



LEADING EDUCATION

Leading Education 2023 Summer Schools Terms & Conditions

Booking & Confirmation

To enrol on a Leading Education summer programme, a completed booking form must be received either through Google Forms or by email to summer@leadingeducation.co.uk. The parent / representative agent is responsible for submitting all medical, dietary, and personal data correctly.

A place on the summer programme is not confirmed until a deposit is received, and a confirmation is received via email. The confirmation email will include a letter of acceptance. Do not book flights or other transportation until confirmation is received.

Further information – including suggested advance reading – will be emailed closer to the summer, with final details emailed no later than 6 weeks before arrival.

Please note that after a deposit is received, and a confirmation email is sent, any student enrolled on the summer programme may book online courses with Leading Education at a discounted rate. Please email summer@leadingeducation.co.uk for more details.

Privacy Policy

By submitting a booking form and enrolling on, or enquiring about Leading Education's summer programmes you agree to your personal data being processed by Leading Education in accordance with our [Privacy Policy](#).

Payment

A deposit of £650 must be submitted before any booking is confirmed by Leading Education.

Payment of the remaining balance must be received by Leading Education by 31st May. If any student enrolls after this date, full payment must be received at the time of booking to secure the place.

Payment can be made by bank transfer to the following UK account:

Leading Education Applications Ltd.
Sort Code: 50-30-25
Account Number: 26234262

For international transfers:

Name: Leading Education Applications Ltd
IBAN: GB14NWBK50302526234262
BIC/SWIFT: NWBKGB2L
Bank Name: NatWest
Bank Address: PO Box 2021, 10 Marylebone High Street, London, W1U 4B

Payment must always be received in GBP. Please ensure your bank is aware of this and covers all international bank transfer fees. If any payment received is short of the correct total in GBP, the payee will be required to top up the remaining balance.



Payments by card may also be arranged using links to the correct product on the Leading Education website. These links will be included in the confirmation email.

Cancellation

The £650 deposit is a non-refundable payment. Students cancelling at any time will not be refunded their deposit. In exceptional circumstances, Leading Education will agree to hold the deposit against the student's account to use against either online tuition or a summer programme in 2024.

If a cancellation is made after 31st May, up to 7 days before the confirmed arrival date, Leading Education will refund 50% of the total fee. 50% of the total fee will be owing to Leading Education.

If a cancellation is made 0-6 days before the confirmed arrival date, 100% of the total fee will still be owed to Leading Education and no refund will be made.

If a student is denied a visa, proof must be supplied to show that the application was made correctly and within a reasonable time period before the date of travel. If this evidence is provided, Leading Education will refund all fees other than an administration fee of £50.

If Leading Education is forced to cancel the programme – including through any act of God, natural disaster, or pandemic – all programme fees will be refunded but travel costs – and any other costs incurred – will not be covered by Leading Education.

Insurance

The programme fees include Student Travel Insurance. A summary of the cover will be provided with the booking confirmation. The insurance includes cover for medical care and any costs incurred in the UK if a student is prevented from flying home by Covid-19, but it does not cover costs if a student is prevented from travelling to the UK by Covid. You are advised to take out your own policy if you need this element covered.

Transfers

Transfers are included in the programme fees if a student arrives between 10.00 and 20.00 at either Heathrow Airport or Gatwick Airport. Students must arrive on the designated Sunday and depart on the designated Saturday.

If a student books a Leading Education transfer within these locations and times, they will be met by a member of Leading Education staff in Arrivals. The student will wait no more than an hour in the terminal – accompanied at all times by a member of staff – and the transfer will either be arranged by taxi, or with a group on a coach directly to the College. Students under 18 will not be allowed to wait unsupervised in the airport if they arrive before 10.00 for a Leading Education transfer.

Leading Education transfers must be booked at least 7 days in advance. Any flight details submitted less than one week before the arrival or departure cannot be guaranteed a Leading Education transfer and parents must assume responsibility and payment for arranging an external service.

An Unaccompanied Minor service is available at no extra cost for any student booking a Leading Education transfer for arrivals or departures. The parent or agent is responsible for booking the UM service and sending confirmation to Leading Education.



If a student chooses to travel directly to Oxford, Leading Education can arrange a taxi free of charge from any Oxford train station. If a student is arriving – with or without parents – directly to the centre, please notify an estimated time of arrival so they can be met by staff.

Transfers may be arranged outside of these locations and times, but an additional payment will be required for a private transfer by taxi and the student will not be met by Leading Education staff. Quotes are available upon request and the charge will be added to the student invoice. Payment must be received before any extra transfer is booked.

It is possible to depart a day earlier / later if the requested date is within the period of 9th July to 5th August. Additional days cannot be added before or after the fixed dates of the programme. If departing a day early, the full fee for the week will be applied and a transfer can be arranged at an extra cost. If a student departs a day late, the extra night will be charged pro rata plus an additional charge for a transfer if required. Quotes are available upon request.

Student Conduct

Leading Education reserves the right to exclude any student from the programme if their behaviour is against the best interests of the programme. There is a zero tolerance to alcohol and drugs – any student found consuming or in possession of these items will be asked to leave the programme.

If a student is excluded, parents must arrange for the student to leave the centre within 24 hours. According to Leading Education safeguarding rules, the student – if under 18 years old – must travel to a location where a supervising adult is available and parents must authorise that this person can assume responsibility for their child.

Parents will be invoiced for any damage caused by their child to any property or facilities. Leading Education will also charge students for any lost or damaged keys.

If you have any questions about anything in this document, please email summer@leadingeducation.co.uk.