

# Booking Form

Name of organisation \_\_\_\_\_

Name of person/  
Agency making Booking \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Email \_\_\_\_\_

Course Type: \_\_\_\_\_ Location: \_\_\_\_\_

Course dates required: From: \_\_\_\_\_ To: \_\_\_\_\_  
(Subject to availability)

Type of Booking  
(Please complete one form per group) \_\_\_\_\_ e.g. Group / Individual

Total Number in Group \_\_\_\_\_

Numbers in College Residential Accommodation \_\_\_\_\_

Arrival date and Time:  
Arrival airport \_\_\_\_\_

Departure Date and Time:  
Departure airport \_\_\_\_\_

## Names and ages of Group Leaders

Name: \_\_\_\_\_ D.O.B \_\_\_\_\_

Name: \_\_\_\_\_ D.O.B \_\_\_\_\_

Name: \_\_\_\_\_ D.O.B \_\_\_\_\_

## Booking

All bookings must be made on a St Andrew's College Summer Schools Ltd Booking Form (one per form).  
Bookings are subject to availability.

## Terms

All students require valid health and travel insurance cover.

£100 per person as a deposit on booking (deposits are non-refundable)  
Full balance and airport transfer fee to be paid in full 30 days prior to arrival date.

**Details of person to whom invoices should be submitted:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please read very carefully the terms and conditions of this agreement with St Andrew's College Summer Schools Ltd, these conditions are printed overleaf. For the avoidance of doubt a separate sheet is enclosed detailing the terms and conditions of this booking and all arrangements with this company.**

**TERMS AND CONDITIONS**

All bookings submitted to St Andrew's College Summer Schools Ltd are only accepted on receipt of written confirmation from St Andrew's College Summer Schools Ltd or its authorised representative. St Andrew's College Summer Schools Ltd shall be entitled to invoice for course fees at any time after the acceptance of the booking. A £100 deposit is due at the time of booking. Payment in full must be received a minimum of 28 days before the course start date, or immediately in the event of late bookings. All payments must be in UK Sterling. If payments are made in any other currency, and any balance still remains outstanding because of exchange rates, then the full payment of this balance is the responsibility of the client.

Due to limits outwith St Andrew's College Summer Schools Ltd's control the following bank card charges now apply

Debit cards £1.50 per transaction and credit cards 3 % per transaction. All foreign credit / debit cards will be charged 3% per transaction.

If payment is not made by the due date St Andrew's College Summer Schools Ltd shall be entitled to charge the client interest at the rate of 5% per annum above the base rate of Lloyds TSB until payment is made in full.

All cancellations must be made in writing and will be confirmed in writing by St Andrew's College Summer Schools Ltd. Cancellations are subject to the following charges:

More than 90 days before arrival date £45 administration charge  
Between 90 days and 60 days before arrival date 15% of total fees  
Between 60 days and 7 days before arrival date 50% of total fees  
Less than 7 days before arrival date and non arrivals 100% of total fees

Where applicable, St Andrew's College Summer Schools Ltd will provide all necessary documentation to enable students to secure study visas for their programme. However St Andrew's College Summer Schools Ltd can only provide such visa service on receipt of payment in full. Should a student be unsuccessful in their visa application, all fees apart from the registration fee will be refunded.

St Andrew's College Summer Schools Ltd recommends students arrange full insurance cover against possible charges.

St Andrew's College Summer Schools Ltd reserves the right, by informing you in writing at any time before your starting date, to increase the price of the services being provided to reflect any increase in costs to St Andrew's College Summer Schools Ltd, which is due to factors beyond St Andrew's College Summer Schools Ltd control, such as without limitations, significant increase in accommodation costs, transport costs, labour costs etc.

St Andrew's College Summer Schools Ltd does not accept liability for your personal injury or death unless it is caused by the proven negligence of St Andrew's College Summer Schools Ltd or its servants. St Andrew's College Summer Schools Ltd does not accept any liability for the loss or damage to any of your property. St Andrew's College Summer Schools Ltd accepts no responsibility for losses or additional expenses you might incur in the event of cancellation or delays of your travel services or as a result of events and action that St Andrew's College Summer Schools Ltd cannot control such as strikes, disasters, war or threat of war, acts of terrorism, quarantine, weather, sickness or any other event outside the control of the company. Again, we strongly recommend you have appropriate insurance.

If you have any complaint against any aspect of the services St Andrew's College Summer Schools Ltd provide for you, you should in the first instance notify the St Andrew's College Summer Schools Ltd Director of Operations or their representative at your Campus. In the unlikely event that the matter is still not resolved to your satisfaction, you or your agent should make an immediate complaint in writing to St Andrew's College Summer Schools Ltd head office. We will investigate your complaint and if we judge it to be reasonable we will make an appropriate recompense (financial or otherwise). In order to be given a reasonable chance of addressing your complaint please ensure that we receive it within one month of the end of your course. The exclusive legal jurisdiction of all courses booked with St Andrew's College Summer Schools Ltd and issues relating to them is Scottish Law.

Our website, brochures and other publicity materials are the responsibility of St Andrew's College Summer Schools Ltd and the details are published in good faith as of August 2009.

