

STANDARD TERMS AND CONDITIONS 2024

By completing the application form you are agreeing to the terms and conditions listed in this document. UWC Atlantic Experience is a departmental brand of UWC Atlantic, herein referred to as UWC Atlantic Experience; UWC Atlantic; Us or the College.

Payment

Payment in full must be made within 14 days of receipt of the offer letter to the relevant programme. Should payment not be made within this period, UWC Atlantic Experience reserves the right to cancel the applicant's booking.

All payments must be made in British Pounds sterling (GBP) and any transfer or exchange fees must be paid for by the payee.

All booking fees are calculated in British Pound Sterling (GBP), and will not be recalculated or modified in line with any fluctuation in the UK exchange rate or bank charges. Any applicable refunds are similarly calculated in GBP and are subject to the same conditions.

Additional fees apply for services including but not limited to unaccompanied minor flight schemes and changes to logistics arrangements for drop off and collection. Please see the individual course packs for details of these fees.

Cancellation

Fees payable are non-refundable. Refunds will only be given in the event of the course being cancelled by UWC Atlantic Experience.

An exception will be made for cancellations relating to visa applications being denied, up until 31st May 2024. To be eligible for a refund you must inform the Atlantic Experience team as soon as possible, providing proof of the visa not being granted such as an official visa refusal document, and by no later than 31st May 2024. After this date, a refund will not be issued. If a visa is delayed and not issued in time for the participant to attend the course, a fee transfer will be at the discretion of the College. A refund will not be processed.

UWC Atlantic Experience reserves the right to cancel the course up to 7 days before the start date due to unforeseen circumstances or if the numbers enrolled have not reached the minimum requirement. Whilst all efforts will be made to offer a suitable alternative course, if this is not practicable or is not deemed suitable, a full refund of the course fee will be offered. We strongly recommend you have adequate travel insurance to cover any other losses if travelling outside of the UK.

Participant Withdrawal

UWC Atlantic Experience reserves the right to withdraw any participant from a course if we deem their behaviour to be detrimental to the safe and smooth running of the course or if their behaviour brings the course into disrepute.

Any non-disclosure of a medical condition, learning disability or any personal circumstances which require significant support or may otherwise affect the participant's ability to complete the course will result in the participant being withdrawn. Any associated costs of such support will be the liability of the participant.

Regulations made for the health, safety, welfare and comfort of course participants must be observed.

Personal Effects and Injury

UWC Atlantic Experience cannot accept responsibility for any personal loss or damage to property or any injury sustained by participants. Course participants must take out travel insurance to cover accidents, injury and loss of personal belongings or cancellation.

Medical and Participant Consent

All participants must have completed the relevant booking forms including all questions relating to health and safety.

Duty of Care

Our duty of care begins when the participant is with UWC Atlantic staff and ends when the participant has departed from UWC staff. Parents/guardians must ensure the chosen transport getting the participant to/from the meeting point (ie. airline) is able to provide the required guardianship for their child during their transfer to and from the UK.

Any additional logistics required to safely and legally accompany a student to and from the UK is the sole responsibility of the parents/ guardians and UWC Atlantic is not responsible for their safeguarding during this time. Should the parent/guardian allow the participant to travel unaccompanied it is the sole responsibility of the parent/guardian.

Our duty of care begins when the participant(s) is met by a UWC Atlantic representative at either a designated meeting point or the campus at the agreed time stated clearly in our joining information.

Parents/guardians must ensure they choose appropriate transport for the participant which will get them to the designated meeting point or the campus at the agreed time stated. This includes the required guardianship for their child during their transfer both on arrival and return. Any logistics required to safely and legally accompany a student to and from the designated meeting point or the campus at the time stated is the sole responsibility of the parents/ guardians and UWC Atlantic is not responsible for their safeguarding during this time. Should the parent/guardian allow the participant to travel unaccompanied it is the sole responsibility of the parent/guardian.

Our duty of care ends when the participant has been collected from the campus or returned to a designated departure location at the agreed time stated clearly in our joining information by a UWC Atlantic representative.

Gender Identity and Inclusion

We have a zero-tolerance approach to discrimination, victimisation or harassment on the basis of a person's gender identity. We have confidential and supportive methods of reporting experiences or witnessing bullying, harassment and discrimination for visitors, course participants and staff. Reports should be sent to safeguarding@uwcatlantic.org

Due to the current design and format of the boarding houses, we assign accommodation based on biological sex according to their passport,, unless formal documentation can be provided to show that a full transition has taken place. Participants will be placed in shared dormitories of their biological sex.

Insurance

Guard Me international travel insurance is taken out on behalf of participants who reside outside of the UK only. It is recommended you view the insurance policy document for full details in advance to determine if additional insurance cover is required which would be the responsibility of the participants or parent/guardian to purchase. The insurance is set for the exact dates of the course and does not include cover for any additional travel or tourist arrangements outside of the course dates. The insurance is arranged two weeks before the start of the course date.

Any claims must be made within 28 days via the Guard Me online portal (<https://claimsform.axa-travel-insurance.com/>). The policy is not permitted for UK residents and any participants who reside in the UK must purchase their own insurance.



UWC Atlantic

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UWC Atlantic is a registered charity in the UK (number 525761) and a company limited by guarantee (number 00673076).

Media Consent

Images may be taken of participants and used in future marketing. Should you wish to not have your image used, please state this on the application form when prompted.

Data and Privacy

To view a copy of our privacy policy which explains how we retain and store your data and information provided please visit: <https://www.uwcatlanticexperience.com/privacy-policy/>

Behaviour

All participants will be expected to comply with UWC Atlantic Code of Conduct

Policies and Procedures

To view our comprehensive suite of College policies including our safeguarding policy please visit: www.atlanticcollege.org/college-policies



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