

Terms and Conditions – Centre Policy

We advise prospective CELTA candidates to contact The British School as soon as possible, as places are limited and we cannot accept more than 12 students on any course. Candidates will be selected after successful completion of a pre-interview task and will be called in for a formal interview. Successful candidates will receive an offer of a place within 24hrs of their interview.

APPLICATION

Candidates apply for entry to the course by sending:

- a completed application form
- a completed pre-interview task

INTERVIEWS & PAYMENT

Candidates are called to interview based on their application form and pre course task.

Candidates who are successful at interview will receive a “letter of offer” and will need to sign and return their acceptance of this offer, and pay a deposit of 1000EUR. This deposit is refundable only if the British School is unable to offer the candidate a place on one of their chosen start dates. The deposit is not refundable if a candidate has been issued a letter of acceptance, offered a place, and the candidate does not pay the outstanding balance by the due date.

If your letter of offer is dated more than 6 weeks prior to your first choice of start date you will need to pay the outstanding balance within 2 weeks of the date on your letter of offer.

If your letter of offer is dated 6 weeks or less prior to your first choice of start date you will need to pay the outstanding balance within 3 days weeks of the date on your letter of offer.

If you apply 3 weeks or less prior to the start date of the CELTA course you are interested in, and if successful, we will require full payment with acceptance of the offer.

If we do not receive payment by the due date and we do not hear from you we will offer the place to another candidate and you will forfeit your deposit.

CANDIDATES CONTACT DETAILS

It is your responsibility to ensure that you have given us your correct contact details. If your contact details change you need to ensure that you provide us with updated information regarding these. The British School will use email and telephone to make contact with candidates prior to and during the course. The British School will not be held responsible if we have been unsuccessful in contacting you when we used the contact details you provided.

REFUNDS

In the unlikely event that The British School is unable to run a CELTA course we shall refund your course fees or deposit in full.

CANCELLATIONS

In the case of cancellation six weeks or more before the course starting date, 20% of the total fee will be retained. With less than six weeks’ notice, 50% of our total fee will be retained. If cancellation occurs in the final ten days before the starting date the total fee will be retained.

However, in certain exceptional circumstances we will consider transferring the fees to another course.

No transfer is made if notice is insufficient to allow for the finding of a substitute candidate. In the event of a course being cancelled all fees will be refunded.

LATE CANCELLATIONS

Once the course has started, there is no possible refund. For this reason, you might consider taking out an insurance policy in order to be covered in case anything happen and you needed to leave the course.

LATE APPLICATIONS

We will accept late applications if there are still places available on the course.

Please note that wherever possible, correspondence with prospective course candidates is carried out by email. However, if for some reason you have not heard from us within 24 hours of applying, then please do not hesitate to phone us on +39 (0) 81 7315678

CONFIRMATION OF YOUR COURSE START DATE

You will be informed of your exact CELTA course dates as soon as possible, and no less than seven days before the start date of the course.

The course will take place in Naples. The exact venue and course hours will be confirmed no later than seven days before the start date of the course.

MEDICAL INFORMATION

You must inform The British School of all relevant medical information at the time of booking. If you need special assistance or arrangements and medical information has not been provided before the course, The British School may be unable to provide the necessary support and you may be asked to leave the school with no refund of fees.

PRIVACY POLICY

By making a booking with The British School you are agreeing to the storage and use of the information you supply for The British School's purposes only. We will not pass any personal details on to any other organisation or third party. We will take photographs of students at the beginning of courses for identification cards. The school may take photographs of social events, lessons and activities which may be used in promotional materials or social networking sites such as Facebook. Please indicate on the registration form if you are not happy for your photographs to be used for these purposes.

INTELLECTUAL PROPERTY

All intellectual property rights in The British School's name and logo, website, promotional and marketing materials and all course and examination content and materials belong to The British School. Anyone seeking to use, publish or copy any materials needs to seek our permission in order to do so.

PLAGIARISM

The British School deals with plagiarism in three different ways. Depending on the situation we may:

1. reduce marks
2. disqualify candidates from the immediate award
3. disqualify candidates from the award and ban re-entry for a period of up to three years.

LIABILITY

The British School will only be responsible for loss or damage suffered by a student, which occurs as a foreseeable result of The British School's breach of the terms and conditions or its negligence. Nothing in the terms and conditions shall limit or exclude The British School's liability for death or personal injury caused by negligence, or for fraud or fraudulent misrepresentation.

FORCE MAJEURE

The British School is not liable for any failure or delay in providing our services that occurs as a result of any event outside our reasonable control, such as but not limited to war, disease outbreak, natural disaster or terrorist attack. In such cases, we will immediately notify you in writing and shall be excused from performing our obligations for the duration of the force majeure event.

COMPLAINTS

Students or employees who feel they have been discriminated against should raise the matter with the Director and/or the course tutors. Initially the student/employee and Director/Tutors should aim to resolve the matter informally. It may be that discriminatory action is unwitting and easily resolved once the problem is clear.

If students or employees are dissatisfied with the outcome, or the complaint is very serious, the student/employee should raise the matter, in writing to both the Director of the school and Cambridge ESOL.