#).

EU nationals should bring their European Health Insurance Card (EHIC) which allows them access to UK health care services.

PROGRAMME INFORMATION

What to bring

We will provide you with a list of things to bring when we confirm your programme.

Contact with family

Students are asked to telephone their families on arrival.

Pocket money and valuables

Students are recommended to bring £60-£80/€70-€90 per week to pay for incidental expenses such as drinks and souvenirs. We will charge a handling fee should any extra pocket money be sent during the programme. Tickets, passports, valuables and money must be handed to the Centre Manager for safety.

Laundry

Towels and bed linen are supplied and laundered weekly.

SCHOOL RULES

Students are accepted on the understanding that they follow these important rules and are prepared to obey them at all times:

ALWAYS	NEVER
<ul style="list-style-type: none"> • Carry your Frances King student card with you • Be on time for classes, meals and activities everyday • Take an active part in lessons and all activities • Treat other students and staff members politely and kindly • Be careful not to endanger others or yourself • Keep your room tidy and be quiet after bedtime • Try to speak English at all times 	<ul style="list-style-type: none"> • Smoke, drink, use drugs, steal or shoplift • Use bad language or fight with anyone • Use your mobile phone or any handheld equipment during lessons or activities • Break any UK law • Behave in an anti-social way • Eat chewing gum on campus

These rules must be obeyed at all times. Frances King reserves the right to cancel a student's course and accommodation in the event of misconduct or unsatisfactory behaviour. The student's family will be responsible for all extra costs arising.



TERMS AND CONDITIONS

a) Cancellation policy

If you want to cancel your booking you must give notice in writing. Cancellation fee:

- More than 45 days before arrival – deposit of £500.
- Less than 45 days – full fees.
- Visa refusal received more than 45 days before course start date – £200.
- Visa refusal received less than 45 days before course start date – £500.

b) Valuables

Students are requested to avoid bringing valuables. We do not accept any liability for loss of money or valuables in our safekeeping or anywhere else.

c) Responsibilities

Students are accepted on the assumption that they are in good health. We do not accept responsibility for injury or loss of life, loss or damage to property, expenses due to delays in transport services or anything else out of our control. It is the student's responsibility to have a valid passport and, if required, a visa. Students are responsible for the full cost of any damage they may cause.

d) Changes to or cancellation of programme

Frances King reserves the right to change or cancel course programmes in case of low enrolments or unforeseen events outside our control.

e) Promotional materials/photography

Sometimes Frances King or our representatives take photographs and videos during our courses which may be used for promotional purposes. Parents must advise us at the time of booking if they do not wish their children to appear in any promotional material. Unless directed by your teacher, classes cannot be filmed or otherwise recorded without the permission, in writing, of a Director, Principal or Academic Director. Teachers may organise filming and recording to enhance your educational experience.

f) Illness or injury

- In case of illness or injury Frances King will follow the advice of the attending medical consultant unless advised otherwise by a parent or guardian.
- Students may be charged for a medical consultation.
- Students from countries outside Europe are not entitled to free treatment. Insurance included in the fee will cover costs but pre-existing conditions and the first £50 of any claim are not covered.
- In case of emergency all students are taken to the nearest Accident and Emergency Hospital.
- Our appointed First Aiders will administer common medicines, but not prescription medicines, unless we are advised not to by parents.

g) Force majeure

Frances King School of English is not liable in the event of the school being unable to supply services to which it is contractually bound resulting from causes outside the school's control, such as, but not limited to, natural disasters, labour disputes, government action, pandemic and the like. Refunds will not be made in such circumstances.

PERSONAL INFORMATION

We will keep your information in electronic and paper format. Details will be passed to airport transfer accommodation and other providers as needed. Information will also be passed to UK or Irish via and immigration and other government authorities if required.