

OHC

OXFORD HOUSE

Terms and Conditions – OHC New York, Boston and Miami

1. Payment of Fees - All students must have paid in full at least 15 days before arrival. Tuition, accommodation and/or airport transfer details will not be confirmed until all fees have been paid in full.

2. Insurance - Every student must have appropriate medical insurance. **OHC** recommends using Global Guard Insurance (www.guard.me) and offers their insurance for \$2.25/day, minimum of 2 weeks. Students not wishing to take Global Guard Insurance must present an insurance certificate on arrival.

3. Registration Fee and Accommodation Arrangement Fee - The \$150 Registration Fee and the Accommodation Arrangement Fee are non-refundable.

4. Cancellation and Refund Policy

4.1 For cancellation requests received before the first day of class, or for students who never attend their course (no show), students will be charged only the non-refundable registration and accommodation arrangement fees, plus the fees related to any services (such as couriers or insurance) that have already been provided by that date, the sum of which is not to exceed \$500. In addition, student may be liable for fees connected with accommodation cancellation (see section 5 for accommodation cancellation and refund information).

4.2 From the first day of class, no refunds will apply to courses of 4 weeks or less.

4.3 For courses longer than 4 weeks, students who terminate their course within the first four weeks will be entitled to a refund of all tuition fees except for those relating to the first 4 weeks.

4.4 For courses longer than 4 weeks, students who terminate their course after 4 weeks but before or at the mid-point of their course will be entitled to a pro-rated amount of tuition.

4.5 No refunds apply for courses cancelled after the mid-point.

4.6 Refunds are calculated from the end of the last week the student attended classes at the non-discounted rate.

4.7 Pro-rated refunds will be calculated on a weekly basis. **OHC** considers a partial week to be the same as a whole week.

4.8 **OHC** will make all refunds within 45 days of the date of determination. **OHC** will only refund the person or agency that made the initial payment.

5. Accommodation

- Weekly accommodation providers (this includes the Vanderbilt Residence, the West Side Residence and The Broadway Hotel and Hostel)

5.1 Where cancellations are received in writing at least 15 days before the arrival date, the cost of accommodation will be refunded in full.

5.2 For cancellations received in writing less than 15 days before the first day of the accommodation reservation but before the arrival date, the school will withhold a cost equal to one week of accommodation.

5.3 After arrival, four weeks' notice is required to change or cancel accommodation. An administrative fee of \$100 may be applied to any changes. Monthly Accommodation Providers (this includes Hotel 99 and any other accommodation providers not specifically named in this document)

5.4 Where reservations are made more than one month in advance, first two months' payment must be received at least one month in advance.

5.5 Where cancellations are received in writing at least one calendar month before the arrival date, the cost of accommodation will be refunded.

5.6 For cancellations received in writing less than one calendar month before the first day of the accommodation reservation but before the arrival date, **OHC** will withhold a cost equal to one calendar month.

5.7 After arrival, one calendar month's notice is required to change or cancel accommodation. An administrative fee of \$100 will be applied to any changes.

6. General

6.1 **OHC** makes every possible effort to ensure the best deal available for our students. However, if an accommodation provider subsequently publishes a discounted rate, **OHC** cannot be held responsible for the price difference.

6.2 Minimum age to attend our adult group programs is 16 years old.

7. Approval to Use Photos & Printed Material

I understand that **OHC** may take my photograph or ask me for written statements during studies, which may be used for promotional or marketing purposes in the future. I grant **OHC**, and its affiliates, the world-wide right to use my first/given name, country of origin, photograph and written statements for any commercial use.

Initial here if you do not wish to grant permission to **OHC** ____.

8. Loss / Damage

OHC is not responsible for the loss or damage of any personal belongings brought onto the premises or into accommodation; students are encouraged to have sufficient insurance coverage in the event of loss or damage and to ensure the safe-keeping of their belongings at all times.

9. Force Majeure

OHC is not liable in the event they are unable to fulfill any obligation to which it is contractually bound because of fire, natural disaster, acts of governments, failure of suppliers or subcontractors, labor disputes or other reasons outside our control.

10. F1 VISA Holders

An F1 student VISA holder is required to attend a minimum of 80% of all scheduled classes. If your attendance falls below 80% you will be reported to SEVIS and a graduation certificate will not be issued. An F1 student VISA holder must also maintain an 80% or above grade point average throughout their course to obtain their certificate. Failure to maintain an 80% or above average you will be reported to SEVIS.

Please read the following and sign beside:

1. I have read, understood and accepted the **OHC** Terms and Conditions and the Cancellation and Refund policy.

2. I have read and understood the **OHC** price lists and hereby affirm that I have sufficient funds to pay for all tuition costs, accommodation and all other personal expenses during the full period of my course at **OHC**.

3. I authorize **OHC** to take appropriate action in the event of any medical emergency and I understand that I am responsible for all medical bills incurred.

4. I certify that the information provided in this Enrollment Agreement is accurate and complete.

Name: _____

Date: _____

Signature: _____

(If student is under 18 years old, a parent or guardian must sign on behalf)



OHC
OXFORD
HOUSE

New York
226 West 26th St,
9th Floor
New York,
NY 10001
Phone: +1 (212) 732-0288

Boston
Faneuil Hall South Market Building 1,
3rd floor
Entrance between Boston Pewter Company
and Neuhaus Chocolates, Suite 4136
Phone: +1 (617) 939-9318

Miami
1556 Alton Road,
Second Floor
Miami Beach, FL
United States 33139
Phone: 1-305-763-8520

info@ohcenglish.com

ohcenglish.com