

**Cambridge International Study Programme
Development and Administration of Examinations, 08-19 May 2017
Terms and Conditions**

By submitting your booking you are agreeing to the following terms and conditions:

Course fee

The fee for the Cambridge International Study Programme in 2017 is GBP4,000 per person. This fee includes:

- All tuition and course materials
- 14 nights B&B at a hotel in Cambridge and a course dinner at a College in Cambridge
- Transport to and from the airport
- Lunch provided by Cambridge Assessment Monday-Friday only
- Social activities provided as part of the course programme

The course fee does NOT include:

- Additional costs including but not limited to drinks, phone bills and newspapers at the hotel
- All dinners (dinner will be provided on the 6, 7,8 and 18 May 2017)
- Travel and medical insurance

In exceptional circumstances alternative non-hotel accommodation can be provided if required. Any additional costs of this are to be met by the course participants.

If return travel is not directly to a London airport, transport will be provided to a destination of a comparable distance from Cambridge. Participants will be responsible for making their own transport arrangements from then onwards. Transport will only be provided for participants and a reasonable amount of luggage. The costs of any additional transport required for excessive luggage are to be met by the course participants.

To ensure a good mix of people and the quality of the experience to participants we usually accept just two registrations per institute.

Visa application

Please ensure you allow plenty of time for your visa application – these often take longer than expected.

Payment

Bookings are taken on a first come first served basis and must be made in writing using one of the following methods: fax, post, email or online. We do not accept provisional or telephone bookings.

Payment of the course fee must be made by credit card or by cheque. Bank drafts should be made payable to 'UCLES'.

Cancellation by the course participant

Cancellation of places on the course will only be accepted in writing, by email, fax or post. Percentage refundable is set out below:

- For cancellations received on or before 31 March 2017, 100% of event fee is refundable.
- For cancellations received on 1-8 April 2017, 50% (£1900) of the course fee is refundable. If Cambridge Assessment is able to find another participant to fill the cancelled place, a full refund will be given.
- For cancellations received on or after 8 April 2017, the full course fee will be charged.

Cancellation by Cambridge Assessment

Cambridge Assessment reserves the right to amend, postpone or withdraw the course should circumstances demand. Participants will be informed in writing of any changes to the course prior to it starting, and will in these circumstances be entitled to withdraw from the course without financial penalty.

In the event of insufficient enrolments, notice of cancellation of the course will be given on or by 3 April 2017. All course fees will be refunded.

Cambridge Assessment shall not be liable for any travel or other costs incurred by the participant should Cambridge Assessment cancel the event for whatever reason. We strongly recommend that you take out travel insurance if you pre-book travel tickets in case of cancellation.

Personal data

The data you have provided in order to register for this course will be processed in accordance with the Data Protection Act 1998.

**For further information, contact Cambridge Assessment Network by post at
1 Hills Road, Cambridge, CB1 2EU, UK, or email thenetwork@cambridgeassessment.org.uk**