

## Terms and Conditions

### Conditions of Acceptance

1. Fees must be paid by the start of each term. The college cannot guarantee to hold a place for a student whose fees have not been paid. Students whose accounts are in arrears may be suspended from tuition until fees have been paid.
2. Fees are not refundable. The college operates a fees protection scheme to protect against loss of tuition through illness or other unforeseen circumstances. Details are enclosed with termly fees accounts.
3. To withdraw a student from the college normally requires a term's notice in writing. Four weeks notice is required for students who withdraw after enrolment but before the start of the course.
4. Two weeks notice is required for students either withdrawing from a subject or moving to another subject.
5. Public examination fees are not included in the tuition costs.
6. The college reserves the right to refuse entry to public examinations if tuition fees have not been paid in full, and/or if a student fails to meet the satisfactory level of work, attendance or performance.
7. Timetables and fees may be altered at short notice should circumstances demand it.
8. The college reserves the right to spend up to £250 in the case of emergency, crisis or student hardship without further consent and the fee-payer hereby consents to settle such costs.
9. The college reserves the right to dismiss any student whose standard of work or conduct is unsatisfactory. Under these circumstances, fees for the remainder of that term remain payable.
10. The college cannot accept responsibility for any situation arising, directly or indirectly, as a result of a failure to disclose, in writing, any material information regarding the academic or personal situation of the applicant, including all health issues.
11. The college will not be held responsible for being unable to deliver courses as a result of policies or actions of government agencies, although assistance will be offered in making alternative arrangements in such an eventuality.
12. International students under the age of 16 must have a guardian and we strongly advise all students under the age of 18 also to have a guardian. A guardian may be a relative or a family friend; some students choose to use professional guardianship companies, and we are happy to advise you on this.
13. It is very helpful to the college to be able to use student photographs, quotes or names for marketing purposes. Any student or parent who wishes to withhold permission should please contact the college in writing.
14. Students must meet the conditions of their Offer Letter in order to enrol on their chosen course.
15. Students may be required to complete a Supplementary Information Form in order to finalise the admissions process.