

**Terms and conditions** (in addition to all year round terms and conditions <http://www.ifecosse.org.uk/Terms-and-conditions.html>)

### **Cancellation charges**

- Our classes are planned for a limited number of students. For this reason we regret that fees are not refundable once the camp has started and that no partial refund can be granted for classes not attended.
- The Institut français cannot accept any responsibility for unforeseen changes in students' circumstances that may prevent attendance. Requests for cancellations and refunds must be made in writing to [frenchclassesife@gmail.com](mailto:frenchclassesife@gmail.com), before the term first day.
- The following charges will apply: if received 7 days or more before the camp first day, £20; between 6 days and the first day of the camp no refunds will be possible.
- The Institut français reserves the right to cancel a class if enrolment does not meet the minimum requirement of students. Fees will be fully refunded.

### **Discounts and offers**

Our Early Booking discount is applied on all bookings made 3 weeks before the first day of the camp. Multiple enrollment discounts are also available when enrolling siblings. Only one discount can be applied at any time.

### **Single Payment**

The whole cost of the camp is taken by credit or debit card when booking by phone or via our website.

### **Waiting lists**

If the camp you require is fully booked, you will be placed on a waiting list and in the event of any cancellations we will attempt to contact you and book your child on to the camp.

### **Circumstances Beyond Our Control (Force Majeure)**

We reserve the right to cancel any Camps, at any time, and with any notice period, in the event of circumstances beyond our control preventing us from operating camp as we planned.

In the event of the cancellation of a Camp booking due to circumstances beyond our control, we reserve the right to review and amend our refund policy.

### **Exclusions**

We reserve the right to exclude or refuse any person at any time prior to and during the camp if, in our opinion, that person is incompatible with the general well being of the camp.

We always ask parents to be as open and transparent with us about their child's behaviour details to ensure our team is equipped to manage the behaviour.

We reserve the right to decline a booking or prevent a child attending a programme if we believe that incorrect or incomplete information has been provided by a parent or carer at the point of booking that could or does detract from the welfare of the child or other children.

**Additional needs:** Our holiday programmes are open to all. We do not, however, have the resources to provide extra supervision and/or support for individuals with additional needs

### **Activity Timetable**

Our programmes are structured to bring the best out of every child and to make the most of the group dynamics. Camps are open to all-levels.

### **Age Requirements**

Our programmes are suitable for children who have had their 6th birthday by the time they attend.

### **Contacting Children**

If you need to contact your child, please call 0131-285.6030 and we'll contact the Team Manager on your behalf.

### **Drop-off & Collection**

Children can be dropped-off from West Parliament Square entrance at 9.30am each morning and collection from the same spot at 4.30pm.

### **Food & Drink**

Children should bring a packed lunch, snacks for morning and afternoon breaks and a refillable drink bottle with their name on it.

### **Outdoor Activities**

We'll be outside as much as the weather permits. Please ensure your child has clothing and shoes for both indoor and outdoor activities and suncream.

### **Lost Property**

To reduce the likelihood of items being lost, please label clothing, drinks bottles and lunch boxes. Any lost property will be kept for 2 weeks after the last session, so you're able to, please collect items from the security desk.