

Transfer terms and conditions

You must inform us immediately of any changes to your travel arrangements. We must receive any changes to arrival travel details at least 10 working days before the start of the course and any changes to departure travel details at least 10 working days before the end of the course. If we do not receive travel details or amended travel details within the 10 working days deadline we may not be able to provide a transfer. However, if approved we will charge you an administrative fee of £100.

We can only provide transfers for students booked on our courses. We will organise a scheduled transfer from/to our designated airports or St. Pancras railway station (Eurostar only) for students who send us travel details within the deadline given and hold a valid return ticket with a time and date for the transfer scheduled. You cannot arrive with an undated ticket and Harrow School Short Courses cannot book your return ticket.

We only organise scheduled airport (and Eurostar only) transfers for our students to and from designated airports or train station. Transfers are normally by car, minibus or coach. Trains or public transport may also be used if required. We do not run a shuttle services.

Arrival and departure times for Harrow School are as follows:

Arrival: 06:00 – 18:00

Departure: 09:00 – 19:00

Please note, we cannot drop students at the airport or train station, if the flight (or train) is outside our arrival time transfer window. We also cannot leave a student at the airport or train station to wait if the flight (train) is outside our departure transfer window.

If we have confirmed a transfer outside of our advertised arrival and departure times, there will be a fee per transfer, per student. We will confirm your transfer when we receive your amended travel form and the payment of an additional fee. We may not be able to accept all requests for transfers that do not meet our travel requirements.

In summary, students attending Harrow School should arrive at St Pancras Station (EuroStar only), or Heathrow, London City or Luton Airports.

If you want to fly into or out of alternative airports, we may be able to arrange this at a fee per transfer, per student. However, all transfer requests outside our terms and conditions must be approved. Please contact the London College of Fashion Short Course team (+ 44 20 7514 7552) to check before making your travel arrangements. We may not be able to accept all requests for transfers that do not meet our travel requirements.

Students attending Harrow School who do not require a Harrow School Short Courses transfer must arrive at the school with a parent or an authorised adult between 13:00 and 17:00 and depart with a parent or an authorised adult between 09:00 and 13:00. Please note, the bedrooms may not be available to check in before 14:00.

We will not provide transfers for students being dropped off at one of our designated airport or Eurostar station by an adult unless the student is booked on a flight or train arriving that day. We will also not provide transfers for students meeting an adult at an airport or St Pancras Eurostar station unless the student is booked on a flight or train leaving that day.

A student who has a scheduled transfer with us will arrive at the airport approximately three hours before their flight/train departs. We will check in the students and send them through security. Please note, due to our pastoral care our staff will stay with the student until the security gate and will not release them from our care until this point.

Adults can meet students at the check in-desk but our staff cannot wait for adults.

Students will not be taken to the airport or St Pancras Eurostar early to meet parents.

Students must pay the cost of excess baggage and Unaccompanied Minor (UM) charges; Harrow School Short Courses is not responsible for these costs. It is the parent's responsibility to check the airline's arrangements for the payment of airport departure tax, the maximum luggage allowance or any airline policy which may affect the student's departure on transfer day.

If a student is to be collected by an adult who is not the parent or legal guardian, the parent or legal guardian must first complete an authorisation form in advance, giving us the name of this adult no later than 48 hours before the student's departure date. All adults must show photographic ID to Harrow School Short Courses staff and sign the deregistration form before we release the student into their care.

As a part of our Safeguarding and Pastoral care, we will need advance notice of any changes to the authorised adult before we can release the student.