

GENERAL TERMS & CONDITIONS

- All tailor-made course bookings must be finalised a **minimum** of 12 weeks prior to arrival date in order to prepare materials, lecturers, activities, class space and accommodation (if required). Final payment should also be made at this time if possible, if not, no later than 5 weeks prior to arrival date.
- For short courses, all fees are payable in full, prior to course commencement, if not arranged otherwise.
- All fees quoted are in \$AUD, quote is valid for tours commencing in 2020.
- No fee reimbursement is applicable for Public Holidays that fall within the tour dates.
- Sick leave for students taken during the programme is non-refundable.
- Basic personal details (including full name, date of birth, gender, allergies and etc) and contact + emergency contact information should be provided for each student in the group.
- Group Leaders: Group Leaders/Supervisors accompanying the group to Perth, may sit in the classes free of charge, however, they should notify the college if they wish to join classes or only activities. Costs for the supervisors include the **activity fees** and **airport transfer/accommodation fees** (if selected).
- A college supervisor will be provided for all sightseeing activities booked through the college and is included as part of the quoted activity price.
- Activity fees charged cover entry fees etc. only as stated. Transport to and from the college to the activity (Bus charter or Smart Rider top-up for public transport for activity) is quoted as part of the activity price.

CANCELLATIONS:

Once tour is confirmed, the Administration fee, Accommodation placement fee and Airport transfer fee is non-refundable. To cancel a group booking, once confirmed, a minimum of 4 weeks notice must be provided - in writing, prior to scheduled arrival date.

- If less than 4 weeks' notice is given, 50% of 2 weeks tuition fees will be charged as a cancellation penalty as well as 50% of homestay and activity fees.
- If tour is cancelled with 2 weeks or less as a notice period - 70% of 2 weeks tuition fees will be charged as a cancellation penalty - and homestay + activity fees will be non refundable. Once the commencement date has passed, there is no refund applicable.

GENERAL INFORMATION:

If you have any other suggestions for activities or accommodation options, please let us know prior to confirming and a quote can be arranged according to your requirements.

Please note that activities might be subject to change due to availability and weather permitting on the day and an alternative activity of equal value will be offered/organised in this instance.

BOOKING CONFIRMATION:

Should you wish to proceed with this booking, please confirm in writing your selection to:

Email: marketing@languagelinks.wa.edu.au