

Group Booking Terms & Conditions



1. KKCL's (KKCL) Obligations
 - 1.1. To provide all services in accordance to the proposal specification.
 - 1.2. To provide electronic publicity material as required and assisting the Group Organiser's promotion activities.
 - 1.3. To provide documentation for purpose of applying VISA to the United Kingdom when required.
 2. Group Organiser's (GO) Obligations
 - 2.1. The Group Organiser agrees to make the latest KKCL Terms and Conditions available to prospective students and the person responsible for paying the student's fees to ensure it is fully understood by him or her prior to registration.
 - 2.2. To provide an inspection copy wherever KKCL courses are advertised by the (GO), and to obtain authorisation before using (KKCL) logo in any printed or digital publications.
 - 2.3. The (GO) must not modify, alter or amend any official documents issued by KKCL without authorisation.
 - 2.4. The (GO) must collect the required student registration information to KKCL and retain a copy of the student's registration form for the purpose of emergency contact.
 - 2.5. The (GO) agrees to ensure suitability checks have been done on all adults accompanying learners under the age of 18.
 3. Payment
 - 3.1. No booking can be confirmed unless the required deposit is paid, which is specified in the payment terms.
 - 3.2. The School accepts bank transfer, cheque, cash and bank draft. The School does not accept foreign currencies and all payment must be made in GBP.
 - 3.3. Bank charges and exchange rate differences must be paid at source, otherwise the student will be charged the balance on arrival. Non-UK EU countries need to add £6 to cover UK transfer fee.
 - 3.4. We accept card payments in person, on our website and over the phone. 3% payment handling fee will be charged to all business to business card payments. All processing fees are non-refundable
 - 3.5. We recommend that you do not pay cash over the counter at our bank as this will incur a 3% payment handling fee.
 - 3.6. The School does not store credit card details or share such details with any third parties apart from the payment processing company.
 - 3.7. A charge of £25 will be made to students for all dishonoured payments.
 - 3.8. If the (GO) wishes to charge the prospective student service or consultant fee, it should be clearly stated that such charges are made to the (GO) and not to KKCL.
 - 3.9. No accommodation or other services can be guaranteed until the required payment is received.
 - 3.10. Late payment may result in increase of the quoted amount or cancellation of the group booking.
 - 3.11. The (GO) agrees that if a student is expelled from the course in accordance to KKCL terms and conditions, no fee will be refundable to the (GO) or the student.
 4. Cancellation
 - 4.1. All cancellations must be made in writing before the course commence date and take effect from the date we receive such notice.
 - 4.2. Depending on the reason for cancellation, you may be covered by the insurance policy. Please contact us for details of this policy.
 - 4.3. In the event of cancellation the follow terms applies:

| Notice before course commencement | Fees retained by KKCL |
|-----------------------------------|--|
| 91+ days | Full refund less £150 administration fee |
| 57 – 90 days | Deposit paid |
| 0 – 56 days | 100% total cost of stay |
 - 4.4. If a visa is refused by the Entry Clearance Officer and you have followed the correct procedures, we will refund your full fees but retain your deposit.
 - 4.5. If the reason for refusal is related to insufficient, incorrect or false documentation, or if you have not applied with sufficient time for the visa to be approved, we will retain your full fees.
 - 4.6. With all visa refusals, you must send us the original documentation (such as the visa refusal letter) issued by the Entry Clearance Officer to qualify for any refund.
 - 4.7. Refund can only be made once all outstanding fees owned to (KKCL) by the (GO) or the group has been cleared. No refunds can be made if the payment terms are not followed.
 - 4.8. UK bank charge will be deducted from any refund made by KKCL via bank transfer.
5. Service Availability & Force Majeure
 - 5.1. KKCL shall retain the absolute discretion on whether or not a student shall be accepted onto the programme: The (GO) shall ensure that all applicants are informed and understand that only KKCL can confirm, in writing, that they have been accepted onto a programme.
 - 5.2. If KKCL's ability to deliver the programme in accordance with the descriptions provided is compromised as a result of Acts of God (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalisation, government sanction, blockage, embargo, labour dispute, strike, lockout or interruption or failure of electricity or telephone service or any other circumstances beyond the reasonable control of KKCL. In such events, KKCL will endeavour to minimise disruption as far as it is practical to do so.
 - 5.3. KKCL reserves the right to make variations to programme contents if such action is reasonably considered necessary.
6. Indemnity
 - 6.1. Each party will indemnify the other in respect of any costs, claims, demands, losses or liabilities (including reasonable legal fees) incurred by the indemnified party as a result of or arising in any way from a claim by a third party which results from any breach of the provisions contained in these terms and conditions.
7. Jurisdiction
 - 7.1. These terms and conditions shall be governed by the laws of England and English courts will have exclusive jurisdiction to settle any disputes that may arise out of the terms and conditions.