

# Terms & Conditions

Accredited by the  
 BRITISH  
COUNCIL  
for the teaching  
of English in the UK

**celt**  
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LANGUAGE TEACHING

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## PRICE-LIST NOTES (2024)

The information provided below applies to all students: those who have booked individually as well as those who have booked through an ETO (Educational Tour Operator).

1. The minimum age is 13 for the "Holiday Language Course" and for closed group courses, 16 for "One-to-One" programmes, and 17 for our "General English Course," "Executive English Course," and all exam preparation courses except for OET which is 18+. CELT does not run classes for complete/false beginners. If a student arrives and is too low for the elementary class, CELT will provide one-to-one lessons to the value of the fees paid but this will not cover the entire length of their stay because of the price difference.
2. Airport collections by a CELT representative can be arranged for both individuals and small groups. Under-18s travelling as unaccompanied individuals should book a taxi transfer with CELT at the time of booking.
3. Students are not insured by CELT or by the homestay providers against illness, accident, theft, loss of personal effects, curtailment, etc. and CELT accepts no responsibility in such circumstances. It is strongly recommended that students take out appropriate insurance in their own country to cover these risks. CELT is not responsible for costs of any uninsurable risks.
4. **New students are only tested on Monday mornings**, so students should plan to arrive in Cardiff on the Saturday or Sunday before the course starts. Students who miss the Monday morning test will have to wait until the following Monday to be tested and join classes. Students can start on any Monday (or Tuesday in the case of a public holiday) in term time.

## BOOKING CONDITIONS & METHODS OF PAYMENT

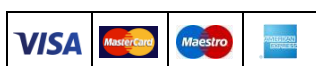
1. A deposit of £150.00 for tuition and £100.00 for accommodation (if required) must be paid at the time of booking. The deposit is non-refundable and non-transferable. The deposit is not an extra and will be deducted from the total fees, i.e. when **all** the fees are paid in full.
2. Students who are sponsored by their governments/embassies have to pay the deposit as explained above at the time of enrolment. The deposit will be refunded to the student only when they have completed the course they have booked. Financial guarantee letters must be sent to **CELT** within 15 days of the course starting date. After that time students will be liable for their course fees.
3. The booking will be confirmed only on receipt of the deposit and a completed application form. The deposit must be paid before a place can be reserved and accommodation arranged. Course and accommodation fees will be charged from the date indicated in the application form and/or letter of acceptance. No refunds will be made for students arriving late or leaving early.
4. **The balance must be paid in full at least 15 days prior to arrival.** If no payment is received, CELT has the right to cancel the booking (both tuition and accommodation). In the case of a late enrolment, course (and accommodation) fees must be paid in full at the time of booking. Students will not be allowed to start their course or access their accommodation unless full payment of their fees has been made.
5. **All payments must be made in sterling.** If payment is made by bank transfer, you are requested to ensure that the amount paid includes **all** bank charges for transmission, both in your own country and in the UK, otherwise you may find that there is still a balance to pay when you arrive. **Please clearly state your name on the bank transfer form and send us a copy by email.** You should allow approx. 8 working days for the payment to arrive.
6. CELT reserves the right to annul the booking if any of the above terms are not met.
7. Payment may be made using the following methods:

### BANK TRANSFER

<b>Name of account:</b>	Centre for English Language Teaching	<b>Account No:</b>	11775111
<b>Name of bank:</b>	HSBC	<b>Sort Code:</b>	40-16-12
<b>Address:</b>	259 Cowbridge Road East Cardiff CF11 9TN, UK.	<b>SWIFT Code:</b>	HBUKGB4B
		<b>IBAN Code:</b>	GB74HBUK40161211775111

### CREDIT CARD

We accept payment by Visa, MasterCard, Maestro, & American Express



## ACCOMMODATION NOTES

1. Half-board homestay accommodation for adults includes bed, breakfast, and evening meal during weekdays and full-board at the weekend. For teenage students homestay accommodation is full-board with a packed lunch provided from Monday to Friday and whenever there are full-day excursions. Homestay accommodation for students under 16 can only be arranged for a maximum period of 4 weeks.
2. We are only able to arrange accommodation for students attending classes at CELT. Students leaving their course early will also have to leave their accommodation. Please give us at least 3 weeks' notice if a student requires homestay accommodation. We cannot guarantee that we can find a homestay provider at short notice. Homestay accommodation for students attending one-to-one classes is based on a minimum of 10 hours per week being booked. All accommodation is subject to availability.
3. Students who want to keep their room and possessions in their homestay accommodation during holiday breaks will have to pay a retention fee of 50% of the homestay fee each week.
4. Students who need a special diet (gluten free, lactose free, halal, vegetarian, vegan, etc.) will be charged an additional £24.50 per week to help offset the additional cost to homestay providers. We only have a limited number of homestay providers who can cater for special diets.
5. Students booking a room in CELT Student Residence must pay a deposit of £100.00 for the room and £20.00 for the key. The deposits will be returned after the student leaves and the room is checked and found to be in good order. Deposits will be returned to the same bank account or credit card used to make the payment.

## CANCELLATIONS

1. If a student cancels for whatever reason, CELT will retain the deposit paid (tuition and accommodation).
2. In the case of a student being refused a visa to study here, CELT will refund any course fees paid only if the student provides proof in the form of an official refusal notice issued by a British Embassy or UKVI. The initial £150 deposit is non-refundable and non-transferable. Fees will only be refunded to the person who made the payment and will be sent to the same bank account or credit card that was originally used.
3. If a student cancels for whatever reason 14 days or less before the course starting date, **CELT** will retain 50% of the fees. Cancellations by telephone will not be accepted. Cancellations must be made by email. If a student has booked through an ETO, any refunds will be made through the ETO and not directly to the student. Refunds will be processed within 30 days.
4. Students cancelling after the course starting date will receive no refund.
5. If a student starts later or decides to leave a course before the end of the period booked, no refunds will be made. No refunds (or weeks in lieu) will be given to students wishing to take time off during their course. Students are advised to take out appropriate insurance to cover curtailment of the course due to personal circumstances.
6. The £100.00 deposit for homestay accommodation is non-refundable once a homestay family has been assigned to the student.
7. If a student wants to leave their accommodation (homestay or CELT Student Residence) before the end of the period booked, a minimum of two weeks' notice is required. If no notice is given, the school will be under no obligation to refund any accommodation fees paid.
8. CELT is not open on Saturdays, Sundays and Public Holidays. There are no lessons on official Public Holidays. Lessons falling on those holidays are not recouped later in the week. No refunds or discounts are given in respect of lessons falling on official Public Holidays.
9. CELT reserves the right to terminate a student's course and/or accommodation in case of serious misconduct or if their attendance, attitude or behaviour towards the school or the homestay provider is unsatisfactory. No refunds are given. CELT is not liable for any additional expenses the student might incur due to expulsion from the course and/or accommodation.
10. Students whose attendance is less than 80% will not receive a certificate of attendance at the end of their course.
11. CELT reserves the right to cancel or otherwise modify the dates, times, or any of the other particulars of its courses.
12. CELT cannot accept responsibility or liability for changes or cancellations caused by war, threat of war, civil unrest, government sanctions/embargos, terrorist attacks, industrial disputes, cancellations or changes by airlines, adverse weather conditions, fire, flood, earthquake, infectious diseases, pandemics or other circumstances amounting to "force majeure" and/or Act of God. In the event of an outbreak of infectious disease or pandemic, all students and or parents/guardians are required to comply with rules regarding quarantine as set by government agencies or by the school.
13. In the case of online bookings, students have the right to cancel a course if they change their mind within 14 days of booking. Please note that we will not start providing the services during the cancellation period unless the student expressly requests us to do so.
14. CELT's terms and conditions are governed by the laws of England and Wales and CELT cannot be held responsible for refund or compensatory obligations as mandated by foreign courts of law.