

Adult English Terms and Conditions

NORTH AMERICA ENGLISH SCHOOLS

Further Information:

Enrolment

To register for courses in the USA or Canada please complete our enrolment/application forms which are available on our website and send to the following email addresses of our admissions teams: languageadmissions@oxfordinternational.com. Deposits will be required for students applying for visas and copies of passports need to be submitted as part of the enrolment process. Contact us for further information.

Payment

All course fees must be paid in full at least 30 days before your course start date. In the case of late bookings, you should pay immediately with your enrolment form in order to secure a place on the course. The following methods of payment are acceptable: Cash in CAD or USD can only be accepted if paying in person and must be agreed beforehand with Oxford International English. In Canada & the USA a 3% surcharge applies to credit card payments only. Bank transfer in currency of study location (CAD or USD). All bank charges must be paid in advance by the sender. Please send a copy of the transfer document to the relevant admissions department with all payments and specify: Student's name, Centre, Dates and Invoice number.

Age

The minimum age is 16 years. Oxford International English are happy to welcome students aged 16 and 17 on their adult language courses, however it should be understood that supervision is not provided for students who book an adult course. Parents or guardians of students studying in the USA, Toronto or Halifax aged 16 and 17 must complete our Parental Consent Form. In Vancouver this applies to students under the age of 19. Minors must stay in an Oxford International homestay unless staying with a pre-authorized family member.

Insurance

Our schools require students to have adequate health, accident and travel insurance while attending a school. Our schools require proof of insurance either upon enrolment or upon arrival and, where proof is not available, students must immediately purchase at least one week insurance through Oxford International English. Uninsured students may not attend class until proof of insurance is available and will not be refunded for loss of lessons.

Visa Students

Students should contact their local Embassy, Consulate or High Commission to ensure they are allowed to enter and study in their chosen country. If a student does not possess or maintain a valid visa status in accordance with the visa conditions then their course will be terminated without refund. No visa support documentation will be provided until all fees have been received. Non-refundable courier charges will apply for visa documentation sent to students -CAD100 in Canada and USD90-170 depending on the

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destination. Courier fees are not refundable if service was used. In the case of refusal of visa all fees will be refunded except enrolment fee and an administration fee (\$200 USD/\$180 CAD), provided a minimum of 14 days' notice has been provided along with proof of refusal from the consulate. Please note that there will also be a charge of one week's accommodation fees for any cancellation or postponement notified less than 14 days before the start of the course.

Health

Students must inform Oxford International English of any mental or physical condition, allergy, or disability that may interfere with the completion of their course, affect the health and well-being of others or require special accommodation or treatment. Oxford International English will not be responsible in case of any misrepresentation or willful omission of information on the student's part.

Disabled Students

Vancouver, Toronto, Halifax, and New York City are equipped for disabled access. Oxford International English is happy to give advice to disabled students and to assist them in choosing a programme that will meet their requirements. In order to assist we must, at the time of booking, be provided with full details in writing regarding any disability and any special requirements as a result of this.

Services

The company reserves the right to change details of its services, including courses, facilities, locations and course dates where circumstances beyond the company's control necessitate such changes, or where the number of enrolments is not enough to operate a course viably. External Classrooms - During busy periods, students may be taught off site. Further details will be available on the first day.

Public Holidays

Schools do not make up for lessons missed on Published Bank Holidays and there is no refund for lessons missed. This also applies to Professional Development days in Canada and the USA.

Student Holidays

Long-term students might be able to request annual leave/holiday dependent on their visa conditions. Please check at the school conditions for application.

Resolution of Disputes

In the event of a dispute between a student and the school, procedures are in place to facilitate the resolution of the dispute. Complaints should first be made to the School Principal or Centre Manager. Each complaint will be fully investigated provided that it is received within 30 days of the course ending and all fees have been paid. If the matter is not resolved, the student should complain in writing to the Oxford International Head Office. Schools in Canada are accredited by Languages Canada, PTIB

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(Vancouver) and MTCU (Toronto). Schools in the USA are accredited by CEA. BPPE in California and NYSED BPSS in New York are the regulatory agencies that handle unresolved complaints about our service.

Attendance

Students must attend a minimum of 80% of their classes otherwise they may lose their place on the course and may not be eligible for a final certificate. No refunds will be given and where applicable the relevant authorities will be informed which could result in having to leave the country of study and jeopardise any future visa applications. It is the responsibility of students to inform the school of all illness and absences.

Accommodation

Accommodation is subject to availability. Other accommodation options may be available on request; please contact us for more details. All accommodation charges must be paid to Oxford International English directly and all prices are per person per week unless stated otherwise. In Canada, an Accommodation Peak Season Supplement of \$42 CAD/week or \$42 USD/week applies on all accommodation from 01 June - 31 August. Accommodation is reserved from the evening of the Sunday before the course begins from the Saturday before the course begins until the Saturday after the course ends in North America, unless agreed otherwise. However, please always refer to the booking confirmation for final details of check-in procedure. Students wishing to change their homestay accommodation must give 14 days' notice or pay up to 14 days in lieu. For the USA there will also be a charge of one week's accommodation fees for any cancellation or postponement notified less than 14 days before the start of the course. Students requesting twin room companion may be required to book single room accommodation instead of twin room accommodation, should this not be available. Where there is a special dietary requirement or other important requests, Oxford International English must be advised in writing as soon as possible. Whilst every effort will be made to meet these requests, they cannot be guaranteed.

Deposit and Damage of Property

In the event of damage to property, students must pay the full cost. Students booking residential accommodation may be required to pay a deposit on arrival. The deposit will be returned on the student's departure provided there is no damage, loss or extra cleaning to be paid for. Any damage caused through vandalism could also result in student's expulsion.

Changes to Programmes

If Oxford International English cancels a programme after a student's enrolment, Oxford International English will refund all monies already paid by the student.

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Student Behaviour

Oxford International English reserves the right to expel or evict from accommodation and courses any student whose behaviour is deemed unsatisfactory. Unsatisfactory conduct includes but is not limited to; illegal activities, threatening behaviour, bullying, inappropriate alcohol use or repeated non-attendance of class. Students would not be eligible for any refund under these circumstances, except in British Columbia where standard refund policy applies as detailed below.

Cancellation before Arrival

USA & Canada: Please read all school information carefully including the Refund Policy, Dispute Resolution Policy, [Homestay Policies and Rules and Regulations at www.oxfordinternationalenglish.com/useful-information/school-policies/](http://www.oxfordinternationalenglish.com/useful-information/school-policies/).

Cancellation or Reduction of Courses after Arrival

USA & Canada: Please read all school information carefully including the Refund Policy, Dispute Resolution Policy, [Homestay Policies and Rules and Regulations at www.oxfordinternationalenglish.com/useful-information/school-policies/](http://www.oxfordinternationalenglish.com/useful-information/school-policies/).

Cancellation of Accommodation after Arrival

USA & Canada: Students may cancel their accommodation by providing 4 weeks' notification in writing. In such cases all unused accommodation fees will be refunded less a change fee. If a student cancels their accommodation with less than 4 weeks' notice in writing all unused accommodation will be refunded except for the 4 week notification period. Accommodation placement fee is non-refundable. Some residences in Vancouver and Toronto may require 4-weeks' or more notice to cancel. Students will be notified before booking with one of these residences if the residence requires a longer notification period. Accommodation placement fee is non-refundable.

Refund Payments

USA & Canada: Please read all school information carefully including the Refund Policy, Dispute Resolution Policy, [Homestay Policies and Rules and Regulations at www.oxfordinternationalenglish.com/useful-information/school-policies/](http://www.oxfordinternationalenglish.com/useful-information/school-policies/).

Change Fees

In the USA and Canada there will be a \$120 CAD or \$100 USD administration fee charged for any changes to course or accommodation type or duration, including cancellations.

Airport Transfers

Flight details including: date and time of arrival, flight numbers, airline and airport terminal must be advised 7 days prior to arrival. Students requesting an airport transfer should also provide their mobile

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number including the international area code. One hour of waiting time is included (2 hrs in Canada). In North America, students will be charged the additional waiting fee at the school, for delays exceeding this included waiting time. For those students who have booked a transfer on arrival, we will send an Arrival Transfer Confirmation to reconfirm the student's flight details and arrival time. Students who have requested a departure transfer should speak to our School Administrators a few days before departure in order to agree a pick up time.

Force Majeure

Oxford International English will not be responsible for any costs incurred by or on behalf of the student as a result of causes beyond our reasonable control. Such causes shall include but shall not be limited to riot, war, threat of war, civil strike, industrial dispute, terrorist activity, natural or nuclear disaster, unusually adverse weather conditions and infectious diseases.