



2023
THE NEW AFRICA

Brookhouse Schools
Magadi Road, Langata
P O Box 24987 Nairobi 00502
Kenya off Langata Road
Tel: +254 (0)20 243 0261-6
Tel: +254 (0)722 204 413

RSIC2023 Letter of Commitment

By signing below, I formally commit to my schools' attendance at the Round Square International Conference 2023, which will be hosted in Kenya by Brookhouse Schools.

I understand that by signing this form I am securing the number of delegate places I have specified below and will therefore be invoiced by Brookhouse Schools for these places. I accept the Terms and Conditions of this Letter of Commitment, as specified on page 2 of this document and I confirm that I have read, and understand, the cancellation policy outlined on page 3.

Your Details	
Name of School/ College:	
Name of main contact for this booking:	
Email address for correspondence relating to the RSIC:	

Your Reservation	
Number of Students (up to 5) at a delegate fee of Usd 1,275 per person	
Number of Adults (up to 2) at a delegate fee of Usd 1,490 per person	

I confirm that the student delegates that will participate from my school will be aged 16 or over during our school academic year in which the RSIC takes place. I understand that this means that delegates that are 15 at the time of the RSIC will only be accepted if they will become 16 before the end of the academic year (at my school) in which the RSIC falls.

I confirm that the adult delegates that will participate from my school will take safeguarding responsibility for Duty of Care of our students (in loco parentis) during their time at the Conference, for the duration of their trip.

Signed on behalf of (school name) :	
By (Name of Head/ Principal) :	
Signature :	
Date :	



2023
THE NEW AFRICA

Brookhouse Schools
Magadi Road, Langata
P O Box 24987 Nairobi 00502
Kenya off Langata Road
Tel: +254 (0)20 243 0261-6
Tel: +254 (0)722 204 413

Terms & Conditions – Letter of Commitment

RS International Conference 2023 – Delegate Fees

Student delegates: USD 1,275

Adult delegates: USD 1,490

All delegate fees are fixed regardless of the duration of stay (e.g., an adult delegate that participates in the first three days only and then leaves will still pay the full delegate fee as the conference budget is predicated on a fixed number of delegate places.)

The price specified above includes:

- ✓ all meals throughout the duration of the conference
- ✓ all accommodation throughout the duration of the conference
- ✓ all transport throughout the duration of the conference (including pick up and drop off to Jomo Kenyatta International Airport, Nairobi)
- ✓ all visits and activities throughout the duration of the conference

The price specified above does not include:

- X flights or other travel to/from the point of arrival/departure
- X enroute accommodation to/from the point of arrival/departure
- X visas
- X personal spending money (for souvenirs and extra drinks/snacks)
- X personal equipment or
- X any pre/post conference trips

Payment of Delegate Fees

Details for payment will be outlined on your invoice. You will be charged for the number of delegates you have indicated in this Letter of Commitment and payment will be required before the deadline specified on your invoice. Please reference your payment with an invoice number/purpose of payment (please refer to RSIC 2023 Brookhouse).

Waitlist for requesting additional Delegate Places

If, at the time of submitting your Letter of Commitment you are unsure if you can fill a full delegation (five students, two adults), you can commit to a smaller delegation, and request any places you are unsure about via the waitlist. This list will begin to be released on a first-in-first-served basis during the second half of April in the run up to registration opening on 1st May. Places requested via the waitlist are not subject to the cancellation policy until/ unless they have been confirmed. However it is also the case that those places are not guaranteed until/unless they have been confirmed. Should the conference fill to capacity with standard LoC submissions, it will not be possible to offer places to the waitlist, so please consider this before deciding how many places to confirm via LoC and how many to request via the waitlist.



2023
THE NEW AFRICA

Brookhouse Schools
Magadi Road, Langata
P O Box 24987 Nairobi 00502
Kenya off Langata Road
Tel: +254 (0)20 243 0261-6
Tel: +254 (0)722 204 413

Cancellation Policy

By signing and returning the Letter of Commitment you will be formally committing to your school's attendance AND number of delegates at the 2023 Round Square International Conference at Brookhouse Schools.

You will be charged for the number of delegates you have indicated on your Letter of Commitment and payment will be required before the outlined deadline on your invoice.

IF WE CANCEL: In the unlikely event that the RSIC2023 is cancelled by Brookhouse, a full refund of delegate fees will be issued. Any other non-refundable costs will be the school's responsibility. Please ensure that your insurance will cover this.

Brookhouse School will only cancel if the current situation in respect of international conflict, security or pandemic issues renders it impossible to continue i.e. there is an adverse change to circumstances for travel, and Travel Advisories specifically advise against travel to Kenya for overseas visitors or advise against international travel full stop.

IF YOU CANCEL: Please note the cancellation dates below before sending your letter of commitment as we will be holding you to the numbers quoted. Please do not submit more than one letter of commitment as only the first letter we receive will be accepted. From that point onwards you must cancel any places that are no longer needed.

To avoid having to pay for unused places, we recommend that you replace delegates who can no longer attend due to unforeseen circumstances as any cancellations will be subject to the below cancellation schedule. Please remember, the conference fee is only transferable to a substitute from the same school.

All cancellations and alterations to your booking are subject to this cancellation schedule:

- Cancellations during March 2023 will receive a full refund;
- Cancellations during April 2023 will receive a 50% refund;
- Cancellations between 1st May and 31st July 2023 will receive a 25% refund;
- From the 1st August 2023 no refunds will be issued.

If you need to cancel or amend your booking, please write to RSIC23@Brookhouse.ac.ke