

To secure a place on a course at Newbury Hall please send a completed enrolment form together with a non-refundable deposit, (£1000.00) or full fees in advance. (In the case of a visa refusal a refund of the deposit may be granted at the discretion of the Headmaster on production of an original visa refusal document). The completed enrolment form can be sent by fax, e-mail or post. Newbury Hall will confirm the booking and send a letter of acceptance and an invoice for the total fees due. Any balance of fees should be paid 4 weeks prior to the course commencement date and should include any bank charges. There will be no refund in the event of late arrival or leaving before the end of the course. Enrolments are accepted on the understanding that the student will study for the length of stay that has been stated on the enrolment form.

In the case of a student being dismissed for bad behaviour or insufficient attention to his or her studies, lack of motivation or breaking school rules, any refund will be at the headmaster's discretion and will be subject to a cancellation fee of £1000.

In no case will the school refund more than 70% of the remaining fees, calculated on a pro rata basis.

Newbury Hall reserves the right to make changes to the dates, fees and content of courses, without notice.

Newbury Hall accepts students aged 14 - 18 and above for all its programmes, with the exception of the 2-year A-level courses, for which the maximum age is 17.

In the case of students under the age of 16, the Social Services department will be invited to interview the student and the host family. This is a legal requirement to ensure the absolute safety of young students.

All students should take the Newbury Hall online language test to check their language level. Every student will be tested in English and Mathematics on arrival at the school. If a student's language level is too

low for the course selected, Newbury Hall will recommend an alternative course, and create a new study plan for the student.

Residential Students are required to sign that they have understood the rules and to obey them at all times

Luggage and personal effects may be left in the residence or in the host family during half-term, Christmas and Easter Vacations, but must be removed at the end of the academic year. The school is not able to store luggage or any student property.

Students are expected to wear uniform during school hours and to maintain good standards of dress and behaviour at all times, both inside and outside the school. In signing this application form you agree that your child will accept the rules and discipline of the school. Any student who is deficient in motivation or good manners will receive help and advice, and if this fails will receive a written warning. Any further occurrence of the problem will result in the student being asked to leave the school.

Any student who is found breaking the law, drinking alcohol, taking drugs or endangering other students by disregarding the fire regulations will be removed from the school without any notice or warning.

The school has written policies on child protection, discipline, and bullying as well as a complaints procedure. Parents or agents will be given copies of these policies on request.

From time to time we take photographs or video footage of students in school situations for publicity purposes. If you do not wish your child's photographs to appear on our website or brochures then please make a note to this effect on our application form.

Full payment of fees is due 4 weeks prior to the start of any course. Payment can be made either by bank transfer, bankers draft, or cheque drawn on a UK bank.