

1. Registration and Payments

- 1.1 Bookings can be made online only.
- 1.2 All fees must be paid in full at the time of the booking. All payments must be in pounds sterling.
- 1.3 Payments should be made online using a debit or credit card. For any other options please contact the school.
- 1.4 Payment must be received in full before the start of the course. Payment is for the 5-day course, no pro rata fees are available.

2. Cancellations

- 2.1 Registration may be cancelled in writing within 5 working days of booking. In this case the payee will receive a full refund unless the student has already started the course.
- 2.2 Cancellations, which are made after 5 working days of the initial registration, will be charged at the rate of the full fees.
- 2.3 Please note that if your child is not able to attend the course due to illness or any other reason, we are not able to refund any fees.

3. Minimum student numbers

3.1 Some of our courses require a minimum number of students to operate. In the unlikely event that we are unable to meet our minimum requirements to run a specific course, the course may be cancelled. You will have the option to delay to the next session or receive a full refund.

3.2 If you decide to delay to the next session, you will forfeit your right to a refund.

4. Code of Conduct

4.1 ICS reserves the right to exclude a student from the course on any of the following grounds:

if following disciplinary action by ICS, the student continues to be abusive, aggressive, violent or threatening (both verbally and physically); or

- in the reasonable opinion of ICS, the student's behaviour is putting at risk the wellbeing of the other pupils, staff or himself/herself.

4.2 If a student is excluded then the parents will be notified in writing.

4.3 For students under the age of 12, there must be an adult present in the house whilst the student is attending the online course.

4.4 Supervision of children in the home remains the responsibility of the parent/guardian.

4.5 All students attending the online courses will have to sign an e-safety declaration.

5. Health

5.1 ICS accepts students on the assumption that they are in good health.

5.2 It is the responsibility of the student's parents to inform ICS of any particular health or special needs requirements at the time of registration. The School must be notified promptly of any absences through illness.

6. Amendments

ICS reserves the right to make changes to arrangements that may prove necessary. However, ICS will endeavour to notify any significant changes in writing as early as possible.

7. Confirmation

By completing the online booking process or signing the registration form, you confirm that you have read and agreed to ICS's Terms & Conditions.