

# Terms and Conditions

All courses, equipment and materials are owned, created, operated and/or managed by Periplus Home Education ("Periplus Home Education"), a company registered in England and Wales, address at office 404, Albany House, Regent Street, London W1B 3HH.

All prospective students should wish to discuss the services provided by Periplus Home Education together with their parents. There is no substitute for direct conversation with the staff of our organisation in order to fully appreciate the quality of the environment and services. A visit or phone talk also provides the opportunity to ask individual questions which no prospectus can answer. Appointments can be made throughout the year at a time convenient for you.

## To become a student

1. Complete and sign application form or book a test and give personal details using the form on our website [www.periplus.org.uk](http://www.periplus.org.uk)
2. Pay registration and tuition fee in advance, if, in due course, a place is offered.

Acceptance of a student for entry is at the discretion of Periplus Home Education. A prospective student must satisfy the Administration (by taking an entry assignment or by other such means as may be required) that his or her level of work and behaviour have reached the organisation's required standard. Once accepted and registration and/or course fees have been paid the student is bound by the Terms and Conditions of Periplus Home Education.

## Registration, Consultation and Tuition Fees

Full payment (or the first instalment) and confirmation of a package chosen must be received before an enrolment letter and student card can be issued. In the case of money sent by bank transfer a period of up to 2 weeks must be allowed for receipt of payment, although an enrolment letter may be issued upon official confirmation of pending transfer from the payer's bank. A minimum of up to seven clear working days has to be allowed for clearance of cheques drawn on a UK bank. If a UK bank cheque is returned unpaid for whatever reason a fee of £10 will be charged. Fees include only what is described in the contract between Periplus Home Education and a parent of the student. Examination fees (A-level and GCSE) are payable in addition to course fees. Periplus Home Education reserves the right to charge an administration fee of up to £50 on all invoices and reminders on fees not paid by the due date. The organisation may look to the student and/or either parent for payment of fees. In the event of the fees remaining unpaid for more than a month after a date due, Periplus Home Education reserves the right to remove the student's name from the register forthwith.

Consultation and tuition lengths are adjusted to accommodate public holidays. The non-refundable registration fee of £200 includes a first enrolment letter, student card, access code to the portal and forums, letters of the student's progress throughout the course, receipt and certificate. Letters will not necessarily be issued to students who have not paid or attended to the level required. Letters or documents must be requested at least one working day before collection.

The registration fee will be forfeited if the place is not taken up.

Periplus Home Education reserves the right to alter the fees from time to time. Such alterations will be notified to parents in writing in advance.

## **Location of Consultation Sessions and Tuition**

The courses referred to herein are delivered at Paddington Academy, Marylands Road, London W9 2DR (Warwick Avenue tube station) unless specifically stated otherwise (e.g. online courses, other Periplus Home Education premises, visits offsite to places of interest, students' houses etc.) Please refer to individual schedule details on the website at the time of booking and shortly before the start date of your studies. Students must ensure that they have confirmed the location of their course in advance.

## **Consultation sessions changes**

A student may change consultation sessions times as often as he or she wishes depending upon the availability of places in the classroom at the time required (usually 10-11 students in a classroom at a time). Where a student insists, against the recommendation of Periplus Home Education, to attend fewer consultations it is up to his or her full discretion to do so. If a student is absent for more than 2 subsequent weeks without giving any reason, the student's name will be temporarily removed from the group register.

## **Consultation sessions**

Periplus Home Education reserves the right to alter, cancel or combine consultation sessions when necessary, and to change teacher/group allocation when appropriate. Periplus Home Education cannot guarantee the time and/or location of a student's consultation sessions although every effort is taken to comply with a student's request.

## **Amendments to consultation sessions and tutorials schedule**

Upon booking your package you will receive a written confirmation of the start dates for each of your chosen modules. Consultation sessions numbers are strictly limited and you are strongly advised to read through the confirmation letter thoroughly in order to ensure your availability on the specified days. Students who wish to make changes to their schedule must do so in writing at least 7 days before the course module is due to start. No changes can be made after this point. Whilst we try to be flexible, Periplus Home Education reserves the right to make an administration charge of £25 for any changes to your consultation sessions schedule.

## **Attendance**

## **Student records**

Upon payment of the registration fee the student agrees to the keeping of personal records on the Periplus Home Education computer system. The student must keep Periplus Home Education informed of any changes to home addresses, emails and contact telephone numbers.

## **Refunds**

At least 24 hours' notice is required in all cases; any other consideration is entirely at the discretion of Periplus Home Education. Payments made by credit or debit card can only be paid back onto the same card, and those made by bank transfer are returned to the same bank account from which the payment originated. Fees can be returned only to their origin and only by the method by which they were received.

We do not refund or exchange books, CDs or DVDs.

No remission of fees for the whole or any part of the term can be allowed by absence through illness, infection or any other cause. Parents may consider taking out insurance against such eventuality.

## **Withdrawal from your course**

At least three months period prior notice in writing given not later than the first day of studies, or payment of three months fees, is required before the removal of a child from the programme. Unless such notice is given, the payment of full fees for the next term will be required in all cases. A term's fees will also be payable if, after acceptance of a child for entry, s/he does not enter at the agreed time and the Periplus Home Education does not receive at least one term's prior notice of such a decision.

If for any reason you wish to withdraw from your course, we ask that you notify us in writing or email at least 21 days before the commencement date stating the reasons for your withdrawal. A "course" is defined as one or more course modules booked in a single enrolment. Refunds may be given at the sole discretion of Periplus Home Education only if written notice is received in the required time period. Registration fees are non-refundable.

Please note that if you pay the course fees in full, you can only apply for a refund of the full fee (less deposit) before the 21 day notice period. If you withdraw from the course when this notice period has elapsed, then the fees are non-refundable. If you opt to pay in instalments it is still necessary to give 21 days notice if you wish to withdraw. If you do not do so, then your instalments will remain payable in the normal manner.

Periplus Home Education reserves the right to require the removal (permanent or temporary) of a child at such time (whether immediate or subsequent) as the Director may stipulate if, in her opinion, the interests of the organisation require such an action. A pro-rata proportion of fees, less an administration charge, may be refunded in such circumstances. Payment of invoices in respect of extras for students who have left Periplus Home Education is due immediately.

## **Paying in Instalments**

Payment in instalments is possible if arranged in advance according to the following guidelines. All students wishing to pay by instalments must provide either:

1. Written evidence of a monthly Standing Order arranged to credit Point Blank's designated account with the first payment due two weeks before the first day of the course and thereafter on the 5th of each month until all due payments are completed.
2. Valid credit or debit card details from which Periplus Home Education will deduct the course fees as and when they become due.

## **Payment by third party**

Where lesson fees are paid by a person other than the student, a refund or course transfer can only be made with the written consent of both parties who must present themselves in the organisation with the proper identification. Fees will only be refunded to the payer. (See above).

## **Behaviour**

Whilst on the premises owned and/or rented by Periplus Home Education as well as at their homes during the private tuition all students are expected to conduct themselves in an orderly fashion, to show consideration for others and to treat the staff, facilities and their classmates with due respect. We attach importance to courtesy, integrity, manners and good discipline. The company reserves the right to refuse to teach and/or consult any student whose behaviour causes annoyance, distress or offence to others. Persistent offenders will have their course cancelled. In such cases, full fees will remain payable.

The Parents will behave appropriately when on premises owned and/or rent by Periplus Home Education.

In cases where premises are rented in school buildings, parents might not be allowed to enter the premises except in the instances where Parents should wish to inspect the premises prior to the booking of consultation sessions.

## **Use of Property owned and/or rented by Periplus Home Education**

Each student is responsible for ensuring that no Periplus Home Education equipment or property is damaged, lost or stolen as a direct or indirect result of their own action or failure

to act appropriately. Each student is also responsible for the conduct of any guests they may invite on to the premises owned and/or rented by Periplus Home Education. Guests may not be allowed in the premises rented by Periplus Home Education.

In the event that any equipment or property owned and/or Periplus Home Education is damaged, lost or stolen as a direct or indirect result of the action or failure to act appropriately of any student or guest, the student agrees to pay all costs in full including replacement or reparation of such damaged property.

## **Complaints**

Complaints (Feedback) Cards are available from Periplus Home Education staff and/or on our website for any student who wishes to make use of them. Periplus Home Education welcomes constructive comment and all complaints are dealt with in confidence.

## **Liability**

Periplus Home Education, its employees and representatives accept no responsibility for personal injury and/or loss of/damage to personal property, whether by fire, burglary, theft, evacuation or otherwise.

## **Force Majeure**

Periplus Home Education, its employees and representatives are not liable for damages for cessation of operation and resulting cancellation of courses due to earthquake, fire, flood, explosion, terrorist attack, plane crash or any other disaster outside its control.

## **Data Protection**

By signing the Acceptance Form or by agreeing to be bound by these Terms and Conditions the Parents on behalf of themselves and so far as they are able on behalf of the student authorise Periplus Home Education to process personal information including financial and sensitive personal information as is deemed necessary for the legitimate purposes of the Organisation.

Periplus Home Education holds information about the Student and his/her parents including exam results, parents' and guardians' contact details and financial information and details of medical conditions. That information is kept electronically on the Periplus Home Education information management system or manually in indexed filing systems.

These paragraphs refer to the "processing" of information. "Processing" is a catch-all term and means obtaining or recording information or carrying out any operation on the information such as storing or using the information or passing it on to third parties.

Periplus Home Education processes information about the student and his/her parents in order to safeguard and promote the welfare of your child, promote the objects and interests of the organisation, facilitate the efficient operation of the organisation and ensure that all relevant legal obligations of Periplus Home Education are complied with. Examples may include: the

organisation keeping details of medical conditions from which the student may suffer so that staff will be able to respond appropriately in the event of a medical emergency, and/or the organisation processing financial information obtained from you or from third parties such as credit reference agencies.

Periplus Home Education may process different types of information about the student for the purposes set out above. That information may include:

- Medical records and information, including details of any illnesses, allergies or other medical conditions suffered by your child;
- Personal details such as home address, date of birth and next of kin;
- Information concerning the student's performance within the organisation, including discipline record, reports and examination reports;
- Financial information including information about the payment of fees to Periplus Home Education or any other educational organisation.

Where, in the professional opinion of the Director it is deemed necessary we may share information with certain third parties according to the law.

Periplus Home Education may enter into a separate arrangement for the payment of fees, and in order to verify your identity and so that we can assess your application for credit, search the files of any licensed credit reference agency who will keep a record of that search and details about your application. This record will be seen by other organisations which make searches about you. Failure to supply information may result in a refusal of credit.

Periplus Home Education reserves the right and retains copyright to all promotional photographs which may be taken of students on its premises.

## **Consumer Protection**

Care has been taken to use plain language in these Terms and Conditions and to explain the reasons for any of the terms that may appear one-sided. If any word/s, alone or in combination, infringe the *Unfair Terms in Consumer Contracts Regulations 1999* or any other provision of law, they shall be treated as severable and shall be replaced with words which give as near the original meaning as may be fair.

## **Disclaimer**

Periplus Home Education makes every effort to ensure the accuracy of all printed and promotional material, and all information is correct at the time of publishing. The company reserves the right to change information at any time and will endeavour to give sufficient notice of any changes. Our promotional and marketing material is meant for illustration purposes only and does not constitute any contractual agreement between Periplus Home Education and any other person.

Periplus Home Education:

- Accepts no responsibility for loss, damage or theft of personal belongings.
- Reserves the right to alter advertised tutors at any time.

- Reserves the right to cancel courses at any time and to transfer bookings to rescheduled dates. Students unable to attend rescheduled dates may be entitled to a refund or other credit.
- Reserves the right to vary the course materials without notice and to refuse any application or request for a course booking without giving a reason.
- Takes no responsibility for the quality of services or products provided or offered by third party advertisers and/or vendors. Inclusion in the course materials or presence during a course is not a recommendation or endorsement by Periplus Home Education.

## **Law and Jurisdiction**

These Terms and Conditions shall be governed by English law and the courts of England and Wales shall have exclusive jurisdiction over any claim, dispute or difference which may arise out of them.