

Terms and Conditions of Enrolment 2008

Please read this, it is an agreement between the School and the Student.

Before you arrive:

Deposit and registration fees must be paid to the School when you enrol. Accommodation fees and the balance of tuition fees must be paid in full at least one week before your course starts.

We will organise accommodation when we receive the deposit and registration fee.

Cancellation and refund:

If you need to cancel your course before you arrive, you must tell us immediately.

- 1) If you have paid the registration fee and deposit and cancel more than two weeks before your start date, we will refund everything except the registration fee. If you have paid other fees, we will refund 90% of them.
- 2) If you have paid the registration fee and deposit and cancel less than two weeks before your start date, we will not refund any part of your registration or deposit. If you have paid other fees we will refund 75% of them.

Visa Problems

If you cancel your course due to visa refusal or you are refused entry to the UK, we will refund anything you have paid, less a 10% cancellation charge. We need to see the original refusal letter in order to give you a refund. You must apply for a refund within six weeks of refusal date.

If you cancel your course after arrival or leave your course early, no refund or credit will be given.

If refunds are made by bank transfer, bank charges will be deducted from the sum refunded. Registration fees are never refundable.

Refunds will take account of any Agency fees paid by the school.

Student age limits:

The minimum age is 16, there is no maximum age

Class Sizes:

Classes in GE will not exceed 15 students

Timetabling:

The School reserves the right to alter the timetable, transfer students from one class to another, to merge or cancel classes if necessary.

Extending your course:

We cannot guarantee that your accommodation arrangements will remain the same if you extend your course.

Changing your course:

It may be possible to change your course but you must speak to the Academic Manager who will help you with your decision. It is not usually possible to reduce the hours you have booked.

Shortening your course:

No refunds are offered if you wish to shorten your course unless you can provide proof of family emergency or similar. No refunds are offered for booked accommodation.

Taking holidays:

You can take a holiday by arrangement but we need at least 2 weeks' notice. If you arrange the holiday when you book your course, you will not be charged for the weeks of your holiday.

School Holidays:

Please note that the School will be closed on English public holidays (usually a Monday). The School will also be closed from Friday to Monday at Easter. Please see Dates and Fees for exact dates. Fees for these weeks will be at the normal weekly rate. The School will be closed completely for two to three weeks at Christmas and New Year.

Accommodation:

We will do our best to find the right accommodation for students but the School reserves the right to:

- 1) refuse an unreasonable request for accommodation
- 2) charge an extra fee (£25) if a student has particular requirements which need extra time and effort to fulfil
- 3) charge an extra fee (£25) if an accommodation change is requested
- 4) ask a student to leave accommodation if their behaviour is considered inappropriate

When you are here:

- 1) you should try to be on time for classes
- 2) you should behave in a reasonable way inside and outside the school
- 3) you should look after your property; the School is not responsible for it.

If a student's behaviour is considered unacceptable they will receive a written warning. The School reserves the right to expel students and in this case no refund will be offered.

If anything here is unclear, please ask, we're always happy to explain.