



REGENT'S COLLEGE LONDON

2012 SHORT COURSE

Booking

xx spaces

Course arrival date: xx xx 2012

Course departure date: xx xx 2012

Charges for on campus accommodation

£63 per person per night in a single room

£52 per person per night in a twin room

£42 per person per night in a triple room

Charges include:

Daily £10 meal allowance

Full use of college facilities including:

Classroom space

Use of library

24 hour IT access

Sports facilities including gym and all-purpose court

Dance Studio

Music Room and Piano Room (Tuke)

Students pay a refundable deposit of £10 for room keys. There will be a £10 charge for any replacement ID/meal cards or lost keys.

Room preferences

Depending on the group sizes and gender breakdown of all guests in the hall at any one time, we cannot guarantee whether you will be in single, twin or triple rooms. However we will do our best to accommodate your group according to your preferences. If you have any particular needs for rooms (e.g. single rooms for lecturers, ground floor rooms for students with disabilities) please let us know as soon as possible. If the students have room-mate preferences please send us these one month in advance.

Deposit invoice

We will send a deposit invoice (25% of the estimated accommodation total).

The estimated total will be based on twin rooms, although in the final invoice we will charge you for the room types used.

Cancellations

You may cancel or amend your booking up to six months before the date of arrival, and we will refund your deposit. We recognise that circumstances may mean that

student enrolments change. Therefore, if you need to amend your numbers you can drop up to 10% of the total student numbers without charge at any time.

If you cancel your booking less than 6 months prior to the arrival date or your student numbers drop by more than 10% then the following cancellation charges apply:

Less than 6 months before the date of arrival: The 25% deposit is non-refundable.
Less than 3 months before the date of arrival: 50% of the accommodation costs are payable.

Less than one month before the date of arrival: 100% of the accommodation costs are payable.

Teaching

If you require teaching from Regent's College faculty, please let us know as far in advance as possible so we can find the best teachers for your course. As a guide, we need to know your teaching requirements at least two months in advance.

Classrooms

Please let us know the number size of classrooms you require, how many students they should fit and which days you need them for. If you require any other facilities, such as office space, please let us know as soon as possible.

Excursions/coach transfers/travelcards

We are happy to book coach transfers, excursions and travelcards for you, with a 10% surcharge. Ideally, we need at least one month's notice to book these items. If you are looking to book theatre tickets, the more notice we have the better in order to secure the best group discounts.

Student and staff details and photos

In order to produce ID cards for the group, we need names and photos of all students and staff in the group. We need these details one month in advance.

Arrival

You can check in from 2pm onwards. If you arrive earlier than this you will be able to check in and pick up your ID cards, but your rooms may not be ready for you. You will of course be welcome to leave luggage with reception until you can move into your rooms.

Departure

We ask that all groups check out of their rooms by 10am at the latest, to allow for rooms to be cleaned for new arrivals.

Final Invoice

We aim to send you your final invoice by the end of the month of your departure.