

Oxford International Virtual Classroom: Enrolment Form for Groups

Every student enrolling in the Junior Virtual Classroom must complete the below application, and parental permission is required before the classes can begin. Please ensure you email your signed application back to: oijuniorprogrammes@oxfordinternational.com

Personal Details

Surname

First Name

Date of Birth

Gender

Nationality

Skype ID (if available)

Student Email Address

Phone Number *(which will be available on the day of the classes)*

Level of English

The Virtual Classroom is suitable for students with an English level between A2-C1.

Please tick the box most accurate for your level:

A2

Pre-Intermediate

B1

Intermediate

B2

Upper-Intermediate

C1

Advanced

Parental Consent and Declaration

At Oxford International the safety and wellbeing of our students is our number one priority. No one under the age of 18 is allowed to join an Oxford International course without the permission of their parent/guardian. Attached to this document is our parents' guide to safer online teaching and student code of conduct. For more information on how we will do our best to keep your child safe, during our lessons, please ask one of our admissions team for a copy of our safeguarding policy for online learning.

I (parent/legal guardian) of the above named child agree to discuss and explain the guidelines to my child before he/she takes part in any online classroom with Oxford International. I also acknowledge all lessons will be recorded in the interests of safeguarding. I have read and agree to the terms and conditions outlined on the following page.

Signature of parent/legal guardian

Date

If there is any additional information you feel we should know about your child for this course (e.g. learning capabilities) please state it below:

The Virtual Classroom Terms and Conditions

Group classes require a minimum of four students in order to run. We will also have a maximum of 6 students in one class (unless otherwise agreed).

Privacy & Data Safety

- We are committed to keeping your data safe and respecting your privacy. If you would like further information on how your personal information is managed please take a look at our Privacy Policy: <https://www.oxfordinternational.com/about-oxford-international/privacy-policy/>

Booking process

- To register for Virtual classroom course – please complete our enrolment form and send to the following email address: oijuniorprogrammes@oxfordinternational.com
- Deposit payment of one week's course fees will be required upon receipt of booking confirmation.
- All course fees must be paid in full at least 14 days before the course start date.
- Once full payment is received, the group will be sent their pre-arrival information which will include information on how the students are to join the virtual classroom.
- Oxford International will also re-confirm the time slot for the course. If the groups preferred lesson time is unavailable an alternative will be offered.
- If a group wants to change their lesson time, they can do so before the start of a new tuition week. Lesson time changes must be made in writing to the email address above. Mid-week lesson time changes are not permitted.

Payments

- If a course is booked less than 14 days before the course start date, full payment is required alongside the submission of the enrolment form.
- The following methods of payment are acceptable:
 - 1) Online payment by debit or credit card (2% surcharge is applied to payments from outside EEA)
 - 2) Bank transfers can be made in GBP (£), USD (\$) or CAD (\$) (All bank charges must be paid in advance by the sender)
- Please send a copy of all payment receipt to the above email address and quote the student's name and invoice number.

Changes and cancellation policy

- For cancellations made 7 or more days before the first lesson date, a full refund or transfer of funds to future bookings will be made.
- If you are enrolling as a Group, then a £50 admin fee will be charged per group for cancellations made less than 7 days before arrival.
- A full refund or transfer to future bookings of the remaining balance will be made.
- If you are enrolling as an Individual (either to join an existing group of students or to have 1-2-1 lessons with a teacher), then a £50 admin fee will be charged for cancellations made less than 7 days before arrival. A full refund or transfer to future bookings of the remaining balance will be made.
- No refunds will be made for any cancellation or reduction of weeks once the course has started.
- For students booking more than two weeks, course postponement is an option after the completion of two weeks' course.
- If Oxford International English cancels a programme after a group's enrolment, Oxford International English will refund all monies already paid by the agency.
- Any refunds due will be paid to the person or organisation who originally paid the fees. Refunds will be made within 45 calendar days of receipt of written confirmation of cancellation.
- If any student is deemed to be acting inappropriately and or disruptively whilst in a virtual classroom then the teacher reserves the right to remove that student from the class permanently. Examples of this could include (but are not limited to) swearing, sharing content which they are not supposed to be sharing, and being rude about the teacher or other pupils. In this instance, Oxford International shall not refund any fees back to that student.

Services

- The company reserves the right to change details of its services, including courses, facilities, locations and course dates where circumstances beyond the company's control necessitate such changes, or where the number of enrolments is not enough to operate a course viably.

Force Majeure

- Oxford International English will not be responsible for any costs incurred by or on behalf of the student as a result of causes beyond our reasonable control. Such causes shall include but shall not be limited to riot, war, threat of war, civil strike, industrial dispute, terrorist activity, natural or nuclear disaster, unusually adverse weather conditions and infectious diseases.