

Terms & Conditions

Bank Charges

75% of course fees to be paid on enrolment. Please ensure that all money transferred to Newcastle International School of English include all bank transfer charges in your own country and the U.K. We do not pay bank charges. If there are any charges made to Newcastle International School of English during the transfer process, this will be charged to the individual upon arrival at the school. Transfers can only be accepted in Pounds Sterling (GBP)

Fee Refund Policy

Cancellation Policy – before course start date: Written notice must be given at least two weeks in advance to qualify for a full refund excluding the administration fee of £50.00 GBP. If written notice is not received within two weeks, then we reserve the right to deduct two weeks of course fees from the full amount and also, if accommodation was booked, two weeks of accommodation charges.

Cancellation Policy – after course confirmation and start date: In any situation where a student has been granted a visa for entry to the U.K. by the Home Office or British Consulate on the basis he/she is to study here at Newcastle International School of English we will only refund the already paid fees on the receipt of a written confirmation of visa refusal by the Home Office or British Consulate.

Tuition fees for early departures, absences, misconduct or illness once the course has started are not refundable. It is advisable that all students take out their own personal insurance to cover any unforeseen circumstances.

Insurance

Students and their possessions are not insured by Newcastle International School of English. We will not be held responsible or accept liability whatsoever for any accidents, loss, or damage to their belongings however they are caused or sustained during the course. Therefore, personal insurance cover is strongly recommended.

Disability Strategy

Statement of Intent - Newcastle International School of English is committed to the equality of opportunity for disabled staff and students and aims to create an environment which enables them to participate fully in school life.

Disability Scheme - The school promotes equal treatment of disabled people. The Disability Duty requires that Newcastle International School of English, when carrying out their functions, have due regard to the need to:

- Promote equality of opportunity between disabled people and other people
- Eliminate disability related harassment
- Promote positive attitudes towards disabled people
- Encourage participation by disabled people in public life
- Take steps to meet disabled peoples needs, even if this requires more favourable treatment. (See appendix A)

Staff Responsibilities and Implementation - The implementation of this policy is the responsibility of the staff at Newcastle International School of English and everyone in it. All staff and students have a personal responsibility to adhere to and apply this policy in their dealings with others. Newcastle International School of English expects its entire staff to be aware of this policy and the related legislation, and to treat disabled people, whether students, staff or members of the public, fairly, with respect, and in accordance with this policy.

Disability Disclosure: Student Responsibilities - Disabled students are strongly encouraged to inform the school of any disability they may have, and to discuss this as early as possible. This will allow Newcastle International School of English to inform all staff and make sure the requirements the student needs are met to the best of our abilities. We will take all appropriate steps to ensure that a student who becomes disabled during their course has every opportunity to complete their course

Staff: Application for Employment - Applications for employment from potential employees who have a disability will be considered against the same criteria for the post as applications from those employees who are not disabled. Discussions about any support requirements will be possible at every stage of the application.

Existing Employees - Where the working arrangements or physical features of premises place a disabled applicant or employee at a substantial disadvantage in comparison with an applicant or employee who is not disabled, Newcastle International School of English will make every effort to make reasonable adjustments within available resources to help overcome the practical effects of the individual's disability. We will take all reasonable steps to ensure that a member of staff who is or becomes disabled or whose disability increases during the course of their employment are, where reasonably practicable, given every opportunity to remain in their existing employment.

Disability Awareness - Newcastle International School of English will provide information and training to increase awareness among staff and students of this policy and of disability issues and requirements. This is also to give confidence and practical skills to those who will be working at different levels with students and staff who have a disability.

Newcastle International School of English - Aims

The aims are to ensure that

- All staff and students engage in developing an inclusive environment within the school
- Information about the school is accessible to all students and staff, including those with disabilities
- The needs of disabled students and staff, as identified through consultation, are included in the process of strategic planning and resource allocation
- Disabled students and staff have access to the appropriate support
- The views of the individual student and members of staff are taken into account at all times when their requirements are being assessed
- Members of staff working with disabled people, either as colleagues or as students, have appropriate information, support and access to staff development opportunities
- Information relating to disabled students and staff is held in a confidential manner consistent with the schools data protection and confidentiality policies.

Duty of care to under 18's

We here at Newcastle International have a 'duty of care' to your child whilst they are studying here with us. We hope that they have the most enjoyable time here with us. The following information will help you understand how we look after your child whilst they are in our care. We have procedures and policies in place to ensure that we do everything possible to guarantee their safety. All staff involved with children will be C.R.B checked through the Criminal Records Bureau and will have to sign a Children's Act Declaration form. If your child is accommodated by a host family we request that the host is also checked by the Criminal Records Bureau (C.R.B). This allows the school to check if they have a criminal record. We also require the host to fill in a Children's Act Declaration form to declare they are a safe person to work with children and that there is no reason that we should not use them as a host. **Section 70** of the Children Act 1970 provides that a person who makes any statement in this notice or gives false information which he/she knows to be false or misleading, shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 5. Newcastle International School of English has a specific responsibility to each of its students under Duty of Care Legislation. This of course partners with Health and Safety Legislation and also Equality and Diversity Legislation which ensures that your child will not suffer from any adverse treatment whilst in our care. Any breach of our rules by any other individual against your child will be dealt with in the strictest manner at all times. We also have declaration forms for you, the parent/carer, to sign to ensure we know your wishes with regards to your child leaving our school premises during break time. We also require any medical information regarding your child be stated in our medical consent form. We have trained first aiders available every day, so if your child was to suffer a minor injury they can be treated on site. It is also important for the school to know if your child has any behavioural or emotional problems. This will not affect how your child is treated here at the school; it is beneficial for both your child and ourselves to have this information so that we can best accommodate your child. We require your child to agree to terms and conditions of their stay at our school and to sign an Equal Opportunities Policy statement as well as a Health and Safety Policy statement to state they will not mistreat any other student or teacher. A disclaimer is also issued which stipulates that any accident caused by your child's own neglect will not make our school liable in a failure of duty of care.