



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

Application Process

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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. **Pay Online** Our online Credit Card payment option can be found on our website (www.summerschoolscotland.com) under 'Payment Options'.
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

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 £3,100 for the enrolled period.

STAGE FOUR

Send or fax the completed application form and enrolment fee to ISSOS at:

ISSOS, 69 St. Vincent Street, Glasgow G2 5TF, Scotland, UK
 Fax: 44 (0) 3300 777 248

STAGE FIVE

As soon as ISSOS has received and approved your application and enrolment fee you will be sent:

- A letter of acceptance
- Parents' Pack
- A link to student's questionnaire and travel form.

Please do not hesitate to contact us if you have any questions regarding the application process.

INTRODUCTION

At ISSOS 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 ISSOS 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. By applying to ISSOS students agree to abide by the rules and regulations set out in these terms and conditions and any additional rules and regulations detailed in arrival.

APPLICATION TERMS & CONDITIONS

By making an application, the parent or guardian (referred to as 'guardian' in these terms and conditions) and the student 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 ISSOS (a trading style of The Saint Andrews Experience Limited, a company registered in Scotland under company number SC37920);
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 ISSOS of any changes to such information, in particular of;
 - a) any new, or changes to an existing medical condition or travel plans which are relevant to the ability of ISSOS 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 ISSOS and will keep ISSOS 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. ISSOS 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 ISSOS 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 ISSOS 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.

APPLICATION PROCEDURE

Students are accepted subject to space and on receipt of full 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.

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

An Enrolment fee of £500 is payable with application and the remaining is due within 21 days of acceptance.
Any students applying after May 20th must pay the full amount of £3,600 upfront.

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 £3,100 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. ISSOS 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 ISSOS on behalf of the student will be sent to the guardian.

TRAVEL DOCUMENTS/VISAS

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. ISSOS 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 ISSOS's Rules & Regulations.

Should a student violate any of these rules, ISSOS 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

ISSOS 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 ISSOS be responsible for any student who leaves the program (with or without ISSOS's consent) or who breaks the rules and regulations and in doing so suffers loss or injury.

To the maximum extent permitted by law, ISSOS 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 ISSOS's programs but if ISSOS 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 ISSOS for the relevant program.

ISSOS 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 ISSOS.

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

ELIGIBILITY

ISSOS'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.

BREAKING THE LAW

All students of ISSOS 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.

ALCOHOL & DRUGS

ISSOS 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.

CIGARETTES & TOBACCO

ISSOS operates a strict no smoking policy. Any student found to be smoking in or on university property or found to be purchasing, distributing or consuming cigarettes or tobacco will be reported to the Program Director and issued with a formal warning, this may ultimately lead to the student's dismissal from the program. Under UK law it is a criminal offence to sell cigarettes or tobacco to any person under 18 years old.

PROGRAMS & PARTICIPATION

All students of ISSOS 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 ISSOS and underpins all summer school programs.

PLAGIARISM

Plagiarism will not be tolerated at ISSOS. Plagiarism is: submitting work using another authors language, thoughts, ideas or expressions and representing them as ones own work. This includes failing to credit ideas found online, in print or from any other source without referencing them appropriately. Any student found to be plagiarizing work will be given a formal warning and the event detailed in their academic report.

PERSONAL RESPONSIBILITY**In general**

A significant component of ISSOS programs is that students are afforded certain responsibilities and freedoms. Guardians and students must recognise that ISSOS staff cannot supervise students at all times. When students choose to spend time independently, they must take responsibility for their own decisions and actions. During the program students will refrain from: chewing gum, graffiti, damaging property of any kind, swearing or bad language, ball games of any kind inside university premises or teaching classrooms.

Respect for the Community

All students of ISSOS are expected to respect the rights of all members of the community. This includes other students and staff of ISSOS 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, Strangers & Transport

Students may not drive a car while on the program, nor ride in a motor vehicle or public transport, without the authority or supervision of ISSOS 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. Students agree not to go off with a stranger or member of the public at any time during the program. Students are not allowed to rent or use a bicycle unless organised by ISSOS and accompanied by a member of ISSOS staff.

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 ISSOS may not, for health and safety reasons, obtain a tattoo or piercing while on the program.

Personal Belongings

All personal belongings and valuables are the responsibility of the individual and we ask all students to lock their bedroom doors when they leave their room. ISSOS will not replace any items stolen, damaged or lost during the program.

PERSONAL RESPONSIBILITY continued**Loss or Keys**

If a student loses their room key there will be a charge of £120 to replace the key. All keys used in University property are special security keys and will take time to replace. All students are asked to hand in their key at the end of the program, any student who has lost their key will be asked to pay before they leave or can opt to have an invoice sent to their parents.

IT

Students will have access to the university IT facilities and will be signed up to the university's web system. All students agree to be bound by the code of practice covering the use of email and internet as laid out by ISSOS.

Access to Rooms

If we have reason to believe that a student is in breach of the rules and regulations, ISSOS reserves the right to enter the student's room and search their belongings. Any search will be done by two members of staff and will be documented.

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.

Any students found to be leaving the campus or halls of residence after the curfew without permission will be reprimanded in some instances dismissed from the program.

MEDICAL REQUIREMENTS

Students of ISSOS 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 ISSOS. 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 ISSOS shall be reimbursed promptly by the guardian or student. This includes medication, hospital or doctor's visits and transportation to/from medical facilities. All medication brought to the program must be declared and handed to the student's counselor for safe keeping. No student will be allowed to keep medication in their room except in special circumstances. Students must detail the exact intake of medication in detail to ISSOS before arrival at the summer school.