

Oxford Study Courses Ltd Revision Courses Terms & Conditions

1 Definitions

- 1.1 "OSC" is Oxford Study Courses Ltd.
- 1.2 "IBSCA" is International Baccalaureate Schools and Colleges Association of the UK and Ireland.
- 1.3 "Workshop" is one or more of the IB Teachers' Workshops for PYP, MYP and DP, run by IBSCA in which the Applicant has enrolled.
- 1.4 "College" is one of the Colleges or locations which IBSCA hires for the purposes of holding the Workshop within which residential applicants will live and classes will be held.
- 1.5 "Staff" are the people engaged by IBSCA to deliver the Workshop.
- 1.6 Applicant means the individual or school who submits an application for one or more people to attend a Workshop
- 1.7 "Delegate" means the teacher attending the Workshop.

2 OSC Responsibilities

- 2.1 OSC will acknowledge receipt of the application and invoice the Applicant accordingly. The Workshop requires a minimum enrolment of five Delegates and may be cancelled if there are insufficient applicants. Final confirmation of the Workshop will be made at the latest 4 weeks before the Workshop date. If the Workshop is cancelled due to insufficient Delegates, full refund of the Workshop fees will be made.
- 2.2 For residential Delegates, OSC will arrange for accommodation from the start date of the Workshop in which the Delegate is enrolled up to and including the night before the end date of the Workshop in which the Delegate is enrolled. Accommodation within one of the Colleges used by IBSCA is also subject to the Terms and Conditions of the College.
- 2.3 OSC will confirm Delegate enrolment subject to availability in any Workshop only after full payment is received from the Applicant.
- 2.4 OSC will use reasonable care and skill to ensure that IBSCA provide to the Delegate
 - 2.4.1 the Workshop for which the Delegate is enrolled, including the provision of Workshop materials;
 - 2.4.2 accommodation and meals as outlined in the Workshop description.

3 Applicant Responsibilities

- 3.1 The Applicant agrees to confirm that his or her school is a current member of IBSCA before stating this on the application form.
- 3.2 The Applicant agrees to pay the Workshop fees at least one month before the start of the workshop.
- 3.3 Delegates must ensure that while attending an IBSCA Workshop, they act with respect and courtesy towards all students, teachers, staff, and other college visitors, and behave in accordance with the College rules at all times. In particular Delegates must:
 - 3.3.1 not possess or use any illegal substances;
 - 3.3.2 comply with the day-to-day rules of the Workshop

and any instructions given by IBSCA Staff; and

- 3.3.3 IBSCA has a zero-tolerance policy towards the actions set out in 3.3.1 above, which are likely to result in instant dismissal from the Workshop and may result in police involvement.
- 3.4 Delegates will be responsible for arranging any insurance cover they wish to have including:
 - 3.4.1 medical and dental insurance;
 - 3.4.2 travel insurance for their travel from home to the Workshop;
 - 3.4.3 contents or other personal possessions insurance which fully covers them for damage or loss of their personal belongings; and
 - 3.4.4 cancellation insurance which covers them if they are not able to take up their place for any reason such as ill health, visa problems, flight changes or to cover them in case of the Workshop being cancelled due to insufficient numbers.
- 3.5 It is essential to the safety and wellbeing of each Delegate that the application form is completed accurately and fully. Delegates with disabilities or any educational, dietary, social, personal, psychological, medical or religious needs that may require special attention, treatment or medication are obliged to provide sufficient information at the time of booking to enable OSC to consider whether reasonable adjustments can be made to accommodate them. OSC will use its reasonable efforts to ensure that any reasonable request is accommodated.
- 3.6 Failure to notify OSC of any such need as set out in 3.5 above prior to the Course start date may result in OSC having to withdraw the offer of a place on the Course. OSC reserves the right to request medical evidence in such form as it, in its absolute discretion, deems appropriate in light of the special requirements.

4 Liability

- 4.1 The Applicant and/or Delegate indemnifies and holds harmless OSC and IBSCA, their agents, staff, officers and representatives against any failure by the applicant to comply with these conditions and any regulations reasonably imposed by the organisers in connection with the operation of the Workshop.
- 4.2 Other than those implied by statute, the organisers make no warranty about the services and the courses it provides. The workshops are approved by the International Baccalaureate Organization, led by IB-approved workshop leaders and using IB resources. But, it is for the Delegate to determine the suitability of any Workshop for him or herself.
- 4.3 The organisers will not be liable for any loss or damage, whether direct or indirect, suffered by the applicant or any sponsoring institution caused by negligence or breach of these terms and conditions. The organisers are not responsible for any loss, theft or damage to the Delegate's personal property during the workshop.

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- 4.4 In the event of any such liabilities arising, the maximum liability of the organisers shall be equivalent to the amount of fees paid for the Workshop, although nothing in these terms shall limit liability for those liabilities that cannot be excluded by law, including personal injury caused by negligence or fraudulent misrepresentation.
- 4.5 Save only for liabilities which cannot by law be excluded, the maximum liability of OSC for breach of contract shall be the amount of fees paid for the Workshop.

5 Termination and Cancellation

- 5.1 In the event of non-compliance with these terms and conditions, IBSCA and/or OSC reserve the right to ask the Delegate to withdraw from the Workshop.
- 5.2 No refund of Workshop fees will be made under any circumstances where the Delegate is:
- 5.2.1 Asked by IBSCA and/or OSC to withdraw from the Workshop;
- 5.2.2 Voluntarily withdraws or cancels their enrolment in the Workshop within 14 days of the start of the workshop.
- 5.3 In the case of withdrawal or cancellation due to the refusal of a visa application, OSC will refund fees minus a handling charge of £50, provided that the Delegate can present proof of visa application refusal.
- 5.4 Once the Delegate's place on the workshop has been confirmed by OSC, the Applicant has a cancellation period of fourteen days in which to cancel for a complete refund.
- 5.5 If OSC is notified of cancellation after the cancellation period but more than 14 days before the start of the workshop, fees will be refunded minus a handling charge of £100. Notification of cancellation can be through fax, email or letter.
- 5.6 Fees become immediately payable on booking a workshop. If payment is still outstanding after the cancellation period and the Delegate's place is subsequently cancelled by or on behalf of the Applicant, fees must be paid in accordance with 4.5 above.

6 Force Majeure

- 6.1 The organisers will not be liable to the applicant or other person or organisation paying for the courses in the event of any change in the Workshop, accommodation or planned activities due to circumstances beyond their reasonable control.

7 Privacy and Data Protection

- 7.1 Any information that is provided will be treated in accordance with OSC's Privacy Policy available here, for the purposes of providing the services and goods requested. It may also be used for customer management purposes. By providing this information, the applicant consents to the use of this information for these purposes.

- 7.2 The Delegate agrees that the organisers can use photographs of the applicant taken during the Workshop for their marketing purposes. If the Delegate does not wish to participate in such photographs, then please indicate on the application form.

8 General

- 8.1 This agreement represents the entire agreement and understanding between IBSCA/OSC and the Applicant and supersedes any previous agreement relating to the subject matter of this agreement. No term of this agreement shall be enforceable by a third party.
- 8.2 This agreement shall be governed and construed in accordance with the law of England and Wales. Each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of England and Wales over any claim or matter arising under or in accordance with this agreement.