

Elac Terms & Conditions 2021

Revised Terms & Conditions 2021

CONDITIONS FOR GROUPS

Allocation, Confirmation, Cancellation and Staged Payments

Allocation and Confirmation:

- a) Once we receive your provisional request for places, we will confirm what we are holding for you in a Statement of Allocation.
- b) These places will be held until the 1 March preceding the summer course, without any charge.
- c) By 1 March, partners will be asked to confirm that they want to hold (or reduce/increase) these places for the summer programmes.
- d) Places in an Elac centre WILL NOT be guaranteed until deposit payments are received covering all confirmed places

Cancellations:

- e) Students numbers can be reduced by up to 30% of confirmed numbers without any cancellation charge up to the 1 May preceding the course.
- f) A reduction in student numbers greater than 30% between 1 March and 1 May will incur a cancellation charge of 25% of agreed fees (equivalent to a deposit payment) per cancelled student.
- g) Student numbers can be reduced by up to 10% of confirmed numbers without any cancellation charge between 1 May and 30 June preceding the course.
- h) A reduction in student numbers greater than 10% between 1 May and 30 June will incur a cancellation charge of 25% of agreed fees (equivalent to a deposit payment) per cancelled student.

Payment Schedule:

- i) Payment 1 - By 15 March first deposit payment of 25% of the agreed fees covering all confirmed places.
- j) Payment 2 - By 15 May second deposit payment of 25% of agreed fees covering all confirmed places.
- k) Payment 3 - Final Balance of fees will be required two weeks prior to the arrival of students.

*** Please note that enrolment of students where we have not been given a date of birth will remain provisional until we are able to confirm they meet our minimum and maximum ages for the course concerned.**

Book with Confidence Covid-19 Guarantee

Notwithstanding the Terms and Conditions above, there will be a full refund of deposits (less Registration & Bank Charges) in the event that:

- i) Elac are unable to operate the centre where you have booked a place in summer 2021;
- ii) You are prevented from travelling to the UK next summer by restriction imposed by the UK government or your own government.

CONDITIONS FOR INDIVIDUALS

Enrolment, Confirmation, Cancellation and Staged Payments

Enrolment & Confirmation:

- a) When an individual enrolment is received, we will issue a deposit invoice covering the Registration Fee (non-refundable) and 25% of the agreed programme cost.
- b) An individual student has a confirmed place from when we receive and acknowledge the initial deposit and Registration Fee.

Cancellations:

- c) A confirmed student who cancels before 1 March preceding the summer programme will receive a full refund of the deposit payment.
- d) A student who cancels their programme after 1 March and up to 8 weeks prior to arrival will incur a cancellation fee of 25% of the agreed programme costs which amounts to the deposit amount already collected.
- e) A confirmed individual who cancels less than 8 weeks and more than 4 weeks before the start of their programme will incur a cancellation fee of 40% of the agreed programme costs which will be deducted from the amount already collected.
- f) A confirmed individual who cancels less than 4 weeks but more than 2 weeks before start of course will incur a cancellation fee of 60% of the agreed programme costs which will be deducted from the amount already collected.
- g) A confirmed individual who cancels less than two weeks before the start of the course will incur a cancellation fee of 80% of the agreed programme costs of the full course fee.
- h) A confirmed individual who cancels at the start of the programme or does not show up for the start will incur a cancellation fee of 100% of the agreed programme costs, deducted from the amount already received.

Payment Schedule:

- i) Payment 1 - first deposit payment of 25% of the agreed fees plus non-refundable Registration fee on enrolment of the individual.
- j) Payment 2 - second deposit payment of 25% of agreed fees 8 weeks prior to the arrival of the individual.
- k) Payment 3 - third deposit payment of 25% of the agreed fees 4 weeks prior to the arrival of the individual.
- l) Payment 4 - Final Balance of fees will be required 2 weeks prior to the arrival of students.

An individual can choose to pay the full invoice balance 8 weeks prior to the course (Payment 2) in order to reduce bank charges. This will not affect the contractual conditions on cancellation terms.

In exceptional circumstances, cancellation fees may be waived or reduced where students can provide evidence of their inability to travel. This will be at the sole discretion of the Principal of Elac Study Vacations.

'EARLY BIRD' OFFER

Terms & Conditions 2021

1) Allocation, Confirmation, Cancellation and Staged Payments

- a) The 'Early Bird' Offer provides a discount on the summer 2021 prices for bookings confirmed before **the end of October 2020**.
Discount £25.00 (2-week programme) £40.00 (3-week programme)
- b) Once we receive your provisional request for places, we will confirm what we are holding for you in a **Statement of Allocation**.
- c) These places will be held until the **8 January** preceding the summer course, **without any charge**.
- d) Places in an Elac centre WILL NOT be guaranteed until deposit payments are received covering all confirmed places

Cancellations:

- e) Students numbers can be reduced by up to 30% of confirmed numbers without any cancellation charge up to the 1 March preceding the course.
- f) A reduction in student numbers greater than 30% between 8 January and 1 March will incur a cancellation charge of 25% of agreed fees (equivalent to a deposit payment) per cancelled student.
- g) Student numbers can be reduced by up to 10% of confirmed numbers without any cancellation charge between 1 March and 30 June preceding the course.
- h) A reduction in student numbers greater than 10% between 1 May and 30 June will incur a cancellation charge of 25% of agreed fees (equivalent to a deposit payment) per cancelled student.

Payment Schedule:

- i) **Payment 1** - By 8 January, first deposit payment of 25% of the agreed fees covering all confirmed places.
- j) **Payment 2** - By 15 March, second deposit payment of 25% of agreed fees covering all confirmed places.
- k) **Payment 3** - Final Balance of fees will be required two weeks prior to the arrival of students

***Please note that enrolment of students where we have not be given a date of birth will remain provisional until we are able to confirm they meet our minimum and maximum ages for the course concerned.**

WHAT'S INCLUDED..

IN OUR STANDARD GROUP OFFER

- Registration and enrolment, including visa invitation letters and airport letters
- Placement test on arrival, full induction and orientation
- 15 hours' English tuition per week with qualified EFL teachers
- Daily programme of activities including sports, arts, crafts and cultural visits
- Weekly excursions, as specified in the programme
- Accommodation and meals
- Full programme of evening activities (residential courses)
- Daily private coach transfer or public transport to and from the centre (homestay courses)
- End of course report and certificate with ALTE descriptors
- All necessary course materials

IN OUR STANDARD INDIVIDUAL OFFER

- Placement test on arrival, full induction and orientation
- 15 hours' English tuition per week with qualified EFL teachers
- Daily programme of activities including sports, arts, crafts and cultural visits
- Weekly excursions, as specified in the programme
- Accommodation and meals
- Full programme of evening activities (residential courses)
- Daily private coach transfer or public transport to and from the centre (homestay courses)
- End of course report and certificate with ALTE descriptors
- All necessary course materials

SUPPLEMENTARY EXTRAS FOR GROUPS AND INDIVIDUALS

- Registration for Individuals (Fee £45.00)
- Travel and Medical Insurance (compulsory)
- Optional excursions or other expenses in the UK
- Return airport transfers (unless otherwise agreed)
- Personal Meeting Service (provided on request)
- Trinity Exam (available at certain centres)
- Specialist Activity Programmes (available at certain centres)

BANK CHARGES

The cost of international bank transfers must be met by the client sending money to the Elac account.
Any return of deposits will be less bank charges imposed by UK banks. Alternatively, payment can be made by Flywire avoiding bank charges (see our website for details www.elac.co.uk).