



SEDBERGH INTERNATIONAL SUMMER SCHOOL 2026

GROUP TERMS AND CONDITIONS

1 Terminology

- 1.1 **The Summer School:** means Sedbergh School Developments Ltd trading as Sedbergh International Summer School as now or in the future constituted (and any successor). Sedbergh School Developments Ltd is constituted as a company limited by guarantee.
- 1.2 **The Agent or Group Representative:** means any person who has signed the Contract.
- 1.3 **Student:** means the child named on the Registration Form and/or the child who attends the Summer School.
- 1.4 **Registration Form:** means the registration form provided by the Summer School or its agent for the purpose of booking a place for the Student at the Summer School.
- 1.5 **Course Period:** means the period between and including the Student's dates of arrival at and departure from the Summer School.
- 1.6 **Deposit:** means the deposit payable to the Summer School as specified in the Contract. Once received by the Summer School, the Deposit will be deducted from the balance of fees when paid by the Agent or Group Representative.
- 1.7 **Fees:** means the amount paid by the Agent or Group Representative to include all tuition, stationery, airport transfers, sport, organised activities and excursions as set out in the course programme.
- 1.8 **Extras:** means pocket money, insurance, non-standard airport transfers, courier fees, unaccompanied minor charges, or any other additional expense incurred for the Student.

2 General Terms and Conditions

- 2.1 **These terms and conditions:** In all cases, irrespective of whether the Agent or Group Representative completes the Summer School Registration Form, or a Registration Form provided by an agent, these terms and conditions will apply to the agreement between the Summer School and the Agent or Group Representative and will supersede any terms and conditions provided by the agent.
- 2.2 **Legal Contract:** The Agent or Group Representative understands and agrees that the completion of a Registration Form and payment of the Deposit constitutes a legally binding contract based on these Terms and Conditions.





- 2.3 **Enrolment procedure:** The Agent or Group Representative understands and agrees that:
- 2.3.1 They are accepting a place for the Student by completing a Registration Form and paying the Deposit as agreed in the contract.
 - 2.3.2 If using an agency Registration Form it is still necessary to pay the Deposit in order to confirm a place for the Student.
 - 2.3.3 No booking is confirmed until the Deposit, (or Full Fees in the case of a booking made after Wednesday 30 April 2026 see clause 2.4 below) has been received and confirmation of the place has been given by the Summer School.
- 2.4 **Payment of Fees:** The Agent or Group Representative undertakes to pay the balance of the Fees as specified in the contract. If the booking is requested after Wednesday 30 April 2025 then the Fees must be received no later than 10 days after the date of the Summer School's invoice. Students will not be permitted to attend the Summer School until all fees and any planned extra costs are paid in full as cleared funds to the Summer School.
- 2.5 **Credit/debit card payment:** The Agent or Group Representative agrees that the Summer School will take credit/debit card payments in GBP sterling at the exchange rate set by Barclays Bank on the day the payment is made. **The Agent or Group Representative agrees to pay all bank charges in both countries that arise in relation to any payment the Agent or Group Representative makes to the Summer School. The Agent or Group Representatives must ensure that credit card limits are sufficient to cover fees and that there is no security block on the card.**
- 2.6 **Impromptu Payments:** The Agent or Group Representative agrees that the Summer School cannot make impromptu payments (such as Doctor's fees, Unaccompanied Minor or excess luggage charges) on behalf of the Student or the Agent or Group Representative. The Agent or Group Representative agrees that such payments will be made by their credit card or transfer of funds.
- 2.7 **Changes to the booking:** The Summer School agrees that the Agent or Group Representative may request to make changes to the Student's booking and agrees to consider such requests subject to availability. The requested change shall be considered at the sole discretion of the Course Director whose decision shall be final.
- 2.8 **Changes to the programme:** The Summer School reserves the right to change the programme of study and activities at any time and for such reasons as may be reasonable and appropriate to the effective delivery of services by the Summer School.
- 2.9 **Damage:** The Agent or Group Representative will be held responsible for any damage caused by the Student to Summer School property, equipment, or the personal property of another student.



2.10 **Force Majeure:** An event beyond the reasonable control of the parties to this agreement is a Force Majeure Event. Such events include but are not limited to any world-wide event or act of God (such as war, disease outbreak, natural disaster or terrorist attack). The Summer School reserves the right to cancel a course or programme in the case of such an event and the Agent or Group Representative understands that:

2.10.1 If the Summer School is prevented from or delayed in carrying out its obligations under this agreement by a Force Majeure Event, it shall immediately notify the Agent or Group Representative in writing and shall be excused from performing its obligations while the Force Majeure Event continues.

2.11 **Minimum number of bookings:** The Agent or Group Representative understands and agrees that the Summer School reserves the right to cancel a course or programme before the commencement date if the minimum number of bookings is not reached. If such cancellation is necessary, the Agent or Group Representative will be offered the opportunity to transfer the booking to a later date or a refund of fees paid.

2.12 **Important: Cancellation due to COVID or other pandemic:** The Agent or Group Representative understands and agrees that:

2.12.1 **In the event that a Student cannot travel as their origin country has implemented travel restrictions,** the Summer School agrees to offer the chance to move the Student's booking to a later date in summer 2026 (subject to availability) or transfer the booking to 2026, at no extra cost.

2.12.2 **In the event that the Summer School must cancel the course due to travel restrictions in Britain or other events,** the Summer School agrees to offer the chance to move the Student's booking (as above).

2.13 **Liability and disclaimer:** The Agent or Group Representative understands and agrees that:

2.13.1 All organised sports, activities, clubs, events, trips and excursions have been risk assessed by Summer School staff and are deemed to meet Health & Safety requirements. The Summer School does not accept responsibility for accidents or sports injuries, except in cases where its staff have been found to be negligent.

2.13.2 If the Agent or Group Representative does not wish a Student to partake in any particular activity, they must inform the Summer School in writing at the time of booking.

3 Early Departure, Cancellation and Insurance

3.1 **Early departure:** If the Agent or Group Representative decides to withdraw a Student from the Summer School, or if the Student withdraws him/herself during the Course Period, they may do so on the understanding that no refund of fees paid will be made, save in exceptional circumstances.

Any refund is given at the sole discretion of the Course Director of the Summer School.



- 3.2 **Cancellation policy:** The Agent or Group Representative agrees that if they cancel enrolment for any reason before the start of the Course Period, they will inform the Summer School in writing immediately. Cancellation takes effect from the date when the Summer School receives this notification. Cancellation charges are as laid out in the Contract.
- 3.3 **Refund of Deposit:** The Agent or Group Representative understands and agrees that the deposit is non-refundable except on the production of a valid visa refusal letter. When such a letter is provided, the deposit (and any additional fees paid) will be returned less an administration fee of £150/student (see clause 4.3.1 below).
- 3.4 **Insurance:** The Agent or Group Representative agrees to arrange adequate and comprehensive travel, personal effects and accident insurance for all Students prior to their arrival at the Summer School.

4 Travel Arrangements

- 4.1 **Written confirmation of travel arrangements:** The Agent or Group Representative agrees to provide written confirmation of the Students' travel details, and any subsequent changes to those details, using the Summer School's Airport Transfer Form. Every effort is made to keep waiting times to a minimum.
- 4.2 **Airport transfers:** The Agent or Group Representative understands and agrees that the Fees include airport transfers from Manchester International Airport and Liverpool Airport for flights between 08.00 and 18.00 on the scheduled arrival Saturday and 09.00 and 17.00 on the scheduled departure Saturday of the Course Period. The Agent or Group Representative also understands and agrees that:
- 4.2.1 Transfers from Manchester and Liverpool airports outside of the times above, and from all other UK airports are available on request and, subject to availability, will incur an additional charge subject to timing and geographical distance.
- 4.2.2 Transfers from Manchester and Liverpool airports to the Summer School are usually organised in groups and this means that some students will be required to wait at the airport for other students arriving on different flights.
- 4.2.3 Unexpected and unavoidable delays and complications sometimes occur. The Summer School does not accept responsibility for any loss or expense due to delays or changes in public transport beyond its control.
- 4.2.4 The Agent or Group Representative is liable for any excess baggage and Unaccompanied Minor charges where appropriate.
- 4.2.5 There is no reduction in course fees if the Student does not require a meeting service.
- 4.2.6 An additional cost of £75 return applies for the Airport Transfer service where appropriate.

- 4.3 **Visas:** The Agent or Group Representative understands that in cases where the Students are required to obtain a visa to study in the UK, a Visa Invitation Letter will be provided by the Summer School. The Agent or Group Representative understands that visa must be applied for immediately upon receipt of the Invitation Letter and that it is the responsibility of the Agent or Group Representative to allow enough time when applying for the appropriate study visa.

The Agent or Group Representative must apply for an ETA (electronic travel authorization) on behalf of the student. Further information can be found on gov.uk website.

4.3.1 **Incorrect visas:** The Agent or Group Representative understands and agrees that if a student is found to have the wrong type of visa, he/she will not be admitted on to the programme. The Agent or Group Representative agrees that in this case, the Summer School will not be obliged to offer the Agent or Group Representative a refund of fees.

5 Summer School Code of Conduct

- 5.1 **Summer School Code of Conduct:** The Agent or Group Representative understands and agrees that if any Student does not follow the Summer School Rules as set out in the Group Leader Handbook and Student Handbook, the Summer School reserves the right to discipline the Student. The Code of Conduct contains further details of the expectations for good behaviour and discipline. The Agent or Group Representatives understand and agree that:

5.1.1 In cases of serious misbehaviour, bullying, or rudeness, the Agent or Group Representative will be notified. For very serious incidents such as violent or abusive (either physically, verbally or via the use of social media) behaviour or if a student breaks the UK law, then he/she she will be expelled from the School immediately, according to the procedure contained in the Summer School's Discipline and Exclusion Policy.

5.1.2 If a Student has any medical or learning condition which was not advised on registration, and which the Summer School does not feel they can adequately support, the Student will be sent home at the Agent or Group Representative's expense.

5.1.3 Drug-taking or possession of drugs or any other illegal substances will result in instant dismissal from the course.

5.1.4 All Summer School programmes are non-smoking and alcohol free. The Summer School accepts bookings from Agent or Group Representatives on the understanding that the Student does not smoke or buy or consume alcohol at any time whilst a Student at the Summer School. The student will be sent home at the Agent or Group Representative's expense, if found in breach of this policy.

- 5.2 **Bag or room search:** If Summer School staff suspect that the Student has breached any of the Summer School rules, the Student may be questioned and his/her accommodation or belongings may be searched in appropriate circumstances. All reasonable care will be taken to protect the Student's rights, privacies and freedoms and to ensure that the Agent or Group Representative is





informed as soon as reasonably practicable after it becomes clear that the Student may face formal disciplinary action.

6 Personal Possessions

6.1 **The Student's personal possessions:** The Agent or Group Representative understands and agrees that:

- 6.1.1 If the Student brings a valuable item with him/her, the Student is responsible for the security and safe use of that item.
- 6.1.2 On arrival at the Summer School, all students must hand in their passport and ticket/ travel documentation to the Agent or Group Representative who will collate and hand over to the Summer School for safekeeping.
- 6.1.3 The Summer School will return the Student's passport and ticket/ travel documentation to Agent or Group Representative prior to the Group's departure.
- 6.1.4 The Summer School is unable to accept responsibility for any lost, stolen or damaged personal possessions brought to the Summer School by the Students.
- 6.1.5 Students are encouraged to use pre-paid cards for spending. Alternatively, students may use a credit/debit card that has been uploaded onto their mobile phone. Agent or Group Representatives should be aware of any international transaction charges and commission rates. We strongly advise that students do not travel with large amounts of cash. The Agent or Group Representative will be responsible for overseeing the distribution of any cash during the course of the Group's stay. A locked storage facility can be provided, but Sedbergh International Summer School does not accept any responsibility for any lost or damaged possessions brought to the School.
- 6.1.6 **Lost Property:** All items of clothing must be named in advance of arrival. Sedbergh International Summer School does not accept responsibility for any lost property. Sedbergh International Summer School will only return lost property under exceptional circumstances, in agreement with the Course Director and on receipt of funds to cover the cost of postage. Please note that not all lost property can be returned, and delays are often encountered when parcels pass through Customs. Sedbergh International Summer School does not accept responsibility where any property belonging to a Student is lost in transit.

7 Information Technology

7.1 **Use of smartphones, iPads, laptops etc.:** The Agent or Group Representative understands and agrees that if the Students bring their own electronic equipment to the Summer School they must use it in accordance with the Summer School's Acceptable User Policy for Information Technology, a copy of which is provided to the Students on arrival at the Summer School. Students will be given designated times during the day for access to their mobile phones.





Mobile phones and devices are collected at bedtime and are not permitted in lessons or during activities, unless specified by academic or activity staff.

- 7.2 **Use of school computers:** The Agent or Group Representative understands and agrees that the Student will be allowed access to the internet via the Sedbergh School Wi-Fi network which is filtered against inappropriate websites for safeguarding reasons. All activity is monitored. The Agent or Group Representative agrees that the Student will be required to comply with the Summer School's Acceptable User Policy at all times.
- 7.3 **Social networking:** It is not permitted for summer school students and staff to be friends on any social networking sites.

8 Promotional Materials

- 8.1 **Photographs/Video and Images:** The Agent or Group Representative understands and agrees that the Summer School and carefully selected third parties use photographs/video and images in promotional materials.

The Agent or Group Representative may choose, on behalf of the Student, to opt-out of being included in any photograph or video recording that employees or representatives of the school take or record. Should the Agent or Group Representative choose to opt-out, they must notify the Course Director on iss@sedberghschool.org and email Tony Roberts, Director of Compliance on tr@sedberghschool.org. The School takes no responsibility for any photographs or recordings taken by other Agent or Group Representatives, participants or visitors to the School.

- 8.2 **End of course questionnaire:** The Agent or Group Representative understands and agrees that the Students will be asked to fill out an end of course questionnaire at the end of their stay, and that reviews and comments given by the Student may be used in promotional material. If the Agent or Group Representative does not wish for the Student's review to appear in any such material, they agree to inform the Summer School in writing.

9 Health and Welfare

- 9.1 **Student's health:** The Agent or Group Representative warrants that the Student is in good physical and mental health and is not travelling against the advice of any doctor or qualified healthcare professional. The Agent or Group Representative agrees to inform the Summer School **when completing the Registration Form** if the Student has any pre-existing medical condition, disability or allergy. **Any subsequent changes must also be advised in writing.**
- 9.2 **Medication:** The Agent or Group Representative agrees that ALL medicine the Student brings to the Summer School must be given to staff upon the Student's arrival. Such medication shall be properly stored and administered by the designated staff member who is qualified to administer medication. Students are not permitted to self-medicate.
- 9.3 An English translation must be provided with ALL prescription medicine to ensure the correct administration to the Student.



9.4 **Illness:** In case of illness or injury, the Student will see the designated staff member who will assess his/her condition. In cases of minor illness such as a cold, headache or sore throat, the designated staff member, expressly authorised by the Welfare Officer, may issue common, non-prescribed medicines such as Paracetamol, throat lozenges or cough syrup. Only qualified nurses or First Aiders may practice First Aid.

9.4.1 If necessary, an appointment will be made with a local GP.

9.4.2 If the Student requires urgent medical attention, Summer School staff will take him/her to the nearest local hospital for immediate care or, if necessary, will telephone for an ambulance.

9.5 **Emergency medical treatment:** The Agent or Group Representative authorises the Summer School Course Director to consent on their behalf to the Student receiving emergency medical treatment including blood transfusions, general anaesthetic and operations where certified by an appropriately qualified person as necessary for the Student's welfare, if the Agent or Group Representative cannot be contacted in time.

9.6 **Seeing a Doctor:** Students from non-EU countries are required to pay a fee to see a doctor. The Agent or Group Representative agrees that such fees will be paid by credit card or transfer of funds.

9.7 **Seeing a Dentist:** All students are required to pay a fee to see a dentist. The Agent or Group Representative agrees that such fees will be paid by credit card or transfer of funds.

9.8 **Medical Certificates:** The Agent or Group Representative agrees to inform the Summer School and pay the relevant fee in advance if they require the Student to be issued with a Medical Certificate following a visit to a doctor or hospital.

9.9 **Staff supervision during activities and excursions:** Agent or Group Representatives understand and agree that the Student will take part in properly supervised and suitably instructed sports and outdoor pursuits as set out in the course programme.

Student's accommodation: The Summer School reserves the right to organise the Student's accommodation as it deems appropriate and taking account of student numbers, ratio of girls and boys and available boarding accommodation. The rights and freedoms of individual students will be respected.

10 Data Protection

10.1 **Data protection:** By agreeing to be bound by these Terms and Conditions, the Agent or Group Representative or Student, depending on age, authorises the Summer School to process personal information including financial and sensitive personal information as is deemed necessary for the legitimate purposes of the Summer School, in accordance with our Privacy Notices which can be found on the main Sedbergh School website.

10.2 Sedbergh School - the charity, its charitable and all trading subsidiaries - will always keep personal detail of both students and Agent or Group Representatives safe and secure. Our privacy





notices can be found on our website (<https://sedberghschool.org/privacy-policy/>) or by request from **The Director of Compliance**, Sedbergh School, Malim Lodge, Sedbergh LA10 5RY or tr@sedberghschool.org. If a student, agent or Agent or Group Representative has any concerns about the data we hold or do not wish to receive any further communications from us, please contact **The Director of Compliance** (tr@sedberghschool.org).

Governing Law

- 10.3 **Governing law:** This contract is governed by the laws of England and Wales and the parties submit to the exclusive jurisdiction of the courts of England and Wales.

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