

# TERMS & CONDITIONS

All registrations are subject to the following conditions which become legally binding once the registration is confirmed by Brooklyn School of Languages.

## 1. Registration and booking

1.1 For Standard, Semi-Intensive, Combined, Business, Part-Time Evening, 1-to-1, and Junior Program Courses:

All Standard, Semi-Intensive, Combined, Business, Part-Time Evening, 1-to-1, and Junior Program course bookings submitted to Brooklyn School of Languages (BSL) are only accepted on receipt of written confirmation from BSL or its authorized representative. A \$300 deposit per student is payable at the time of booking (individual or group bookings) for course only bookings, and \$600 for course + accommodation bookings. Payment in full must be received a minimum of 28 days before the course start date, or immediately in the event of late booking (bookings made within 28 days of the start date).

All payments must be in U.S. dollars.

1.2 For Intensive Course:

All bookings submitted to Brooklyn School of Languages (BSL) are only accepted on receipt of written confirmation from BSL or its authorized representative. A \$300 deposit per student is payable at the time of booking for course only bookings, and \$600 for course + accommodation bookings. For short-term courses of 1 – 7 weeks in length, payment in full must be received a minimum of 28 days before the course start date, or immediately in the event of late booking (bookings made within 28 days of the start date). For long-term bookings of 8+ weeks in length, payment for the student's first 8-week session must be received a minimum of 28 days before the course start date, or immediately in the event of a late booking (bookings made within 28 days of the start date). For long-term students (8+ weeks), payment of each continued 8-week session must be received prior to the start of each session as a part of the registration process. All payments must be in U.S. dollars.

## 2. Cancellations and refunds

All cancellations must be made in writing and will be confirmed in writing by BSL.

2.1 For the Standard, Semi-Intensive, Combined, Business, Part-Time Evening, 1-to-1, and Junior Program Courses, cancellations are subject to the following charges:

- More than 28 days before course start date: A full refund will be made.
- Between 14 and 28 days before course start date: \$300 administration fee.

- Less than 14 days before course start date: \$300 administration fee and \$300 accommodation fee (for host families if applicable).
- After course start date, no refund will be applicable for courses of 4 weeks or less.
- For courses longer than 4 weeks, students who terminate their course after 4 weeks but before or at the mid-point of the course, a pro-rated amount of tuition will be refunded.
- No refunds apply for courses cancelled after the mid-point.

2.2 For the Intensive Course, cancellations are subject to the following charges:

- More than 28 days before course start date: A full refund will be made.
- Between 14 and 28 days before course start date: \$300 administration fee.
- Less than 14 days before course start date: \$300 administration fee and \$300 accommodation fee (for host families if applicable).
- After course start date, no refund will be given.
- \$75 express mailing fee is nonrefundable in all circumstances.

Please note: refunds are calculated from the end of the last week the student attended classes at the non-discounted rate. Pro-rated refunds will be calculated on a weekly basis.

2.3 For the Student shared house in (Bed Stuy) and the small student residence (East Bushwick), cancellations are subject to the following charges:

- More than 28 days before accommodation start date: A full refund will be made.
- Between 14 and 28 days before accommodation start date: 50% of accommodation fee.
- Less than 14 days before accommodation start date: 75% of accommodation fee.
- After accommodation start date, no refund will be given.

### **3. Visa support**

Our adult courses (except the Intensive Course) and our junior summer camp courses can be followed on a tourist visa, or ESTA if applicable. The Intensive Course option (30 lessons, 22.5 clock hours per week) requires an F1 Student Visa, or proof of U.S. citizenship or residency. BSL is an SEVP-certified school and is authorized to issue I-20 forms for prospective F1 students. Where relevant, the school will supply supporting documentation to enable students to secure tourist visas and/or student visas for the U.S. pending eligibility requirements.

### **4. Alterations By the Student**

Any alterations by the student must be confirmed in writing and BSL will respond in writing. BSL recommend students arrange full insurance cover against possible cancellation charges.

## **5. Reduction in Lessons**

In the event that there are insufficient students to form a class, BSL reserves the right to offer the student individual classes as an alternative. The lessons may be reduced as follows:

- Standard courses (morning and afternoon) (20 lessons): reduced to 10 individual lessons (of 45 minutes in duration)
- Semi-Intensive and Business courses (22 lessons): reduced to 11 individual lessons (of 45 minutes in duration)
- Part-Time Evening course (20 lessons, 20 clock hours): For 2 students only, reduced to 4 weeks, eight-hour classes (16 clock hours). Evening courses are not available for 1 student only.
- Intensive course (30 lessons): reduced to 24 individual lessons (of 45 minutes in duration)

## **6. Maximum Lessons for Business Course**

For the Business English Course, students are permitted to take a maximum of 8 weeks (184 lessons) of this course. For students wanting to study for longer, they will need to switch to a different course after their eighth week.

## **7. Lessons lost on bank holidays**

When the holiday falls on a Monday, classes will begin on Tuesday. Lessons falling on school holidays will be made up during the rest of that week.

Thanksgiving: classes lost that week will be partly made up during the week. Students will have 4 days' worth of lessons over 3 days (therefore only one day will be lost).

## **8. Level of English**

8.1 If a student does not have the minimum level of English required to follow a specific course, as determined by the BSL placement test, BSL reserves the right to move the student to an appropriate course for their level.

8.2 For the Business English Course, students must score a minimum of Upper Intermediate on all 3 sections of the placement test (grammar/vocabulary/reading comprehension, speaking, and writing) to be eligible to take the Business English Course. If students do not receive the score of Upper Intermediate on all of the sections, yet score Upper Intermediate when all sections are averaged together, they will be placed in the Upper Intermediate level in the Semi-Intensive English Course until they are ready to be moved in the Business English Course.

8.3 The Summer Junior Program has a minimum level requirement of pre-intermediate – students at beginner or elementary level cannot be guaranteed a class.

## **9. Airport transfers**

Students must submit their flight details (airline name, arrival time, flight number and point of origin) and their contact cell phone number to the school at least 7 days before their departure/arrival. The student's cell phone is used

only for airport transfers in case the driver cannot find the student and has to get in touch with him/her. BSL does not use students' cell phone number for any other purpose.

The school cannot be held liable for any extra charges if the student has not provided his/her contact cell phone number for airport transfers (if the student cannot find the driver and has to make his/her own way to his/her accommodation for example).

If a flight is missed or delayed, the student must email the school immediately on [info@brooklynschooloflanguages.com](mailto:info@brooklynschooloflanguages.com) to let us know (emails are picked up everyday). The school cannot be held responsible if the airport transfer provider charges the student again for a new transfer.

## **10. Disciplinary and behavior issues**

BSL reserves the right to refuse or exclude any person at any time prior to or during the operational dates of the center if in the opinion of BSL, that person is incompatible with the general well-being and safe running of the center.

This includes, but isn't limited to criminal, abusive or violent behavior, putting themselves or others at risk, use of alcohol by minors, use of illegal drugs, and refusal to follow the rules of the center. In this instance, no refund will be given and any costs incurred, including damages, will be passed on to the student or their parents/guardians, including any repatriation costs.

## **11. General**

11.1 Arrangements and courses outlines in BSL publicity materials are given in good faith. However, courses, activities and timetables may be subject to change for reasons of safety, or in the event of unsuitable weather conditions or other factors, which may arise beyond our control. BSL reserve the right to change the particularities of courses, including changes to course, venues, facilities or dates of programs where circumstances beyond our control necessitate such changes or where the level of bookings received does not reach the minimum number required to operate a course viably. In this event, BSL shall either provide comparable services or refund such part of that service which relates to the change. In either case, BSL's liabilities shall cease and clients shall have no other or further claim against BSL.

11.2 BSL reserves the right, by giving notice to clients at any time before the start date, to increase the price of the services being provided to reflect any increase in costs to BSL, which is due to factors beyond BSL's control, such as, without limitations, significant increase in accommodation costs, transport costs, labor costs etc. BSL does not accept liability for personal injury or the death of any student unless caused by the proven negligence of BSL or its servants.

11.3 Provision by BSL of the services outlined in this document and other promotional material, is dependent on receipt of a completed liability

disclaimer form, health information sheet and the student's acceptance of the various rules imposed by BSL.

11.4 Any complaints against any aspect of the services provided by BSL should be addressed in the first instance to the local representative on site. In the event that the matter is not resolved, the client or his agent should make an immediate complaint in writing to BSL's main office. All complaints will be investigated by the school and may be subject to an appropriate refund provided that the complaint is deemed to be valid, the complaint received within one month of the end of the course and that all fees and costs associated with the booking had been settled in full as laid out in the details above

## **12. Approval to use image, video & and printed material**

BSL may take photographs and/or videos during the stay for promotional purposes. By agreeing to appear in any photographs/videos, the student agrees that BSL may use these images to promote their products and surrenders any right to royalties. To request that a specific image be removed from the public domain because it is felt inappropriate, students must contact BSL in writing.

## **13. Liability and Force Majeure**

BSL does not accept any liability for the loss of damage of any property belonging to students. BSL accepts no responsibility for losses or additional expenses in the event of cancellation (whether whole or part) or change due to acts, omissions, or accidents beyond the reasonable control of BSL, including, without limitations, delays in travel services, obligatory compliance with any government order, rule, direction or regulation, an Act of God, riots and/or civil commotion, war or hostilities, acts of terrorism, invasion, explosion, accident, fire, flood, lightning, storm, illness, widespread disease or infection.