



Corby Business Academy

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Principal: Simon Underwood

Academy Trips Terms and Conditions 2023-24

Please read the following terms and conditions before agreeing and paying for your child to attend this Academy trip.

Academy Trips Agreement

- 1) Students who are no longer on the Academy roll prior to any off site activity, will not be permitted to travel and will forfeit monies paid.
- 2) All deposits are non-refundable when the operator or provision states it in their Terms and Conditions. The Academy will inform you if deposits are refundable which may differ with each trip.
 - a. Should a student withdraw from the trip or be unable to travel, monies received are non-refundable even if there are students on the waiting list for the trip who are able to take the place due to Academy administration charges.
 - b. In the event that a trip is cancelled by the Academy, all monies will be refunded.
- 3) All students are required to have their own passport which must be valid for at least six months after the date of travel.
- 4) Medical information and emergency contact details must be updated via EduLink at least one week prior to travel. Please detail any existing medical conditions plus details of any medication they are currently taking. Twenty-four hour emergency contact details for students must be provided to the Academy prior to the trip.
- 5) The Senior Leadership team reserves the right to remove any student, from any trip, in the event of a serious behavioural incident occurring prior to the date of travel. If any student is withdrawn, the parent/carer will still be liable for payment.
- 6) The Academy cannot accept liability, make any refunds, or pay any compensation where circumstances amounting to 'force majeure' prevent travel. Circumstances amounting to 'force majeure' includes; any event which the tour company or Corby Business Academy could not, even with all due care, foresee or forestall, such as (by way of example not by way of limitations) war, threat of war, riot, civil unrest, industrial dispute, terrorist activity, natural or nuclear disaster, fire, acts of God, adverse weather conditions, and all similar events. The final decision concerning the safety and viability of any trip rests with the Principal, who will, where possible consult with parents beforehand.
- 7) Any default in payment, unless previously agreed with AdminFinance may result in the place being withdrawn. Any monies already received will be non-refundable unless there are students on the waiting list for the trip who are able to take the place. Deposits, in this case, are still non-refundable as the Academy incurs administration charges.
- 8) Parents and carers are encouraged to follow the recommended instalment plans for trips. These are designed to help assist with higher value trips and support with the cost of living.
- 9) Students who have accounts in arrears (e.g. lunch and Academy activities) may be asked to clear these balances before travel. Students with high debts may have their trip place forfeited if no payment arrangement can be made.
- 10) The Academy will take advice from the travel agency and Foreign Office in relation to any safety concerns.
- 11) Students absent from lessons as a result of an Academy trip must make every effort to catch up with any work missed. It is the student's own responsibility to do this.
- 12) If the student is absent from the Academy on the day of the trip, they should notify the staff trip organiser and reception as soon as possible. Refunds will not be applied.
- 13) Corby Business Academy's payment facility WisePay will have all details of the Academy trip including payment options.