

International Summer Programmes Terms and Conditions

Applying

Before applying for a place on the International Summer Programme, please ensure that you have read the programme requirements and have understood our booking terms and conditions outlined below.

Eligibility

We welcome applications from all adults aged 18-80+, including university students, professionals, retirees and those with other experience, regardless of educational background. Courses are taught at approximately first-year undergraduate level.

Unfortunately, we cannot accept bookings from anyone under the age of 18. If you submit your application before you turn 18, we will not be able to accept you on to the programme until you turn 18. If you do not turn 18 before the start of the International Summer Programme, you will be unable to attend this year but we would welcome your application for the following year.

Language requirements

To ensure that all participants on the International Summer Programme are able to enjoy studying with us, you will need to be confident understanding and following discussions presented in written and spoken English at University level and will need to demonstrate an appropriate level of English language proficiency.

If English is not your first (native) language, you will need to meet our English language requirements, by providing evidence of one of the following tests. These results should have been achieved in the same sitting, and no more than 4 years before the date of your application.

Please note that if you have previously attended our University of Cambridge International Summer Programmes you are deemed to have already met this requirement and will not need to provide further proof of English language proficiency. You will be asked to upload proof of English language proficiency when applying.

Qualification	Required Score
IELTS (Academic), IELTS for UKVI Academic or IELTS Indicator	Minimum overall band score of 6.5 or above, with no less than 6.0 in each of the four components
C1 Advanced	Overall score of 180, with no element lower than 176
CAE (Cambridge English Advanced)	Grade A or B or 176 points overall on the Cambridge English Scale
C2 Proficiency	Overall score of 200, with no element lower than 185
CPE (Cambridge English Proficiency)	Grade C or above or 200 points overall on the Cambridge English Scale
TOEFL iBT or TOEFL Home Edition	Overall score of 92 (with no individual element below 22)

Applicants who have 'narrowly missed' the minimum required levels in one of the accepted English Language tests will need to have a video call with one of our team.

We recognise that you may have undertaken all or part of your education in English and/or may have extensive experience using English on a regular basis in your professional life, and as such could reasonably be expected to fully participate in the International Summer Programme without the above tests. If you think you may be eligible to apply on this basis, we ask you to provide evidence to support this: an employer recommendation or reference, a CV / link to your LinkedIn page, an article or website that shows your work.

Accessibility and support for students with additional requirements

We make every effort both to anticipate and to make reasonable adjustments to meet the needs of those students with additional requirements including those with unseen disabilities, including mental health conditions, and specific learning difficulties, such as dyslexia.

It is essential that you let us know about any additional requirements as soon as possible so that we can offer you the support and advice you require before the start of the International Summer Programme, enabling a smooth transition to your studies. Please ensure you complete the relevant step in our booking system, including any additional requirements, when applying for the International Summer Programme.

If you indicate on your application form that you require additional support, you will be sent a Student Additional Requirements Form (SARF) to complete. The form asks for further details about your requirements and support needs, and requests that you submit supporting evidence. Any information shared will be treated in the strictest of confidence and only shared according to your disclosure.

Fees and payment

Our preferred payment method is credit/debit card through your ICE account, via our secure online booking system. Unfortunately, we are unable to accept cheques or Amex.

A registration fee, calculated as 15%, applies to all applications made on an individual basis.

For those **attending multiple weeks, please note that the registration fee is closer to 16%** as payment is taken before the multiple week concessions are applied. Your final balance will be adjusted accordingly.

The **balance of your tuition and accommodation fees is due on 18 May 2025** as stated on the payment schedule. Anyone applying after this date will be required **to pay the fees in full**. A reminder will be sent each week to anyone applying after 18 May 2025.

Please note that after the balance of payment deadline (**18 May 2025**) you must pay within 24 hours to secure your booking.

Cancellations and refunds

To cancel, you must inform us by emailing intenq@pace.cam.ac.uk. To meet the cancellation deadline, it is sufficient for you to send your communication concerning exercising the right to cancel before the cancellation period has expired.

Cancellation period: If you are acting as a consumer, and you cancel within 14 calendar days of receiving your automated *Application Received* email without giving any reason, you are entitled to a full refund of the price paid (note that exceptions apply for any College accommodation booked through us). If you are not acting as a consumer, the standard PACE refund and cancellation policy provisions shall apply.

You may cancel at any time. After the 14-day cancellation period has expired, the standard programme cancellation policy (as specified below) will apply.

Please note that accommodation and meals are subject to different cancellation terms and conditions depending on the accommodation provider's regulations and the amount of notice of cancellation provided.

Cancellations and refunds in circumstances outside those described above, and/or following the expiry of the 14-day cancellation period, are subject to the terms and conditions set out in this Information and Refunds policy. For the avoidance of doubt, the cancellation period will expire 14 days after the date of the automated *Application Received* email.

We will make the refund using the same means of payment as you used for the initial transaction. In any event you will not incur any fees as a result of this refund.

If you start to use our services during the cancellation period (ie if the programme commences during the 14-day cancellation period) or if you access the course materials via our VLE and you cancel the Contract, you will pay us an amount that is in proportion to what has been performed up until you have communicated to us your cancellation from this Contract, in comparison to full coverage of the Contract.

By applying and paying for a programme that begins within the 14-day cancellation period, you are deemed to have expressed your wish to begin our services. If you subsequently decide to cancel the Contract, you will be liable to pay us an amount that is in proportion to the Services performed until you have communicated your decision to cancel, in comparison to full coverage of the Contract (for the International Summer Programme this excludes College accommodation).

You will not have the right to cancel a Contract where the Services have been fully performed.

Cancellations are subject to the policies detailed in the table below. **Cancellations due to an unsuccessful visa application are not eligible for a refund.** All fees, including the registration fee, are non-transferable to another year or another student.

In the case of a programme week change from one week to another where the student subsequently cancels, the automated *Application Received* email date used will be that of the original application, and not the revised week.

If your application is unsuccessful, you will be refunded the registration fee.

Course places cannot be transferred to other people or to another year. If you are no longer able to take up your place please contact intenq@pace.cam.ac.uk

Two-week cancellation period			
	Tuition fees	Accommodation fees	Registration fee
Cancellations made within 2 weeks (or 14 days) of receiving your <i>Automated Application Received email</i>	Full refund	Fully refundable if the cancellation is received up to and including 15 June 2025 (23:59 UK time), but for cancellations from 16 June 2025, non-refundable	Full refund
After two-week cancellation period			

Weeks/days before beginning of the Summer Programme (Sunday 13 July 2025)	Tuition fees	Accommodation fees	Registration fee
More than 8 weeks (up to and including 17 May 2025 23:59 UK time)	Full refund of the balance of payment (tuition less registration fee - provided full payment has been paid)	Full refund	Not refundable
8 weeks to 28 days (18 May up to and including 15 June 2025 23:59 UK time)	50% refund of the balance of payment	50% refund	Not refundable
27 days to 14 days (16 June up to and including 29 June 2025 23:59 UK time)	50% refund of the balance of payment	Not refundable	Not refundable
13 days or less (from 30 June 2025 23:59 UK time)	Not refundable	Not refundable	Not refundable

Cancellation by PACE

Our programmes have to run on a financially sustainable and academically-viable basis. In the unlikely event that a course does not recruit enough students to make it viable, the course will be cancelled, and students offered a place on an alternative course. Decisions about any low-enrolment courses are taken on or around 1 May 2025.

Whilst every effort is made to avoid changes to our programme, PACE reserves the right to withdraw any course. In such circumstances, we will endeavour to provide a substitute of equal standing. Should a course have to be cancelled due to last-minute unforeseen circumstances, any student enrolled on that course will be contacted immediately, and an alternative course place arranged.

Should illness or emergency prevent a Course Director from teaching, we will endeavour to provide a substitute of equal standing.

If for any reason PACE cancels the programme, all tuition fees will be returned in full. We cannot however reimburse the cost of any pre-booked travel arrangements and recommend that you take out travel insurance to cover any significant costs incurred.

Special circumstances

If, in the reasonable opinion of PACE, the presence of any client, tutor, student or delegate is, or is deemed likely to be, an impediment to the provision of any service of PACE, or brings PACE (and/or the University of Cambridge) into disrepute, PACE may exclude such a person from all or part of that service. In these circumstances, PACE will return any fee paid by or for the individual, but there will be no further liability of the Institute.

Course allocation and waiting lists

Courses are offered on a first come, first serve basis. If, when applying, your first choice is full, you can add yourself to a limited waiting list and will need to select a second course choice. However, it is not guaranteed that you will be offered a place. You can only be offered a place if there has been a student cancellation, which makes a place available, and if you are top on the waiting list. If there is no notification from us about course availability by 18 May 2025, you will most likely not be offered a waiting list place.

We reserve the right to alter details of any course should illness or emergency prevent a Course Director from teaching. In such circumstances, we will endeavour to provide a substitute of equal standing. Should a course have to be cancelled due to very low enrolment or last-minute unforeseen circumstances, any student enrolled on that course will be contacted immediately, and an alternative course place arranged.

Accommodation allocation

If, when applying, your first accommodation option is full, you must select a different accommodation option. Colleges will try to meet specific room requests and additional requirements, but this may not always be possible. Please note that room sizes may vary considerably.

Unfortunately we are unable to confirm specific room allocations prior to arrival, nor are the Colleges. We kindly ask you not to contact the Colleges directly.

Accommodation changes (accommodation only)

Accommodation changes can be made in special cases and will be considered before the start of the programme, where space permits, and where the change has been signed off by the International Summer Programme team. If the change is possible, there is no charge up until the balance of payment deadline: **18 May 2025**. After this date, please note that any request for change of accommodation will attract extra charges. You will forfeit the payment already made for your accommodation and you will be required to pay the full fees for a new accommodation. In exceptional cases, the Colleges may allow you to pay for the price difference between the accommodation you have booked for and the new accommodation you would like to change to. In addition to this charge, there will be a **£60 admin fee**.

Programme week change (course and accommodation)

Any registered student who wishes to change from one week to another should contact the International Summer Programme team. If the change is possible, there is no charge up until the balance of payment deadline: **18 May 2025**. After that date, **an admin fee of £100 per week** changed is made to cover the administration involved in altering the College booking, course week, two course places, teaching room allocations, information for Course Directors, etc.

Please note: programme week changes are subject to availability, and changes cannot be made once a course has started.

Course change (course only)

Course changes are allowed in special cases but will only be considered before the first session of the course, where space permits, and where the course change has been signed off by the International Summer Programme team. If the change is possible, there is no charge up until the balance of payment deadline: **18 May 2025**. After that date, **an admin fee of £40 per course** will be charged to cover the administration involved in altering the course place, teaching room allocation, information for Course Directors, VLE access etc.

Evaluation

An evaluation fee of £75 is charged for the assessment of written work for one course. The charge for each additional essay is £75. If you decide to opt out, evaluation fees can only be refunded prior to the balance of payment date (**18 May 2025**). If a graded transcript including contact hours is required there will be a fee of £30, with a fee of £15 for subsequent additional transcripts.

Repairs and cleaning fees

Please note that, as a result of your occupancy, if the College deems that your room has been damaged, requires furniture or fixtures to be replaced, or is particularly dirty and requires housekeeping to carry out a deep clean, these charges will be passed on to you and Certificates of Attendance will be withheld until payment is made.

Medical insurance

Your home country may have an arrangement with the UK so that medical care is free. If it does not, you must take out medical insurance to ensure you are covered during your stay, particularly if you have known medical needs that may require attention. Medical costs are expensive and payment is often needed at the time of treatment.

Travel insurance

You must take out travel insurance to cover yourself for your return journey and the duration of your stay. Please be aware that we cannot refund fees in the case of a visa application being refused. Your travel insurance should cover any expenses incurred as a result of lost or stolen property, late arrival, early or delayed departure, or cancellation due to unforeseen circumstances. The University accepts no liability for loss or damage to student property.

Building works

We can accept no responsibility for disturbance caused by building works but have alerted the Colleges and the Sidgwick Site facilities team to our student's needs, and expect any disruption to be minimal.