

Terms & Conditions for international (non-EU) students

General

These Terms & Conditions apply to all enrolments made for the academic year 2011-12, including any preparatory courses of English, and remain in force until further notice.

When a student (or his/her parent) signs to accept a place at Collyer's, these Terms & Conditions become the entire basis of the agreement between the student, his/her parent(s) and the college.

The contract between the student/parents and the college are governed by the laws of Great Britain.

Fees

Fees are payable termly, one month before each term starts. Students will not be allowed to start or continue their programme of study until all outstanding fees are paid. If payments become overdue, the college reserves the right to suspend or cancel tuition, and to levy a surcharge of 10% of the outstanding fees.

Fees are correct at the time of printing. Collyer's reserves the right to vary its fees at any time. While all efforts will be made to ensure students are made aware of fee changes, Collyer's cannot be held responsible for students not being apprised of these.

Payments can be made to the college by bank transfer, cheque, cash or credit card. Any bank charges levied must be paid for by the student and are not the responsibility of the college.

Sundry charges (such as books, examination fees, transfer taxis) will be added to the student's account and will become payable with the next termly payment.

Deposit

A deposit of £1,000 will be required at the point of accepting an offer of a place at the college. This deposit is made up of: £500 which will be held on the student's account and returned within 3 working weeks of the end of the student's programme (provided there are no outstanding items to be paid for); and £500 which will be used as an advance payment on the first term's fees.



Cancellations

In the event that a student is unable to meet visa entry requirements in order to study at Collyer's, all fees paid will be refunded, on receipt of an official visa rejection letter.

The following charges apply in cases of cancellation for any other reason:

2 months before start of programme: £500

Less than 2 months before start of programme: £1,000

Cancellations must be made in writing to the college and the period is calculated from the date the college receives this written cancellation.

Once the student has arrived in the UK, the programme is deemed to have started. Withdrawal from a programme once it has started requires one term's written notice in advance (with written parental permission in the case of students under 18). This period is calculated from the date the college receives this written notice of withdrawal. Fees in lieu of notice will be levied whether the student remains at the college or not.

Refunds

Refunds will only be made at the discretion of the Principal, and will normally only be considered in cases of serious medical illness. Refunds will only be made to the person responsible for the fees.

Attendance

The college reserves the right to inform the UK Immigration authorities if a student who has been issued with a visa to study at the college fails to enrol or stops attending class.

Accommodation

If the college has arranged home stay accommodation for a student, this must be paid monthly, in advance, direct to the family. If a student wishes to change accommodation, this must be notified to the college with at least one month's notice in writing. Students will normally be charged for the whole month.

External factors and information

The college cannot take any responsibility for any external factors in respect of a student's circumstances, payment or enrolment, nor for informing students or any other parties of changes in immigration or other legislation. The college takes no responsibility for incorrect or misleading information given by any international representative or agent. In the event of circumstances requiring urgent medical care where it is not possible to contact the parent/guardian, Collyer's is authorised to seek and provide appropriate medical care.