



**International
House
Sydney**

CRICOS Provider Number 02623G

International House Sydney Study Tour Manual



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INTERNATIONAL HOUSE SYDNEY ACCREDITATIONS



Sydney welcomes you

Sydney enjoys a worldwide reputation of being a safe, multi-cultural city and Australians are famous for their friendly, hospitable, fun loving attitude.

With a warm year-round climate and set around one of the world's most sensational harbours, Sydney is a vibrant city where you can enjoy beautiful beaches and relaxing gardens just minutes from the Central Business District, The Sydney Opera House and Harbour Bridge, icons instantly recognised around the world.

You can enjoy a high standard of living as the cost of living and education are low compared to other English speaking countries.

As seen during The Sydney 2000 Olympics, Sydney is a friendly, multicultural city where all nationalities can feel safe and welcome.



Sydney's amazing attractions

- Ferries and boats travel to all parts of the city
- Designer shops and outlets malls
- Beautiful beaches
- National parks & bushwalking
- Aquatic wildlife reserve & aquarium
- Great cafes & restaurants
- Public libraries
- 24 hour internet cafes
- Museum and art galleries
- Parasailing, roller blading, surfing
- Scuba diving, snorkelling & other sports
- Tourist shops, banks & visitor facilities

A GREAT STUDY ENVIRONMENT

Our focus is on providing excellent facilities such as:

- Special study tour English programme
- WiFi throughout the school
- 15 Fully equipped air-conditioned classrooms
- 30 computers with free internet access
- 2 Common rooms
- 2 minutes walk from bus and train stations
- IH Net Languages and IH World practice materials
- Nearby shops, cafes and restaurants
- Friendly homestay families, all carefully selected



Study Tour Services

International House Sydney arranges short study holidays at our college all year round. These groups typically travel during their annual vacation to undertake short term study holidays which combine language lessons with sightseeing and sports activities. Study tours are usually between 1 and 4 weeks duration, and all students must be aged 12 or older.

Most groups prefer a combination of part-time English lessons and half day sightseeing/sports activities. We are happy to either arrange a programme to suit your specific requirements or to make recommendations based on our knowledge and experience. We can also arrange for the tour to be extended to one of our partner English colleges in another city in Australia.

Group sizes can range from 12 to 100 students, a surcharge will apply to groups of less than 12 students. Your booking will be confirmed upon receipt by IH Sydney of a 10% non-refundable deposit. Our study tours are becoming more popular year by year, and as such you must send us the deposit to guarantee your place in the school as space is limited. At this time, the organiser/agent should forward to us the students names, ages and gender for our planning purposes. We will send you confirmation to accept your group. A progress payment is required four weeks prior to tour commencement with 40% payment. Final payment is due 2 weeks prior to commencement. Other arrangements for payment can be considered based on the needs of the agent or group.

SERVICES AVAILABLE

- ✓ Airport greeting and transfers
- ✓ Accommodation - homestay, budget lodge or hotel
- ✓ Welcome and orientation lesson
- ✓ English lessons (full-time or part-time)
- ✓ Half-day sightseeing and sports activities
- ✓ Full-day excursions
- ✓ Over night or weekend trips
- ✓ Certificate of attainment & graduation
- ✓ Farewell party/celebration



STUDY TOUR COORDINATOR

Our Study Tour Coordinator is responsible for organising every component of your programme. They will be available to assist your group leader with any details or problems which may occur. Our staff will liaise between students, teachers, the group leader and homestay to ensure the satisfaction of everyone in your group. Our aim is to please, we will do everything in our power to ensure your students have a great time.

AIRPORT GREETING AND TRANSFER

Our staff will be at the airport to greet your group as they come through the arrival gates. Our friendly staff will be able to transfer the group quickly to the awaiting bus and drive straight to the college. Groups arriving outside of college hours are normally taken directly to the homestay families.



WELCOME AND ORIENTATION

The formal group welcome and orientation lesson is held either on the day of arrival in Sydney or on the first day of study. During the orientation lesson, students are introduced to the college and given information on the following topics:

- catching public transport
- using the telephone
- reading street maps
- living in homestay
- being a careful tourist
- emergency information

Students are then taken on a walking tour of the City so as to become familiar with the local area. Afterwards, students are given an IH Sydney folder and course material to get them started.

Accommodation and Lessons

HOMESTAY

Our homestays are all conveniently located within easy access of the college. The average travelling time is 30-40 minutes between the homestay and college, with a maximum of 45 minutes. We endeavour to find the best accommodation for our students as close to the college as possible. Our Accommodation Officer carefully selects Australian families that meet our high standards.

In homestay, students have the opportunity to practice English in everyday situations and develop language skills. All homestays are interested in international visitors and work closely with the college to make their stay an enjoyable experience.



We offer shared or single rooms. Shared rooms will have twin beds with 2 students from your group sharing the same (single sex) room. Laundry facilities, breakfast and evening meal during the week, and lunch at the weekend (if the student is at home) are included. Single room is available to students over 14 years.

While students are normally expected to make their own way to school, the host family will provide information about transport to the college and show them the way. Homestays can drop students off at school and pick them up daily at an additional charge.

Alternative types of accommodation are available in and around Sydney upon request.

ENGLISH LESSONS

Students joining our General English classes are placed into mixed nationality classes according to their English level and follow the curriculum of General English. Alternatively your students can be taught on their own in a closed class following the Study Tour Curriculum.

A special course has been developed for closed classes which emphasises practice in speaking and listening while having fun. All lesson content is related to activities and the language students require while in Australia.

Students have plenty of opportunities to practice using their English. They are encouraged to integrate with other students within the college from all nationalities.

CERTIFICATE OF ATTAINMENT

All students are awarded a Certificate of Attainment stating the duration of study and level attained. Refreshments can be provided at the Graduation Ceremony.



Half Day Activities

City Sights Tour Come along on this fun guided tour and see all the famous Sydney tourist sights. Cross the Harbour Bridge and view the historic buildings of Macquarie Street. Stop at Mrs. Macquarie's Chair at the Botanic Gardens for superb views of the Harbour, and tour through Kings Cross, Sydney's famous night spot. Heading to the eastern suburbs we stop at Watsons Bay, Bondi Beach and Paddington.



Imax Theatre & Darling Harbour

A shopping and attractions complex just west of the city centre accessible by foot or monorail. Watch a movie on the world's biggest movie screen. The Imax Theatre is eight stories high and 10 times larger than a normal cinema screen showing 2 and 3 dimensional films.

Museum of Sydney combines innovative and creative installations with new media technologies. The museum offers a fascinating and challenging journey into Sydney's past.

Northern Beaches Tour The trip starts with a walk through bushland to cliff tops at North Head with spectacular views.

Then visit Ku-ring-gai National Park to view some of Sydney's oldest Aboriginal engravings. Visit Akuna Bay marina, swim or walk at Palm Beach and visit the light house.



Oceanworld Oceanworld is an aquarium hosting some of Australia's deadliest animals. Daily shows and guided tours allow you to get up close to the dangerous, deadly and often misunderstood Australian wildlife, including snakes, scorpions, sharks, spiders and fish.

Olympic Park Tour and Aquatic Centre Relive the excitement of the 2000 Sydney Olympics by visiting the stadium where it all happened. This tour also takes you to the Aquatic Centre where you can swim in the Olympic pool.

Opera House Visit a major landmark, world famous for its unique design and voted first among the Seven Wonders of the 20th Century. The official tour takes an hour and you will discover how the Architect won a competition to build one of the most recognised buildings in the world. A high level of English is recommended.

Luna Park is Sydney's fun park. Test your driving skills on the Dodgems, see what's happening in The Big Top or just sit back on the Ferris Wheel and make the most of the bird's eye view.



Sydney Aquarium & Cockle Bay Fascinating aquarium walk under the ocean in the "Tunnel of Life". Be surrounded by sharks and giant stingrays. The aquarium has a seal show, living picture windows and displays fish and coral from the Great Barrier Reef.



Sydney Harbour Bridge & The Rocks

The southern pylon is one of Sydney harbour's most famous icons for spectacular city views. You will also find out the history of the bridge's construction and walk along the bridge to the Rocks, Sydney's oldest quarter filled with historic buildings. Visit the Aboriginal and Tribal Art Centre and Opal Mine Centre.

Sydney Observatory Visit Australia's oldest existing observatory, used by astronomers and the public for 140 years. There are two main telescopes. The historic lens



telescope in the south dome is the oldest regularly used telescope in Australia. In contrast, the mirror telescope in the north dome is fully computer controlled and incorporates the latest in technology.

Sydney Tower & Oz Trek

Sydney Tower is a famous city landmark, and the tallest building in Australia at 305 metres. You will enjoy the spectacular 360° views with free binocular viewers. **Oz Trek** is a virtual reality tour giving an insight into Australia.



Sydney Wildlife World The latest attraction to open in Darling Harbour (opened Sept 2006). The only indoor wildlife park in the world, featuring 9 unique Australian habitats and bizarre animals. Experience a real Australian adventure, without having to travel all around Australia. See over 6,000 animals in their natural habitats and ecosystems.

Taronga Zoo Visit this wonderful zoo and view unique wildlife in a spectacular garden setting with magnificent harbour views. Taronga Zoo is highly ranked among world zoos, exhibits are designed for maximum viewing and animal comfort. Special feeding times show the animals in a natural environment.



Half Day Activities

Our Standard Activities are an excellent option for groups wishing to enjoy Sydney on a budget.

If included in your tour, your English teacher will accompany the group with your Group Leaders to the activity. Students are required to pay for transport costs to half day activities, but entrance fees are included.

Art Gallery of New South Wales The gallery is situated in the Domain which is a large park near the city centre and shows some of Australia's most famous artist's work.



Australian Museum One of the world's top natural history museums. See the evolution of life - glittering minerals, fossils, dinosaurs, insects, birds and much more. Indigenous Australians is an exhibition about Aboriginal peoples' spirituality, cultural heritage and social justice.

Botanic Gardens The site of the first farm in Sydney set up to feed the first convict arrivals from England.

China Town & Paddies Market Enjoy a cultural feast of shops and food in this famous and historical part of Sydney. Check out the bargains at Paddy's Market.

Conversation Club Mix with students from all around the world and use your speaking skills in a variety of fun activities.



Coastal Walk Bushwalk in a National Park skirting Sydney Harbour coastline.

Film Club Watch a select new release video with a discussion group following the movie. Teacher lead activity.



Manly Sights Walking Tour This is the perfect tour to get to know Manly, recommended for your first day.

Manly Art Gallery The Art Gallery in Manly shows an interesting collection of modern works.

Maritime Museum Thousands of exhibits relate Australia's history from ancient times when Aboriginal people trapped fish, to the present. See what life was like for the convict ships, how our first submarine fought at Gallipoli. Enjoy hands-on exhibits, cinema, and the latest museum computer games.



Multi Media Centre Our computer Centre offers a range of educational programmes as well as free internet access.

Museum of Contemporary Art Located at Circular Quay, Sydney's vibrant contemporary art centre dedicated to the visual arts will change your ideas about art forever.

Opera House Our teacher will take the tour and you will discover how the Architect won a competition to build one of the most recognised buildings in the world.



Outback Centre Experience the exhilarating sights and sounds of the outback in a 30-minute live show 'Sounds of the Outback' featuring the didgeridoo. The Outback Store offers Aboriginal arts, music, didgeridoos, boomerangs and gifts.

Queen Victoria Building On the site of the original market place, the QVB is an elegant building with magnificent architecture and shops.

The Rocks Area Shopping This is a shopping tour in the oldest residential area of Sydney called the Rocks, offering a wide variety of Australian souvenirs.

Waringah Mall This is the largest shopping mall in the southern hemisphere, it also contains a multi-screen cinema, library, cafes and restaurants. Shop until you drop!

Premium Sports

Premium sports activities can be arranged by the school:

- INDOOR ROCK CLIMBING
- KAYAKING
- MINI GOLF
- ROLLER BLADING
- SURF AWARENESS
- SURF LESSON
- TENNIS
- TEN PIN BOWLING

Standard Sports

Standard sports activities can be arranged by the school at minimal cost:

- BASEBALL
- BEACH VOLLEYBALL
- BEACH GAMES
- SOCCER

Full Day Activities

Our Tour Guide will accompany the group with your Group Leaders during full day excursions. Transport and entrance fees are included. Students meet outside college. Lunch is not included unless stated.



BLUE MOUNTAINS & FEATHERDALE WILDLIFE PARK

Head west to Australia's premier Wildlife Park to wander among kangaroos, wombats and koalas. See the amazing array of animals and exotic birds that inhabit the Australian bush. Travel through spectacular landscapes to Wentworth Falls where you will do a short bush-walk and marvel at beautiful views of waterfalls, canyons and cliffs. You will also stop at Kings Tableland to learn a little about the first Aboriginal inhabitants. Have lunch in Katoomba and then view the Three Sisters at Echo Point. This rock formation is of Aboriginal legend and from here you will have panoramic view of the valleys around. You can also take an optional walk down into the rainforest to the world's steepest railway.

BLUE MOUNTAINS & JENOLAN CAVES

Travel west through the beautiful Blue Mountains, stopping to view the 'Three Sisters' rock formation and Jamison Valley at Echo Point. Continue to the Jenolan Caves, Australia's most famous limestone caves which were first opened to the public in the 1860's. You will tour one of the caves, being introduced to a spectacular world of stalagmites and stalactites. Afterwards, enjoy a bush walk around Blue Lake.

CANBERRA

Australia's capital city hosts many interesting places to visit, such as The Australian War Memorial (learn about Gallipoli and ANZAC), The National Museum of Australia, National Parliament House, National Embassies, Lake Burley Griffin and The Captain Cook Memorial Jet (a 145 m spire of water). This is a long day trip and normally returns between 8-9 pm.



GLENWORTH VALLEY & HORSE RIDING

Ride horses in this unspoiled valley, 1,000 hectares of spectacular Australian bushland with professional guides. Horses are selected for you whether you are a beginner or advanced horse rider. During your half day ride you will explore lush valleys, winding creeks and ancient rainforest trails. Protective headware is provided but you will need to bring long pants and smooth soled shoes.



HAWKESBURY RIVER CRUISE

Travel past spectacular scenery, one of the best and most leisurely ways to view the Hawkesbury River. During the early settlement of Sydney, the River Postman used to carry the daily needs to the farming communities at the Hawkesbury river. Enjoy the tranquillity and beauty of the 2 hour cruise, viewing resplendent landscapes, sandy beach coves and inlets. The skipper will commentate about the local history and take you back in time to when travelling by boat was the only way to deliver the mail.

HUNTER VALLEY & WINE TASTING

This wine region is an exciting and diverse area only two hours drive north of Sydney through spectacular natural bush and rural areas dotted by small heritage towns. Travel through the Hawkesbury River area, a renowned oyster growing district. Visit award winning wineries in one of the most beautiful wine regions and taste some of the finest wines produced in Australia. Visit Drayton's, where you will be given an excellent introduction to how wine is produced. Stop at Hungerford Hill Winery for a meal and a visit to the cheese factory.





Jamberoo Recreation Park

Full day of action! Bobsleds, racing cars, speedboats, The Rock, landscape golf, water slides. A full day of thrills and excitement where you control the action. Our tour includes the Scenic hairlift, Flower Barn and Train ride around Jamberoo. Students pay extra for some of the rides.



North Coast Trip & Dolphin Cruise

Travelling through the beautiful Awkesbury River ranges you will stop for refreshments before travelling past Australia's largest shipping port, Newcastle. From there you will travel to Port Stephens, with sparkling blue and turquoise waters, distant misty mountains and imposing twin peak headlands. Have lunch before joining the cruise vessel to view the dolphins at play. You can join them in the water using the boom-net off the boat. Return to Manly via the scenic spots of Hoal Bay and Fingal Beach for photographs.

South Coast Tour

This is a spectacular coastal trip through Botany Bay and the Royal National Park. Stopping at Bulli Pass with spectacular views of Wollongong, Kiama - spectacular plumes of sea spouting through the blowhole and Minnamurra rainforest - stop for lunch and take a walk through 4 different types of rainforest to the Minnamurra Waterfalls. The tour then heads to Kangaroo Valley village and to the sheer sandstone cliffs of Fitzroy Falls, continuing through the southern highlands where the tour makes a final stop at Mittagong.



Tobruk Sheep Station

A stockman will meet you on horseback and give you Billy tea and damper (a traditional bread) made on a campfire. See how to work the sheep on horseback with sheep dogs and have a go at sheep shearing! Try your hand at whip cracking and boomerang throwing and visit the station store. Lunch is included in this active fun day.



Over Night Excursions

We arrange exciting excursions away from Sydney such as South Coast Tour, Canberra, Snowy Mountains Ski Trip (July & August), Surf Tour, Farm stay or sleep over at Oceanworld. Please ask for more information.

1 Week Sample Study Tour

This intense study tour is a great introduction to our school. Students have the opportunity to use their English in everyday situations.

**NUMBER
OF
WEEKS:
1**

**NETT
PRICE:
A\$1200**

**NUMBER
OF
STUDENTS:
12+**

**NUMBER
OF
LEADERS:
1 PER 15**

INCLUDED:

- √ Airport greeting and transfer on arrival and departure
- √ 7 nights shared room homestay accommodation, breakfast and evening meal included
- √ Welcome and orientation including refreshments
- √ 5 days full-time English tuition
- √ 5 activities after lessons
- √ 1 full day excursion including transport & entrance fee
- √ 1 graduation ceremony & presentation of certificates
- √ All lesson materials
- √ Free group leader for accommodation and activities with every 15 students

NOT INCLUDED:

- Additional transport costs (bus, ferry, train, taxis, monorail, Jetcat & flights)
- Personal expenditure (lunches, snacks, telephone calls, gifts etc)

PLEASE NOTE:

- Prices are quoted in Australian Dollars and include GST (tax)
- Prices are nett to agent (no commission payable)
- Based on a minimum of 12 students, supplements apply for smaller group sizes
- Prices are valid until

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p>Arrive in Sydney Welcome, English Test & Orientation</p> <p>Conversation Club</p>	<p>Full day of English</p> <p>Multi Media Centre</p>	<p>Full day of English</p> <p>Bush walk</p>	<p>Full day of English</p> <p>Film Club</p>	<p>Full day of English</p> <p>Graduation & certificate presentation</p>	<p>Day trip to The Blue Mountains & wildlife park</p>
Free day	<p>Meet at school and farewell homestay</p> <p>Transfer to Sydney airport</p>					

2 Week Sample Study Tour

A two week programme which offers a grounding in English that students can use during their stay, while enjoying a variety of interesting activities in Manly.

NUMBER OF WEEKS:
2

NETT PRICE:
AU \$1950

NUMBER OF STUDENTS:
12+

NUMBER OF LEADERS:
1 PER 15

INCLUDED:

- ✓ Airport greeting and transfer on arrival and departure
- ✓ 14 nights shared room homestay accommodation, breakfast and evening meal included
- ✓ Welcome and orientation including refreshments
- ✓ 10 days full-time study
- ✓ 10 activities after lessons
- ✓ 2 full day excursions including entrance fee & transport
- ✓ 1 graduation ceremony & presentation of certificates
- ✓ All lesson materials
- ✓ Free group leader for accommodation and activities with every 15 students

NOT INCLUDED:

- Additional transport costs (bus, ferry, train, taxis, monorail, Jetcat & flights)
- Personal expenditure (lunches, snacks, telephone calls, gifts etc)

PLEASE NOTE:

- Prices are quoted in Australian Dollars and include GST (tax)
- Prices are nett to agent (no commission payable)
- Based on a minimum of 12 students, supplements apply for smaller group sizes
- Prices are valid until

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Arrive in Sydney Test and orientation Tour of Manly	Full day of English  Beach Volleyball	Full day of English  Bush walk	Full day of English Film Club 	Full day of English Film Club	Day trip to the Blue Mountains & wildlife park 
Free day	Full day of English  Conversation Club	Full day of English Manly Art Gallery	Full day of English Manly Oceanworld 	Full day of English  Warringah Mall shopping	Full day of English Graduation & certificate presentation 	Reptile Park 
Free day	Return to airport					

3 Week Sample Study Tour

This three week programme allows students to learn English for every day use which they will be able to practice while enjoying Manly and Sydney.

NUMBER OF WEEKS: 3	NETT PRICE: AU \$2750	NUMBER OF STUDENTS: 12+	NUMBER OF LEADERS: 1 PER 15
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INCLUDED:

- ✓ Airport greeting and transfer on arrival and departure
- ✓ 21 nights shared room homestay accommodation, breakfast and evening meal included
- ✓ Welcome and orientation including refreshments
- ✓ 15 days full-time study
- ✓ 15 activities after lessons
- ✓ 3 full day excursions including entrance fee & transport
- ✓ 1 graduation ceremony & presentation of certificates
- ✓ All lesson materials
- ✓ Free group leader for accommodation and activities with every 15 students

NOT INCLUDED:

- Additional transport costs (bus, ferry, train, taxis, monorail, Jetcat & flights)
- Personal expenditure (lunches, snacks, telephone calls, gifts etc)

PLEASE NOTE:

- Prices are quoted in Australian Dollars and include GST (tax)
- Prices are nett to agent (no commission payable)
- Based on a minimum of 12 students, supplements apply for smaller group sizes
- Prices are valid until

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Arrive in Sydney Test and orientation Tour of Manly	Full day of English Beach games	Full day of English Manly Oceanworld	Full day English Film Club 	Full day of English Art Gallery	Day trip to the Blue Mountains & wildlife park 
Free day 	Full day of English Conversation Club	Full day of English  Beach volleyball	Full day of English Bush walk	Full day of English Warringah Mall Shopping	Full day of English Multi Media Centre	Reptile Park
Free day	Full day of English Chat	Full day English Baseball 	Full day of English Museum of Sydney	Full day English Film Club	Full day of English Graduation 	Hunter Valley Day trip
Free day	Transfer to Sydney airport					



4 Week Sample Study Tour

A four week study tour develops students English skills and gives an insight into Australian culture. Students will visit all the main attractions that visitors come to see

NUMBER OF WEEKS:
4

NETT PRICE:
AU \$3650

NUMBER OF STUDENTS:
12+

NUMBER OF LEADERS:
1 PER 15

INCLUDED:

- √ Airport greeting and transfer on arrival and departure
- √ 28 nights shared room homestay accommodation, breakfast and evening meal included
- √ Welcome and orientation including refreshments
- √ 20 days full-time study
- √ 20 activities after lessons
- √ 4 full day excursions including entrance fee & transport
- √ 1 graduation ceremony & presentation of certificates
- √ All lesson materials
- √ Free group leader for accommodation and activities with every 15 students

NOT INCLUDED:

- Additional transport costs (bus, ferry, taxis, monorail, Jetcat & flights)
- Personal expenditure (lunches, snacks, telephone calls, gifts etc)

PLEASE NOTE:

- Prices are quoted in Australian Dollars and include GST (tax)
- Prices are nett to agent (no commission payable)
- Based on a minimum of 12 students, supplements apply for smaller group sizes
- Prices are valid until

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Arrive in Sydney Test and orientation Tour of Manly	Full day of English Beach volleyball	Full day of English Museum of Contemporary Art	Full day of English Sounds of the Outback	Full day of English Art Gallery	Day trip to the Blue Mountains & wildlife park 
Free day with homestay family 	Full day of English Conversation Club	Full day English Beach games 	Full day of English Sydney Opera House	Full day of English Film Club	Full day of English Multi Medi- Centre	Reptile Park 
Free day 	Full day of English	Full day of English Multi Media Centre	Full day of English Australian Museum	English Full day Oceanworld 	Full day of English Film Club	South Coast Tour
Free day with host family	Chat Full day of English Quiz	Full day of English Baseball 	Full day of English Bush- walk in National	Warringah Mall shopping 	Full day of English Graduation & certificates	Northern Beaches Tours
Free day	Transfer to airport					

Booking Details

Bookings for Study Tours must be received at least 4 weeks prior to tour commencement. A non-refundable 10% deposit must be paid at this time. Confirmation or invitation letters will be issued after the deposit has been received. Balance of fees must be received by the college at least 14 days prior to tour commencement.

A tour group should be a minimum of 12 students. There must be at least 1 group leader for every 15 students, the tour leader is responsible for the welfare of the students and must attend all group activities and excursions. The study tour itinerary may be changed by the school without notice.

All participants must have their own medical and travel insurance. Students and parents must agree to and sign the Terms & Conditions of the school.

PAYMENT

The booking will be confirmed upon receipt by IH Sydney of a 10% non-refundable deposit. Bookings are subject to availability. At this time, the organiser/agent should forward to us the students names, ages and gender for our planning purposes. We will send you confirmation to accept your group. Final payment is due 2 weeks prior to commencement.

CANCELLATION POLICY

Refunds will be assessed in accordance with the following policy on an individual student basis:

Cancellation more than 28 days before commencement - 80% of full fee will be refunded.

Cancellation more than 14 days before commencement - 70% of full fee will be refunded.

Cancellation more than 7 days before commencement - 50% of full fee will be refunded.

Cancellation less than 6 days before commencement or after commencement - 0% will be refunded.

ADDITIONAL COSTS

If the tour commencement date changes less than 14 days prior to the original commencement date a late booking fee will be charged at \$30 per person.

If the group number falls below 12 students a supplement fee will be payable by all students. If there are more than 1 tour leader to every 15 students we will prepare a separate invoice for the additional tour group leader.

It is the responsibility of the agent to be aware of the inclusions of the programme they book, the college is not responsible for items which are not included in the accepted quotation.

The above terms and conditions are in addition to the school's 'Terms and Conditions'.

