



INFORMATION GUIDE: Application Process, Rules & Regulations, Terms & Conditions

Application Process

STAGE ONE	
Read the Terms & Conditions and Rules & Regulations.	
STAGE TWO	
Then fully complete the application form.	
STAGE THREE	
Arrange for the payment of the £500 enrolment fee. Your place will not be reserved until the enrolment fee has been received. Enrolment fee payment options:	
1. Cheque	Cheques must be in British Pounds/Sterling and must be made payable to The Saint Andrews Experience Ltd. Please also note the name of the student on the back of all cheques. Cheques should be sent with the completed application form to the address below.
2. Wire Transfer	The Saint Andrews Experience Ltd., Clydesdale Bank, 124 Drymen Road, Bearsden, G61 3RB, Scotland, UK. Branch Sort Code: 82-69-07 IBAN: GB02 CLYD 8269 0780 5495 63 Account Number: 80549563 SWIFT/BIC: CLYDGB2S
3. Pay Online	Our online Credit Card payment option can be found on our website (www.summerschoolscotland.com) under 'Payment Options'.
Please note that the enrolment fee is paid on the understanding that it will be retained by the school if the applicant fails to enter. Please also note that acceptance and entrance constitute a contract to pay the remaining tuition of £2600 for the enrolled period.	
STAGE FOUR	
Send or fax the completed application form and enrolment fee to The International Summer School of Scotland at: The International Summer School of Scotland, 69 St. Vincent Street, Glasgow G2 5TF, Scotland, UK Fax: 44 (0) 870 7777 949	
STAGE FIVE	
As soon as The International Summer School of Scotland has received and approved your application and enrolment fee you will be sent:	
• A letter of acceptance	• Parents' Pack • A questionnaire.
Please do not hesitate to contact us if you have any questions regarding the application process.	

Rules & Regulations

INTRODUCTION
At the International Summer School of Scotland the safety and welfare of our students is our highest priority. All of our students are offered exceptional opportunities and freedom to flourish. However, we are keen to note that with these freedoms come responsibilities. If the International Summer School of Scotland determines that you have broken any of these rules and regulations, or have compromised the safety of yourself or anyone else on the program, we reserve the right to send you home immediately without refund. All rules and regulations will be strictly enforced.

BREAKING THE LAW

All students of the International Summer School of Scotland are expected to obey the law. If any student breaks the law or is suspected of doing so, they shall be disciplined accordingly. This can include being repatriated immediately, without refund.

The International Summer School of Scotland has a zero tolerance policy with regards to the use of alcohol or drugs. The use, possession or purchase of any quantity of alcohol or drugs is strictly forbidden for all students regardless of their age, and could result in immediate expulsion from the program without refund. Students who are suspected of the use, possession or purchase of alcohol or drugs will be placed on probation and their guardians will be notified.

PROGRAMS & PARTICIPATION

All students of the International Summer School of Scotland are expected to attend classes, electives and activities, complete all projects and assignments on time and check-in at curfew every night. There will also be a number of compulsory program meetings. Outside the requirements, students are free to decide how they spend their time. If students are found to be using their free time inappropriately, their independence in choosing how they spend their free time shall be revoked.

All academic and elective programs have been specifically designed to assist students advance their English Language skills. English language is a core value of the International Summer School of Scotland and underpins all summer school programs.

PERSONAL RESPONSIBILITY**In general**

A significant component of the International Summer School of Scotland programs is that students are afforded certain responsibilities and freedoms. Guardians and students must recognise that the International Summer School of Scotland staff cannot supervise students at all times. When students choose to spend time independently, they must take responsibility for their own decisions and actions.

Respect for the Community

All students of the International Summer School of Scotland are expected to respect the rights of all members of the community. This includes other students and staff of the International Summer School of Scotland and staff of the University and their halls of residence as well as the wider community of St Andrews. Anti-social behaviour includes bullying, racism, lying, theft, physical or verbal harassment and physical or verbal assault. Any kind of anti-social behaviour can result in a denial of privileges, early curfews, or contact with guardians for support. Repeated anti-social behaviour can result in expulsion from the program without refund.

Dress

Students are expected to dress in accordance with the academic nature of their environment and in a manner appropriate for academic and social functions.

Town Centre

Students are given plenty of free time to explore St Andrews town centre. There will be geographical area limits set out at the start of the program and students are expected to keep within those boundaries.

Travel

Students may not drive a car while on the program, nor may they ride in a motor vehicle, other than public transport, without the authority of The International Summer School of Scotland staff. By signing these terms and conditions you agree that the student can take part in any scheduled summer school trip and that the student can travel in transport organised by the summer school.

Permission to leave the program

Students may leave the program if granted permission by their guardian in order to visit a family friend or relative who is an adult over 25 years old. Permission must be received in writing at least 24 hours before the trip and must specify the name, address and contact number of the friend or relative. Travel must not conflict with academic classes or any other required activities.

Dangerous items

It is forbidden for students to possess or purchase any item/weapon that is deemed to be a danger to themselves or others. These include knives, fireworks or any other flammable items such as candles.

Tattooing/Piercing

Students of the International Summer School of Scotland may not, for health and safety reasons, obtain a tattoo or piercing while on the program.

LOCATION**Accommodation**

Access to dormitories is restricted, at certain times, to those students who live in the dormitory. There are many common areas in which students are welcome to visit one another. Appropriate behaviour and conduct is expected of students at all times.

Curfew

Curfews are clearly defined and students are expected to check-in at these specific times. After curfew, students must remain in the specified area until 7am the following morning.

Visitors

Visitors are welcome on the program, but are asked to sign in at the program office. Students must ensure that their visitors abide by all program rules and must remain within the common areas. On arrival and departure days family members may access the private dormitory areas.

MEDICAL REQUIREMENTS

Students of The International Summer School of Scotland are required to provide an accurate medical history and current health insurance prior to the program commencing. When necessary, professional medical consultation/treatment will be arranged by The International Summer School of Scotland. All medical expenses are the responsibility of the student being treated and their guardian. It is understood that all medical expenses incurred by the student and paid by The International Summer School of Scotland shall be reimbursed promptly by the guardian or student. This includes medication, hospital or doctors visits and transportation to/from medical facilities.

Terms & Conditions

APPLICATION TERMS & CONDITIONS

By making an application, the parent or guardian (referred to as 'guardian' in these terms and conditions) and the student who have signed the application form accept that;

1. These together with the sections headed 'payment' and 'other important information' are the terms and conditions of the contract between them and The International Summer School of Scotland (a trading style of The Saint Andrews Experience Limited, a company registered in Scotland under company number 277930);
2. The guardian and student are bound by that contract jointly and severally;
3. They have each read and accepted the terms and conditions and have each read and accept, and undertake that the student will abide by, the rules and regulations;
4. All information supplied in connection with the application is accurate, complete and true and they will inform The International Summer School of Scotland of any changes to such information, in particular of;
 - a) any new, or change to an existing medical condition which is relevant to the ability of The International Summer School of Scotland to cater for and look after the student; and
 - b) the contact details of the guardian;
5. The guardian will be contactable on the telephone numbers given on the application form throughout the student's time travelling to, attending and returning from the relevant program;
6. No other person's consent is required for the student to attend the program;
7. The guardian and the student indemnify The International Summer School of Scotland and will keep The International Summer School of Scotland indemnified against any claims, costs, proceedings, demands, losses, damages, expenses or liability whatsoever arising as a result of the guardian or the students breach of the contract or violation of the rules and regulations;
8. The International Summer School of Scotland intends to run the relevant program in accordance with the descriptions in its most recent brochure and/or most recently published on its website, but reserves the right to make any amendments to the programs at its absolute discretion and in such a manner as it considers appropriate;
9. In the event of "force majeure" such as fire, flooding, infectious diseases, acts of god, government, terrorism, natural disaster, labour conditions and power failures and other events out with the company's reasonable control which may cause the closure of the school or prevent the company from running the relevant program, no refund of fees will be made, except at the schools discretion;
10. These terms and conditions contain the whole agreement between The International Summer School of Scotland and the guardian and student in relation to all aspects of the program. In particular, no statements, understandings, agreements or warranties made orally or in writing, on the website, in the brochure or elsewhere shall have any relevance to these terms and conditions. Any changes to these terms and conditions will only have effect if made in writing and signed by both parties. These terms and conditions supersede all previous agreements, arrangements and understandings but nothing herein shall be read or construed as excluding liability resulting from any fraudulent act or omission by any party;
11. These terms and conditions and all rights under them may be assigned or transferred by The International Summer School of Scotland but not by the guardian or the student;
12. These terms and conditions shall be governed by Scottish law and the parties submit to the non-exclusive jurisdiction of the Scottish courts.

ELIGIBILITY

The International Summer School of Scotland's programs are open to students of all nationalities aged between 13-18 years old. All those who require a visa in order to take part in a summer program are responsible for obtaining the relevant visa and travel documentation.

APPLICATION PROCEDURE

Students are accepted subject to space and on receipt of a full and signed application form and enrolment fee. If we do not accept an application we will return the enrolment fee.

NOT INCLUDED IN PROGRAM FEE

Transport to and from your home city, pocket money and souvenirs, stationery, health insurance and medical expenses, or airport transfers outwith stated timeframes and airport.

INCLUDED IN PROGRAM FEE

Room, full board, tuition, excursions, books, entertainment, laundry and airport transfers if student arrives within stated timeframes and at specified airport.

PAYMENT SCHEDULE

The final payment deadline for full fees is June 1st. Late enrolments may be accepted after this point, but after June 1st places cannot be held for students who have not paid in full. An enrolment fee of £500 is payable with application and the remaining is due and payable within three weeks of acceptance.

CANCELLATIONS

The contract may be cancelled by the guardian or students within 14 days of receiving notice of acceptance, there after the outstanding fees become due and payable. In the unlikely event that a student cancels for medical reasons and supports this with an appropriate doctor's certificate, they will be reimbursed the £2600 tuition fee; however the £500 enrolment fee will be retained by the Summer School.

TRAVEL INSURANCE

We recommend a travel insurance that is fully comprehensive. All students must send us details of travel insurance so we can confirm they are covered appropriately for their stay. The International Summer school of Scotland is not responsible for any deficiencies in your insurance policy.

MEDICAL INSURANCE

Guardians and students are responsible for informing us on application of all medical, dental, dietary, educational or other special needs regarding the student. All costs related to those needs including medical and dental care, tests, allergy, shots and prescriptions are the responsibility of the guardian. Students will be sent a medical form on acceptance to the program on which they must inform us of the student's Health Insurance carrier. All bills from health facilities used by The International Summer School of Scotland on behalf of the student will be sent to the guardian.

TRAVEL DOCUMENTS

A valid passport is essential for travel to the UK with an expiry date of at least 6 months beyond the end date of your visit. All students are responsible for arranging appropriate travel documentation, such as visas, where required.

TRANSPORT & TRAVEL

All students arriving and departing from Edinburgh International Airport on the stated dates will be transferred to and from our campus free of charge as long as students arrive within the departure time of summer school coaches. The International Summer School of Scotland must receive all flight/travel information by 1st June. Please do not book open tickets; purchase a return ticket on the stated arrival and departure dates.

DISMISSAL FROM PROGRAM

We reserve the right to dismiss any student found in breach of The International Summer School of Scotland's Rules & Regulations. Should a student violate any of these rules, The International Summer School of Scotland has the right to dismiss or exclude the student from the program and, in extreme cases, repatriate that student at the student's own expense, in any case, without refund of the program fee.

CHANGES TO THE PROGRAM

We reserve the right to change or cancel courses, and to modify the program as circumstances dictate. We will advise students of any changes which significantly alter the program they have selected.

RESPONSIBILITY/LIABILITY

The International Summer School of Scotland will exercise due care in arranging and conducting the program. However, we cannot assume responsibility or liability for any damage, loss, claim or injury of any kind whatsoever resulting from any act of omission, commission or inadvertence of any accommodation provider or carrier or other company or person rendering any of the services required as part of the program. Nor can The International Summer School of Scotland be responsible for any student who leaves the program (with or without The International Summer School of Scotland's consent) or who breaks the rules and regulations and in doing so suffers loss or injury.

To the maximum extent permitted by law, The International Summer School of Scotland excludes liability for any loss or damage of any kind however arising, including, without limitation, any direct, indirect or consequential monetary or other loss suffered by a guardian or student as a result of the student taking part in one of The International Summer School of Scotland's programs but if The International Summer School of Scotland is held by a Scottish court to be directly responsible for any such loss or damage, we will pay to the guardian or student who has suffered loss up to the amount equal to the price paid to The International Summer School of Scotland for the relevant program.

The International Summer School of Scotland will not assume responsibility or liability for any damage, loss, claim or injury resulting from events beyond its control including, without limitation, acts of God, strikes, incidents of terrorism, politically or religiously motivated violence, war, sickness, government restrictions or regulations, weather, quarantines or wilful or negligent acts of third parties or suppliers to The International Summer school of Scotland.

Nothing in these terms and conditions shall exclude any liability of The International Summer School of Scotland for death or personal injury arising from its own negligence nor affect any rights which the guardian or student have as consumers.