

# HOLT HALL FIELD STUDIES CENTRE

## Conditions of Booking for Norfolk County Council Schools

***Please read these conditions carefully and retain them for reference. The Head Teacher's signature on the Booking Form signifies acceptance of these conditions.***

### **For all courses:**

- Use of Centre's minibuses with drivers for one offsite field visit is included in the price.
- Accompanying staff are free up to the required ratio as defined by Norfolk County Council
- **IMPORTANT NOTE:** Please be aware before completing the application form that a minimum fee will be charged based on the number of students **booked**. If you need any clarification at this stage, please contact the office and we will be happy to assist.

## Conditions of Booking

After the school has completed and returned a Booking Application form, the Centre will write to the school confirming the booking details and requesting a deposit. The Centre will presume the booking is confirmed by the school unless the school has advised the Centre to the contrary by at least 24 clear weeks before the course is due to begin.

The following penalties will be incurred by schools cancelling a booking.

1. On receipt of the school's booking application form the Centre will send to the school written confirmation of the booking and a statement for a booking deposit of 10% of the course minimum fee. This deposit is not returnable in the event of the school cancelling the booking.
2. If cancellation of a course is made at any time between the period of 24 and 20 clear weeks before the course begins then 25% of the minimum course fee due (including the deposit) shall be payable i.e. a further 15%.
3. If cancellation of a course is made at any time between the period of 20 and 16 clear weeks before the course begins, then a cancellation fee of 50% of the minimum course fees due (including the deposit) shall be payable i.e. a further 40%.
4. If cancellation of a course is made at any time less than 16 clear weeks before the course begins, then a cancellation fee comprising the total course fees due for the number of places booked or the minimum course fee if greater shall be payable (less the deposit already paid).

**The school is strongly advised** to take out insurance to cover any costs that might be incurred if it has to cancel a booking. Please check the existing NCC School Journeys Insurance to see what cancellation circumstances are covered.

**If for any unforeseen reason the Centre has to cancel your course** every effort will be made to re-book at a time convenient to the school. If this is not possible the centre will refund the booking deposit in full to the school.