

TERMS AND CONDITIONS AND COLLEGE REGULATIONS

The student, by signing this application form, agrees to abide by the College's regulations and policies, which are displayed in the college prospectus and on the college website as updated from time to time. An abbreviated summary of the main points of relevance to applicants follows below:

Student responsibilities

1. All applications must be accompanied by a non-refundable registration fee of £35, copies of all required certificates and two passport-sized photographs. Evidence of qualifications and/or reference letters from employers detailing dates of employment, position held and duties must be supplied. Overseas students must also provide all the information listed on the checklist (overleaf), including evidence of their financial ability to pay the course fees and UK living expenses, in line with the UK Border Agency's (UKBA) requirements for UK student visas under Tier 4 of the Points Based System. The UKBA's requirements can be seen on their website (<http://www.bia.homeoffice.gov.uk/>). Documents provided must be originals. Where the original documents cannot be sent, notarised copies or copies attested by the issuing authority are acceptable. The documentation required must be clear, legible and where necessary translated into English language by an approved translator.
2. On arrival in the UK, students will be assessed by the College academic staff for ability to follow their chosen course successfully. The College may require the student to complete an access course or undertake remedial classes before joining their course. Applications for exemptions will be assessed by and granted at the discretion of the staff. Any exemptions granted will be subject to the conditions applying to that exemption. The decisions of the academic staff on access and exemptions are final.
3. Students are required to attend all lectures, take all tests and submit on time, assignments set by their tutors: failure to do so may result in re-sits, which may in turn affect the student's duration of studies, fees, completion, etc. It is the student's responsibility to apply for and register with relevant academic or professional bodies where applicable and to enter for any external examinations. Students must comply with the rules and regulations of relevant external bodies. Overseas students must follow a full-time weekday course of at least 15 hours a week and comply with all other immigration regulations and laws. Students must abide by all College regulations as amended and updated from time to time.
4. Under the College's Disciplinary Regulations students may be expelled for gross improper conduct, including the provision of false or forged documentation in their application, or any conduct that interferes with the well-being of other students, staff or the reputation of the College. Students will be required to pay for any damage they cause to the premises and/or property of the College, or property in the care of the College, or their accommodation arranged by the College. Students will be required to pay any charges incurred by them under College financial regulations (see below). No refund of fees will be granted to expelled students and they will remain liable for any extant fees and charges.
5. Students must notify the College promptly of any change to their UK address and/or telephone number, and of any reason for absence, such as sickness.

College rights and responsibilities

1. The College reserves the right to assess applications and to offer admissions or reject applicants as it deems appropriate, in line with course entry requirements and the responsibilities placed on the College by the UKBA. Accordingly, the College may ask applicants to provide additional information where necessary.
2. The College reserves the right to alter dates, fees and any particulars in published material (in prospectus, brochures, or on the website) without prior notice. Equally, the College reserves the right to vary, amend or introduce regulations, terms, policies and procedures without prior notice, within reason. This does not affect students' statutory rights.
3. The College accepts no legal liability in the case of accidents, illness, loss of or damage to personal effects or mail, or for any damages or accidents caused through negligence or otherwise of a third party.
4. The College reserves the right to contract any third party to provide services, including enforcing any terms of this agreement, and to store and share with any parties as appropriate, students' personal information.
5. The College reserves the right to conduct and provide its services from premises within reasonable commuting distance of its current campus.
6. The College reserves the right to initiate the recovery of all outstanding fees or College property from the students, such recovery may require legal action as appropriate.
7. The College will adhere to and implement good practices as advocated by the relevant accrediting and awarding bodies.
8. The College reserves the right to change a student's fee status classification in light of changes in relevant legislation or where the student has withheld relevant information.
9. The College reserves the right to make special arrangements to cover exceptional/extenuating circumstances, at the discretion of the College.

Financial regulations, refunds and transfers

1. Students must pay the full tuition fees to enrol for a specific course. Students are required to re-enrol, and pay fees, at the beginning of each successive year of the course, and are liable on enrolment for the fees for the whole year, and will remain liable unless a refund is granted.
2. Course fees may be paid by instalments at the discretion of the College. Overseas students are not normally eligible for this facility for their first year at the college.
3. The College reserves the right to make the following charges, at the rates detailed in College regulations as updated from time to time: Instalment payment administrative charges; Late payment penalty charges; Administrative charges for costs of dealing with missing payments, such as dishonoured cheques; Administrative charges for refunds including transfers to other colleges; Transfer charges for students who have already arrived in the UK and who defer their studies to a later session of their course or to another course starting at a later session; Accommodation charges including non-refundable deposit of two weeks rent on accommodation arranged by the college in advance at the student's request; late submission penalties, assessment re-takes and any other such charges
4. Students are contractually entitled under the terms of this agreement to a full refund of all tuition fees paid, minus a refund administrative charge, in the following circumstances:
 - i. if the college is unable to offer an advertised course on the advertised start date or within a reasonable period thereafter;
 - ii. if a student applying from overseas is refused a visa and is thus unable to come to the UK to take up his/her course of study.

Students are eligible for a discretionary full or partial refund of tuition fees, minus refund administrative and other charges, to be granted at the discretion of the college, if they meet the following requirement: that they, through no fault of their own, through circumstances beyond their control, are unable to follow the course. Refunds will be granted according to the college's Transfer and Refunds Policy. All applications for refunds, whether contractual or discretionary, must be on the college's refund forms and must have the required documentation attached.

5. Students are expected to attend the course they enrolled for from the start date applied for. Students applying from outside the UK can transfer their application to a later session without penalty, but once they have obtained a UK student visa or entered the UK they cannot defer their admission to a later intake, except in extreme situations and if permitted by the UK Borders Agency. After arrival in the UK, students can transfer to a different course at the discretion of the College, in accordance with the college's Transfer and Refunds Policy. A transfer charge of 25% of course fees is chargeable and may be reduced or waived at the discretion of the College if the student has good reasons for deferral or transfer.
6. Students are advised that the full College regulations, procedures and policies are available on the College website and can be provided upon request. The College is licensed by the Office of Fair Trading (license no. 0625554) and the Information Commissioner's Office (registration no. Z6549810).

For further information on the points above, students should consult:

- i. The Schedule of Fees and Charges for current fees and charges; College Disciplinary Regulations for student responsibilities and disciplinary requirements
- ii. College Refund and Transfer Policy for refunds, transfers, deferrals of study, and transfer to another college
- iii. College Accommodation Policy for the College's accommodation provision service and its terms and conditions.

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