



Intensive language coaching

Language fluency through a combination of intensive lessons, personal coaching, guided self-study and performance monitoring in dedicated language learning environments around the world.

Terms and conditions

How to book a course

To secure a place on an OISE course, please return the Registration Form together with payment of deposit or book online at www.oise.com.

Payment of fees

On receipt of the application and deposit a letter of confirmation is sent with a Statement of Fees which should be settled at least 4 weeks before the course starting date. In the case of registration less than 6 weeks before the course starting date, the full amount of the cost of the course must be sent with the Registration Form. PLEASE NOTE: students will not be allowed to start their course unless FULL PAYMENT has been received by OISE.

Host family address

Students will receive details of their host family address at least 5 days before the course starting date, unless they enrol late. This enables those students travelling independently to let the host family know of their approximate time of arrival.

Late enrolments

There is no latest registration date for courses, but it is advisable to book at least 1 month before the course starting date.

Insurance

Students should make sure that they organise their own travel insurance to cover medical costs and repatriation costs in the case of an accident.

Cancellation conditions before the course begins

- If OISE receives the cancellation more than 14 days before the course starting date, OISE will retain the deposit.
- If OISE receives the cancellation less than 14 days before the course starting date the equivalent of one week's fees will be charged.

Cancellation conditions once the course has started

- The student must give 10 days' written notice to the Principal. A cancellation fee equivalent to 1 week's course fees will be charged. This cancellation fee will be calculated according to the number of weeks actually spent on the course prior to the student's premature departure and not on the number of weeks originally booked. The remaining funds will be paid to the student at his/her home address at the end of the course. 'End of the course' here is defined as the last date of the course specified on the booking form (i.e. if a student books a 12 week course and decides to leave after 4 weeks s/he will not be refunded until 12 weeks after the start of the course).
- If a student wishes to be absent from the course for 1 or 2 weeks for the purposes of taking a holiday s/he must give the Principal at least 2 weeks' notice in writing. Students will be refunded for such absences at the end of the course.
- An administrative fee of £25 is charged for all course changes.

Upgrading and downgrading courses

- Students can only exchange their course for a course of similar value.
- Students who choose to exchange their original choice of course for one of greater value must pay the difference between the two at the time of requesting the upgrade.

Further conditions

OISE only acts as an intermediary between its students and travel organisations on the one hand and host families on the other. Under no circumstances can it be held responsible for any delay or accident during a journey nor can it be held responsible for any accident which may happen during the student's stay with the host family. OISE will, however, endeavour to defend the student's interests in the event of breach of contract on the part of the travel organisation or the host family.

OISE also reserves the right not to allow on the course a student suffering from any mental or physical disability which has not been disclosed on the Registration Form.

Wherever it is agreed between OISE and a student that it would be beneficial for the student to be moved to another OISE course, only a course of equivalent cost will be offered by OISE.

OISE reserves the right to cancel a course, to offer alternative dates or venues, and to make changes to course arrangements as required.

OISE Boston is authorized under Federal Law to enroll non-immigrant alien students.

OISE Sydney – nothing in this brochure forms part of any contract under Australian law. Please contact OISE Sydney directly for information about applying for a student visa.

OISE reserves the right to use photographs taken during courses to illustrate its promotional material. If a student wishes that his or her photo should not appear in this material, they should write to OISE within one month of the photo-shoot. These photos have no commercial or contractual value.

This brochure, issued by OISE, gives the only information that can be referred to in the event of a disagreement between the student and OISE.

Further conditions specific to Young Learners (7-17 years)

OISE reserves the right to issue disruptive students with a warning letter and, if there is no improvement in behaviour, to send them home at their parents' expense.

OISE further reserves the right to send home without a warning letter any student committing a serious offence, especially one involving the police and to include the following: theft, smoking in all OISE buildings, the possession of, purchase of or consumption of alcohol or illegal drugs.

Authorisation to be allowed out in the evening

Parents may indicate on the Registration Form whether they authorise their child to stay out in the evenings without supervision.

Generally, this means that children aged 14 and under are not allowed out unsupervised after their evening meal; those aged 14 and above must return by 22:00. However, students must also respect the house rules of the Host Family, where these times may inconvenience the family; or the authority of the Course Leader on a residential course, where local conditions may make such times inappropriate. Please note that OISE cannot be held responsible for any incident whilst the student is out unsupervised.

Age restrictions

Students aged 18 and over must register for one of the OISE adult schools. OISE reserves the right to transfer an 18 year old from a Young Learners Course.