

The Oxford Institute – Summer Programme

1. Refund Policy

1.1 The refund policy is as follows:

1.2 Upon registration for the course (that is, payment of **at least** the course deposit of 33% of total fees, within 10 working days of receiving an Offer Letter), participating students (the “Student”) and their parent (or legal guardian where applicable) (“Parent(s)”) are bound by the following terms and conditions regarding refunds (the “Refund Policy”). The **Course Deposit** and **Total Fees** are listed in the Offer Letter, or are otherwise specified on the Website at the date of the issuing of the offer letter.

1.3 It is the responsibility of the Student and their Parent(s) to ensure that they fully understand the terms of this contract, which is written in English, and to ensure they have taken any additional steps to enable them to do so.

1.4 If the student is over 18 at the time of entering into the contract, they are themselves bound by the contract as a party to it. If the Student is under 18 at the time of entering into the Contract, the Student **and** the Parent(s) will be parties to the contract.

2. Cancellations, Terminations and Refunds Falling Outside of the 14 day Statutory Period

2.1 Any purported cancellation by a Student or their Parent(s), for any reason, must be given in writing by email to info@theoxfordinstitute.co.uk in legible and unambiguous English. Any such cancellation is only of effect upon the date of actual receipt by The Oxford Institute, which will be confirmed in writing via email. Any refunds will be made on the following terms, and at the final discretion of The Oxford Institute:

2.2 No refund of the Course Deposit will be available under any circumstances.

2.3 For cancellations prior to the commencement date of the course, (the date on which Students are scheduled to arrive at the Accommodation in accordance with the timetable), the remaining balance (minus the Course Deposit) will be payable according to the length of the period between date of receipt of the cancellation notice and the Start Date:

<i>Time of Notification</i>	<i>Total Refunded</i>
120 + days before start date	100%
90-119 days before start date	50%
45-89 days	10%
0-44 days	0%

3. Insurance

3.1 The students are strongly advised to take out insurance to indemnify themselves against the consequences of needing to cancel at any time. This includes (but is not limited to) situations arising from emergencies such as illness or injury to themselves or close family members.