

TERMS AND CONDITIONS

Guildford College Group, hereafter referred to as 'The College'.

1. Application Process

1.1. The following documents must be sent to the International Team to secure an offer on a course at the College.

1.1.1. A fully completed College application form

1.1.2. Copies of all relevant academic and English language transcripts, passport Information/photo page, ID cards

1.1.3. Copies of the students current passport showing their information page

*At this stage please do not send originals of the items in 1.1.2 and 1.1.3 as they will be required for your visa application in your home country. On arrival in the UK it will be necessary for the College to view the originals.

1.1.4. Fully completed accommodation booking form

1.2. Once an offer is made to the student, the student must accept this offer by signing, printing name and dating the offer letter and returning it to the International Team along with a payment of the deposit fee, administration fee and accommodation fee if applicable.

1.3. The college will on receipt of all the items in point 1.2, issue a Confirmation of Acceptance for Study (CAS) for visa application to the UK Border Agency (UKBA). No CAS will be issued without receipt of the above items.

1.4. Once a visa has been issued by the UKBA at the local British embassy, the student or students' agent must immediately advise the college that you have obtained the visa, your travel plans and the date the balance of any fees will be paid prior to commencement of studies.

2. Fees

2.1. Tuition fees due must be paid in full prior to commencement of studies. Students will not be allowed to enrol for courses until full fees have been received by the college. Failure to enrol promptly may mean your visa sponsorship is withdrawn.

2.2. The College reserves the right to amend the tuition fees without notice. Changes will be published on our website. If you have accepted an offer then the agreed price will apply.

2.3. An initial deposit and any administration fees must be paid to secure a place on a course. The college will not issue any visa document or CAS number without such payments.

2.4. If a student arrives late for their course, it is not possible for the fee to be reduced or discounted.

3. Refunds

3.1. All refunds are at the College's discretion and will be agreed by the International Team. In the event of a dispute the final decision will be taken by the International Director. Fees refunded may be subject to an administration charges and the recovery of any expenses already incurred by the college as part of the student's application such as the accommodation fees and processing fees.

3.2. Guildford College reserves the right to hold the deposit should the student become able to return to the college within the next year to complete the course.

3.3. The deposit will be refunded (less an administration charge) only on production of the UKBA visa refusal notice or in the event of sickness - a doctors declaration that the student is unfit to travel or attend the course. However, the College will withhold part or all of a refund in the event of a visa refusal where the reason stated is:

3.3.1. Due to incomplete or fraudulent documentation

3.3.2. Failure to follow the UKBA stated process or procedures rendering the application inadmissible.

3.3.3. Failure due to lack of maintenance funds.

3.3.4. In the event that on arrival the student is found to have misrepresented their academic or English ability in order to obtain visa clearance.

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- 3.3.5. If a student arrives late or leaves their course early event of any refund arrangements mentioned in section 3.
- 3.3.6. If the student has already commenced his/her intended course 4.2. A CAS will only be issued once the agreed deposit and administration fees (net of any bank charges) have been received in the College bank account, along with a signed acceptance of the offer letter and any other supporting documents that may have been requested. (see point 1.3)
- 3.3.7. If the student has broken the law or conditions of their visa and is thus required to leave the country as a consequence.
- 3.3.8. If a student is excluded, suspended or otherwise removed from the college as a consequence of the non-compliance with the college's code of conduct and/or terms and conditions of enrolment. 4.3. A CAS (or sponsorship) maybe withdrawn at any time if the college believes that the applicant has breached any of the visa regulations or the Colleges own conditions of study. Please note that breaches of visa regulations carries severe penalties.
- 3.3.9. If a student has poor attendance and is unable to complete their programme.

- 3.4. If the student is required to return to their home country by the UKBA and a refund is agreed, Guildford College will only pay the refund once the student provides evidence of return to their home country e.g. entry stamp in passport, call from agents office etc.
- 3.5. In all cases, a refund will only be paid less any fees owing have been deducted.
- 3.6. The maximum refund applicable will not include portions of any part completed term. The refund will be adjusted to the number of complete terms the student will not be in attendance.
- 3.7. After 12 months the college will permanently retain any deposit paid where the student has not enrolled with the College or notified us of their visa status.
- 3.8. Tuition fees will not be transferred to other institutions or students
- 3.9. Any refund will be made directly back to the account used to make payment and by the same method used to make the payment. This is an audit requirement and cannot be changed.

4. CAS

- 4.1. A fee of £10 is payable to the UK Border Agency for the CAS to be issued, this will be paid by the College as part of your tuition fee but will be deducted in the

5. General

- 5.1. The College reserves the right to modify, cancel or suspend any service set out in our prospectus and website subject to reasonable notice.
- 5.2. The College takes all reasonable steps to ensure the information provided is correct at the time of printing or publication to provide the services specified. It cannot accept any responsibility for the consequences of any changes, errors or omissions to this information.
- 5.3. All students must attend College for the sessions that form part of their course. Failure to attend below a certain level may result in the student being removed from the programme and reported to the UKBA. Please consult the International office for information regarding what is an 'authorised absence'.
- 5.4. Students studying programmes of more than 26 weeks are entitled to take a personal holiday of up to two weeks. This must be notified to the College before enrolment. No discount will be made for the holiday period. Where a tuition period contains a public holiday or staff training day the fees for the full period will apply.
- 5.5. In the event of closure due to bad weather or unsafe conditions the College will make every effort to make up the time lost with additional or replacement classes.

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- 5.6. International students must pay their fees for their forthcoming studies in full for each academic year prior to commencement. A student pursuing a course of more than one year must pay their tuition fees for the following year in full before the last day of the preceding term to guarantee a place on the next year of the programme.
- 5.7. Accommodation is arranged for students in advance using the accommodation booking form which students must complete in full. If for any reason the accommodation is unsuitable the student may request a transfer, subject to the colleges' agreement. Any additional transfer will be charged at £40.
- 5.8. Up to 2 official letters are free, a student is required to give 48 hours notice for the letter to be generated; the third letter and further will be charged at £20 per letter. If the original letter is lost then a duplicate will be charged at £20 per letter.
- 5.9. Students are required to purchase their own books and study material for their programme, a student should budget approximately £60-£80 for this (this applies to English language students only).