

PARENT TERMS AND CONDITIONS

(Summer Programme)

These Terms and Conditions form the contract between Oxbridge Scholars Ltd ("Oxbridge Scholars", "we", "us" or "our") and the parent or legal guardian ("you" or "your") of the student named in the booking (the "Student").

By paying any part of the Programme Fees you agree to these Terms.

1. Definitions

In these Terms:

1.1 "Programme" means the Oxbridge Scholars residential summer programme at Queens' College, Cambridge and any related teaching, activities, excursions and welfare provision.

1.2 "Student" means the young person enrolled on the Programme.

1.3 "Enrolment Fee" means the non refundable deposit stated in our offer letter, invoice or on our website which you must pay to secure the Student's place.

1.4 "Programme Fees" means the total price of the Programme, including the Enrolment Fee and any optional extras, as stated in your offer letter, invoice or on our website.

1.5 "Start Date" means the first scheduled day of the Programme for which the Student is enrolled.

2. Booking and enrolment

2.1 A place on the Programme is offered subject to availability, the Student meeting our eligibility criteria and receipt of a completed application and required documents.

2.2 A booking is not confirmed until we have received the Enrolment Fee and sent you a written confirmation (normally by email).

2.3 By paying the Enrolment Fee you confirm that you are the parent or legal guardian of the Student, or are acting with their written authority, and that you agree to these Terms.

3. Fees and payment schedule

3.1 The Enrolment Fee is payable at the time of booking in pounds sterling, using one of the payment methods we make available.

3.2 The Enrolment Fee forms part of the Programme Fees and is non refundable except as set out in sections 4 and 6.

3.3 The balance of the Programme Fees (Programme Fees minus the Enrolment Fee) must be received by us no later than 90 days before the Start Date.

3.4 If you book less than 90 days before the Start Date, the full Programme Fees are due at the time of booking.

3.5 All payments must reach us in cleared funds in pounds sterling. You are responsible for all bank charges, card fees and currency conversion costs.

3.6 If any amount remains unpaid after its due date we may charge interest at 8 percent per year on the overdue amount and may suspend or cancel the Student's place.

3.7 The Student will not be allowed to join the Programme if any part of the Programme Fees remains unpaid on the Start Date.

4. Your right to cancel within 14 days

4.1 If you book the Programme online, by email or by telephone, you have a legal right to cancel the contract within 14 days of the date we send your booking confirmation ("Cooling Off Period").

4.2 To cancel during the Cooling Off Period you must email us using the contact details in your offer letter, clearly stating that you wish to cancel and including the Student's name and Programme dates.

4.3 If you cancel in the Cooling Off Period we will refund all payments we have received from you, including the Enrolment Fee, within 28 days of receiving your cancellation notice. Refunds will be made using the same payment method you used.

4.4 If the Programme is due to start during the Cooling Off Period and you have asked us to begin providing services before the end of that period, we may deduct from your refund a reasonable amount to reflect the part of the Programme already provided.

5. Cancellations and refunds after 14 days

This section applies to cancellations after the Cooling Off Period has ended or where the Cooling Off Period does not apply.

5.1 Except where section 4 or 6.4 applies, the Enrolment Fee is non refundable in all circumstances.

5.2 If you cancel in writing before the Start Date, the following refund schedule will apply to the Programme Fees you have paid to us (excluding the Enrolment Fee and excluding any bank or transfer charges):

More than 120 days before Start Date: refund of 100 percent of Programme Fees paid, minus the Enrolment Fee and any charges.

90 to 120 days before Start Date (inclusive): refund of 50 percent of Programme Fees paid, minus the Enrolment Fee and any charges.

45 to 89 days before Start Date (inclusive): refund of 10 percent of Programme Fees paid, minus the Enrolment Fee and any charges.

0 to 44 days before Start Date: no refund.

5.3 All refunds will be made net of any foreign exchange losses, bank or card charges and similar costs we incur in receiving or returning your payment.

5.4 If you cancel on or after the Start Date, or if the Student leaves the Programme early for any reason (including illness, homesickness, family circumstances or misconduct), no refund of Programme Fees will be made.

5.5 Up to 60 days before the Start Date you may ask us in writing to transfer the Student to another available session in the same year. We will consider requests but are not obliged to agree. If the new session is more expensive you must pay the difference in Programme Fees when we confirm the transfer. If it is cheaper, any reduction will be handled in line with the refund rules above.

6. Changes or cancellation by Oxbridge Scholars

6.1 We may make minor changes to Programme content, timetable, activities, accommodation or staffing to improve the Programme or to respond to operational, safety or legal requirements.

6.2 We may change the location of the Programme within Cambridge if reasonably necessary and will tell you as soon as we can.

6.3 We may cancel a Programme, or a particular course within it, if there is insufficient demand, serious operational difficulty or an event beyond our reasonable control (see section 11). Where this happens we will offer you either:

a) a place on an alternative Programme or session (subject to availability), or b) a full refund of Programme Fees you have paid, including the Enrolment Fee.

6.4 If we cancel the Programme for reasons within our reasonable control, our liability will be limited to a full refund of all Programme Fees you have paid, including the Enrolment Fee. We will not be responsible for any other costs you incur, such as flights, visas, insurance, transport or equipment.

7. Visas, travel and insurance

7.1 You are responsible for arranging and paying for the Student's travel to and from the Programme, including any visas, passports or other documents needed to enter and remain in the United Kingdom.

7.2 You must check visa and entry requirements in good time and obtain any required visa. Failure to obtain a visa, a visa refusal, or a delay in issue will be treated as a cancellation by you and the refund rules in section 5 will apply.

7.3 You must arrange comprehensive insurance for the Student covering at least:

a) emergency medical and dental treatment and repatriation, b) cancellation or curtailment of the Programme, c) loss or damage to personal property, and d) personal liability.

7.4 We may ask you to provide evidence of insurance and you agree to do so promptly.

8. Student conduct and removal from the Programme

8.1 The Student must:

a) follow all reasonable instructions of our staff, b) comply with the Student Code of Conduct and any rules we publish, c) obey the law of England and Wales, and d) treat other students, staff, neighbours and members of the public with respect.

8.2 We may remove the Student from the Programme, without refund, if in our reasonable opinion they:

a) seriously or repeatedly breach the Code of Conduct or these Terms, b) bully, harass or discriminate against another person, c) use, possess or attempt to obtain alcohol, illegal drugs or weapons, d) behave in a way that puts themselves or others at risk, or e) deliberately damage property belonging to us, the college or others.

8.3 If the Student is removed you must arrange for them to leave the Programme within 24 hours of being notified. All travel and related costs will be your responsibility.

8.4 You must pay the reasonable cost of repairing or replacing any property deliberately or negligently damaged by the Student. We may invoice you or deduct the amount from any sums we hold for you.

9. Medical and welfare

9.1 You must complete our medical and welfare forms fully and honestly by the deadline stated in our joining instructions, and tell us promptly about any changes before or during the Programme.

9.2 You must tell us in advance about any physical or mental health needs, disabilities, learning needs, allergies, dietary needs, religious requirements or other circumstances which may affect the Student's participation or require reasonable adjustments.

9.3 We will make reasonable efforts to meet disclosed needs but cannot guarantee that all needs can be met in a residential setting. If, after discussion, we conclude that we cannot safely meet the Student's needs, we may cancel the place and offer an appropriate refund of Programme Fees already paid.

9.4 Prescription medication must be clearly labelled, in original packaging, and declared on the medical form. Unless we agree otherwise in writing, medication must be handed to staff on arrival for safe storage and administration. The Student must not share medication with anyone else.

9.5 You consent to appropriately trained staff providing basic first aid and, where you have given consent, age appropriate non prescription medicines such as paracetamol or antihistamines, in line with our medical policy.

9.6 In a medical emergency you authorise us to act in the best interests of the Student, including arranging assessment or treatment by medical professionals and contacting emergency services. We will make reasonable efforts to contact you or the named emergency contact as soon as possible.

9.7 You are responsible for all medical, dental or hospital expenses incurred for the Student.

10. Personal property and our liability

10.1 The Student is responsible for their personal belongings. We strongly advise that valuable items are not brought to the Programme.

10.2 We are not responsible for loss, theft or damage to personal property unless caused directly by our negligence.

10.3 Nothing in these Terms excludes or limits our liability for death or personal injury caused by our negligence, fraud, or any other liability that cannot be excluded by law.

10.4 Subject to section 10.3, our total liability to you for all loss or damage arising out of or in connection with the Programme or these Terms will not exceed the total Programme Fees you have paid to us for that Student.

11. Events beyond our control (force majeure)

11.1 We will not be responsible for any failure or delay in performing our obligations under these Terms where this is caused by events beyond our reasonable control. Examples include but are not limited to: war or terrorism, pandemic or infectious disease, fire, flood or severe weather, industrial action, major transport disruption, or actions or restrictions of any government or public authority.

11.2 Where such an event happens we may, acting reasonably:

a) modify Programme content, timetable or facilities, b) move some or all teaching or activities online, c) change accommodation within Cambridge, or d) cancel or shorten the Programme.

11.3 If we cancel the Programme entirely under this section we will refund Programme Fees paid, including the Enrolment Fee. We will not be responsible for other costs you incur.

12. Photography and marketing

12.1 During the Programme we may take photographs, audio recordings or video that include the Student.

12.2 On the consent form you will be asked whether you give permission for us to use images or recordings of the Student for internal purposes (such as displays or reports) and for external marketing (such as brochures, website and social media). We will follow the preferences you indicate and you may change your preference at any time by emailing us. Changes will apply only to future use.

12.3 Even if you opt out of marketing use, the Student may appear incidentally in group images where they are not the main subject and are not identified by name.

13. Data protection

13.1 We collect and process personal data about you and the Student for programme administration, safeguarding and legal compliance in line with our Privacy Notice.

13.2 We may share relevant information with our staff, host college, professional advisers, insurers, medical professionals and relevant authorities where necessary for the safe and lawful running of the Programme.

13.3 Our current Privacy Notice is available on our website or on request.

14. Complaints

14.1 If you have a concern during the Programme, please raise it as soon as possible with the Programme Director on site so that we can try to resolve it quickly.

14.2 If you are not satisfied you may submit a written complaint after the Programme using the contact details on our website. We will handle complaints in line with our complaints procedure.

15. Governing law and jurisdiction

15.1 These Terms and any dispute or claim arising out of or in connection with them are governed by the laws of England and Wales.

15.2 You and we agree that the courts of England and Wales will have exclusive jurisdiction in relation to any such dispute or claim.

16. Acceptance

By signing below you confirm that you are the parent or legal guardian of the Student, that you have read and agree to these Terms and Conditions, and that all information you provide to us is accurate and complete.

Parent or guardian name:

Signature:

Date:

Student name:

Student signature (if appropriate):

Date:

Oxbridge Scholars representative name:

Signature:

Date:

Safeguarding contacts (for information)

Programme Director: Jonathan Sisokin Designated Safeguarding Lead (DSL): Katie Cross, +44 7512 330227
Deputy DSL: Ryan Henderson, +44 7512 732739 24/7 Emergency Line: +44 7587 335 292