



Booking Form for English as a Foreign Language Programme

This agreement is dated 18 December 2025 and made between:

1. **Hertford College Programmes** (a wholly owned subsidiary of Hertford College, Oxford, registered in England and Wales with company number 7247311) of Catte Street, Oxford, OX1 3BW, UK (“the **College**”) and
2. **Chang Gung University**, No 259, Wenhua 1st Rd., Taoyuan City 333323, Taiwan (“the **Partner**”)

This agreement is for the provision of an English as a Foreign Language programme (“the **Programme**”) (as detailed below) by the College to certain students of the Partner (“the **Participants**”), and is subject to the College’s standard terms and conditions, as attached hereto.

The Programme	
Programme Title	2-week Medicine in Oxford Programme plus 2-week English Language and Culture Programme
Length of Programme	4 weeks in total
Preferred Arrival Date	Saturday 18 th July 2026
Preferred Departure Date	Saturday 15 th August 2026
Number of Student Places	13 – please confirm

Included in Programme Fees



Accommodation	Single bedroom in student accommodation
Meals	<p>Lesson days:</p> <ul style="list-style-type: none"> ● Breakfast, lunch and dinner. <p>Study visit:</p> <ul style="list-style-type: none"> ● Breakfast, packed lunch and dinner. <p>Weekends:</p> <ul style="list-style-type: none"> ● Saturday – breakfast only ● Sunday – breakfast/dinner
Study tours	<p>The following study tour is included in your programme:</p> <ul style="list-style-type: none"> ● London ● Bath ● Blenheim Palace and the Cotswolds
<p>Airport Coach Transfer (Please note that there is only one return airport private coach provided for each programme. Therefore, please ensure that students are on the same arrival/ departure flights where possible)</p>	<p>Provided by Hertford College</p>
Special Events	<p>The following events are included in your programme:</p> <ul style="list-style-type: none"> ● Welcome Tea ● Gala Dinner ● Certificate Ceremony



Application Process Deadlines

December 2025	Hertford College sends you a booking form and student application forms for 2026 programme.
April 2026	Signed Booking form returned to Hertford College by this date.
April 2026	Completed student application forms and name list returned to the college by this date. Hertford College sends the invoice for balance of fees to be paid.
May 2026	Group leader's names and flight details confirmed with the college by this date.
June 2026	Hertford College confirms arrival coach transfer information.

Payment Details

Programme fees per student <i>(including tuition, materials, accommodation, trips and airport</i>	£5,920 (for both programmes)
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Non-refundable Deposit (30%) due per student on return of this booking form	£1,776
Please write the address you would like on the invoice	Chang Gung University
	No 259, Wenhua 1st Rd.,
	Taoyuan City 333323
	Taiwan

The Partner hereby agrees to and accepts the College's standard terms and conditions, as per below.

Signed for and on behalf of the Partner:

Date:



TERMS AND CONDITIONS OF BUSINESS

1 Formation of the Contract

1. These terms and conditions and the Purchase Agreement attached hereto (collectively, the "Contract") apply Hertford College Programmes (a wholly owned subsidiary of Hertford College, Oxford, registered in England and Wales



with company number 7247311) of Catte Street, Oxford, OX1 3BW, UK (“the College”) and the Partner as defined in the Purchase Agreement.

1.1 These terms and conditions shall apply to the College’s provision of the Programme (as described in the Purchase Agreement) and any other services that the College may supply to the Partner and/or Participants in connection with the Programme (collectively, “the Services”).

1.2 The Partner accepts that the Contract will govern relations between the College and the Partner in respect of the Services, to the exclusion of all other terms, conditions, warranties, guarantees, stipulations and representations, whether written or oral and express or implied (including any terms or conditions which the Partner purports to apply under any memorandum of understanding, booking form, purchase order, confirmation order or other document).

1.3 No contract shall exist or be deemed to be formed between the College and the Partner until the Purchase Agreement has been duly signed by or on behalf of the Partner and received by the College.

1.4 The College may from time to time change these terms and conditions without notice to the Partner in relation to any future programmes that the College may offer.

1.5 The headings in these terms and conditions are for ease of reference only and do not affect their interpretation or construction.

2 Participants

2.1 The Partner shall be solely responsible for ascertaining and deciding whether the Programme is sufficient and suitable for its purposes and the needs of the Participants.



2.2 At least 4 weeks prior to the Arrival Date (as specified in the Purchase Agreement) the Partner shall provide the College with all such information pertaining to each Participant as the College may reasonably require (“the Participant Information”).

2.3 Should the Partner wish to send other participants on the Programme in addition to the number specified in the Purchase Agreement, the parties may agree to amend the Contract or execute a new contract (incorporating these terms and conditions) to take account of such additional participants.

2.4 The Partner warrants and represents that all information submitted by the Partner to the College in connection with or relating to the Services (including, without limitation, all Participant Information) is accurate and correct, and the Partner agrees to promptly provide the College with any and all necessary information, co-operation and assistance (including, without limitation, any information, co-operation or assistance relating to a Participant) as it may reasonably require in order to perform its obligations under the Contract.

3 Programme Fees

3.1 All Programme Fees specified in the Purchase Agreement will be paid in GB pounds sterling and shall be exclusive of VAT and other relevant taxes where applicable. It is the Partner’s sole responsibility and not that of the Participants to pay all applicable Programme Fees in accordance with this clause 3.

3.2 The Partner shall pay the Deposit to the College in cleared funds at the same time as its duly signed Purchase Agreement is received by the College.

3.3 The Deposit is not refundable under any circumstances.

3.4 The College shall provide the Partner with a single invoice identifying the outstanding balance of the Programme Fees which shall, in any event, be paid



by the Partner to the College in cleared funds at least four weeks prior to the Arrival Date.

3.5 Non payment on or before the due date (time being of the essence) shall entitle the College, without prejudice to any other rights that the College may have, to suspend or cancel the provision of the Services.

3.6 The Partner shall make all payments due to the College under the Contract without any deduction, whether by way of set-off, counterclaim, discount, abatement or otherwise.

3.7 If the Partner is required by law or regulation to make any deduction or withholding on account of tax or otherwise on any sum payable to the College under the Contract, unless the College agrees otherwise, the amount payable to the College by the Partner will be increased by the amount of that deduction or withholding to ensure that the College receives a sum equal to the amount to be paid hereunder. So far as the Partner is required by law or regulation to make any deduction or withholding on account of tax or otherwise, the Partner shall co-operate with the College in all respects necessary to allow the College to take advantage of any double taxation agreements that may be available.

4 Programme Fees Refunds and Cancellation Policy

4.1 The Partner shall be entitled to have all monies, excluding the Deposit, refunded on a pro-rata basis in respect of any Participant Places (as specified in the Purchase Agreement) that are cancelled by the Partner in writing before the Arrival Date.

4.2 The College will not refund Programme Fees as the result of any Participant's late arrival to, non-attendance of or withdrawal from, the Programme.

5 Insurance



5.1 The Partner warrants and represents that it has used its best endeavours to ensure that each Participant attending the Programme has made all necessary insurance arrangements for their travel and stay throughout the duration of the Programme. Such insurance arrangements should include, but not be limited to, theft or damage to personal property, loss or theft of money, medical treatment cover, personal liability, personal injury, legal expenses and recovery of their respective fees for attending the Programme and/or associated travel costs as a result of their inability (for whatever reason) to attend the Programme (in whole or in part).

5.2 For the avoidance of doubt, the College accepts no liability for loss or damage to Participant property and shall not provide any insurance cover whatsoever to Participants, save to the extent that they may be covered under the College's third party liability insurance.

6 Accommodation and Participant Status

6.1 Participant's attending the Programme will be provided with student accommodation equivalent to that enjoyed by Hertford College students for the duration of their attendance of the Programme. For the avoidance of any doubt, Participants shall not, by virtue of their attendance of the Programme, the Contract or otherwise, acquire any right, title or interest in the student accommodation provided or any other premises or property of the College.

6.2 On successful completion of the Programme, Participants shall receive a certificate of attendance given by Hertford College. However, the Partner acknowledges and accepts that under University Regulations, the College is not able to provide any formal qualification or credits to Participants attending the Programme.

6.3 The Partner further acknowledges and accepts that the Programme does not have any accreditation by Oxford University.



7 Limitations of liability

7.1 The Hertford College Teachers provided by the College (as specified in the Purchase Agreement) all have the required qualifications and accreditations to teach on the Programme. Whilst each Participant that completes the Programme will receive an attendance certificate, the College does not provide any guarantee in respect of the standard of a Participant's abilities on completion of the Programme.

7.2 The College will use all reasonable endeavours to assist Participants in resolving problems that they may encounter whilst in Oxford during their attendance of the Programme. This includes helping them to access private medical care where available. However the College excludes all and any liability in respect of any services or goods offered or provided by any third part(y)(ies) to Participants.

7.3 The Partner warrants and represents that all Participants attending the Programme have all necessary visas, permissions and consents required for their stay in the United Kingdom and attendance of the Programme.

7.4 The warranties and undertakings given by the College in these terms and conditions are given in lieu of all implied warranties, terms and conditions and, to the extent permitted by law, all conditions, warranties, representations or other terms, including any relating to satisfactory quality, fitness for a particular or any purpose, or the ability to achieve any particular result, are excluded.

7.5 The following provisions set out the entire financial liability of the College (including any liability for the acts or omissions of its employees, agents and sub-contractors) to the Partner and/or any Participant in respect of:

- (a)** any breach of the Contract; and
- (b)** any representation, statement or tortious act or omission including negligence arising under or in connection with the Contract.



7.6 Nothing in these terms and conditions excludes or limits the liability of the College:

- (a) for death or personal injury caused by the College's negligence; or
- (b) for any matter which it would be illegal for the College to exclude or attempt to exclude its liability; or
- (c) for fraud or fraudulent misrepresentation.

7.7 Subject to clause 7.6:

- (a) the College's total liability in contract, tort (including negligence or breach of statutory duty), misrepresentation, restitution or otherwise, arising under or in connection with the Contract shall be limited to the Programme Fees; and
- (b) the College shall not be liable to the Partner (and/or any Participant) for loss of profits; loss of business; loss of anticipated savings; loss of revenues; loss of opportunity; loss of goodwill, or loss of reputation whether, in each case, direct or indirect and whether or not the type of loss was foreseen or reasonably foreseeable. Moreover the College will not be liable for any indirect loss or damage suffered by the Partner or any Participant.

7.8 The Participants agree to indemnify the College for all losses, liabilities, damages, costs and expenses suffered or incurred while attending the Programme, or while using College facilities.

8 Participant Illness and Behaviour

8.1 The Partner shall use its best endeavours to procure that all Participants shall undertake to comply with such rules and regulations as may be required by the College from time to time.

8.2 The College reserves the right to expel a Participant from the Programme, without notice, as a result of their inappropriate behaviour. Examples of inappropriate behaviour that could result in a Participant being required to leave the Programme include poor attendance, deficient academic performance, disruptive behaviour, damage to College property, failure to comply with the

College's rules and regulations or any other behaviour deemed by the College to be inappropriate. The Partner acknowledges that a Participant's right to remain in the United Kingdom may become invalid as a result of being required to leave the Programme and that in such an event, the Participant may be required to return to their country of origin immediately.

8.3 If as a result of illness (whether physical or mental) or physical injury a Participant is unable to continue with or complete the Programme then the College may require such Participant to leave the Programme and return to their country of origin at their own expense.

8.4 In the event that a Participant is required to leave the Programme under clause 8.2 or 8.3 no Programme Fees, Deposit or other monies paid to the College in connection with or relating to that Participant shall be refunded by the College.

9 Data Protection

9.1 The College shall take all reasonable care to ensure that the College complies with its obligations under the Data Protection Act 1998, to the extent applicable.

9.2 The College shall only use personal data provided by the Partner about a Participant for the purpose of providing the Services.

10 Intellectual Property Rights

10.1 All material that the Partner creates to promote or advertise the Programme or the College shall be first approved by the College prior to its use (for any purpose) and/or distribution.

10.2 The Partner shall not represent the Programme as an Oxford University Programme in any promotional material or in any other way, and shall not use



any trade mark (whether registered or unregistered) of Oxford University or Hertford College (including but not limited to the name “Hertford College” and the Crest of the College), without the explicit written consent of the trade mark owner.

11 Assignment

11.1 Neither party may assign or otherwise delegate its rights or obligations under these terms and conditions without the prior written consent of the other, save that the College may assign its rights and obligations to a subsidiary or associated company of the College.

12 No Waiver

12.1 No forbearance, failure or delay by either party in enforcing or partially enforcing any provision of these terms and conditions shall be construed as a waiver of the rights of that party hereunder. Any waiver by either party of any breach of, or any default under, any provision of these terms and conditions shall not be deemed a waiver of any subsequent breach or default and shall in no way affect the other terms and conditions.

13 No Partnership

13.1 These terms and conditions shall not create, nor be deemed to create, any partnership, joint venture or agency relationship between the parties.

14 Force Majeure

14.1 The College reserves the right to defer Arrival Date or to cancel the Programme if it is prevented from or delayed in providing the Services and/or carrying on its business due to circumstances beyond the reasonable control of the College including, without limitation, acts of God, governmental actions, war



or national emergency, acts of terrorism, protests, riot, civil commotion, fire, explosion, flood, epidemic, lock-outs, strikes or other labour disputes (whether or not relating to either party's workforce), or restraints or delays affecting carriers or inability or delay in obtaining supplies of adequate or suitable staff and/or materials.

15 Severability

15.1 If any provision of these terms and conditions (or part of any provision) is judged by any court or other body of competent jurisdiction to be illegal, invalid or unenforceable, the other provisions and the remainder of the illegal, invalid or unenforceable provision shall remain in full force and effect.

16 Third Party Rights

16.1 Nothing in these terms and conditions is intended to confer a benefit on, or to be enforceable by, any person who is not a party to them.

17 Entire Agreement

17.1 The Contract constitutes the entire agreement between the College and the Partner in relation to the subject matter hereof and supersedes all prior agreements, arrangements and understandings between the College and the Partner relating to that subject matter.

17.2 Without prejudice to clause 1.5, no additional terms, amendments or variations to the Contract will be binding on the College unless agreed in writing by the College. The Partner warrants that it has not relied on or been induced to enter the Contract by any statement, warranty or representation (whether oral or in writing) made or given by or on behalf of the College which is not set out in these terms and conditions.

18 Governing law and jurisdiction

The formation, existence, construction, performance, validity and all aspects of these terms and conditions and the Purchase Agreement shall be governed by

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Hertford College
UNIVERSITY OF OXFORD

and construed in accordance with English law and each party hereby submits to the exclusive jurisdiction of the English courts.