

Terms & Conditions

1. Students become enrolled when the College receives the enrolment form, duly completed, together with the deposit of £750 (or £2,000 in the case of overseas students) within the time prescribed in the offer. The deposit will be repaid, without interest, less any amounts due, to the College, upon completion of the student's studies.
2. Fees are payable in advance and each invoice must be paid by the first day of the term. By concession, the College may agree to accept payment of fees, by direct debit only, in monthly instalments due on the fifth day of the month. Details of the College's monthly payment scheme are available from the College Bursar. Any fees that are unpaid by the due date are liable to interest from the due date at 2% per month or any part thereof. A student may be excluded from the College at any time when fees are unpaid and will be deemed withdrawn without notice 28 days after exclusion, then a term's fees in lieu of notice will be payable.
3. The College reserves the right to refuse entry to public examinations if tuition fees have not been paid in full.
4. One full academic term's notice is required for withdrawal from the College or for the discontinuation of any subject. Notice must be given in writing by the first day of the preceding term. This condition comes into effect upon the student's enrolment. Failure to provide a full term's notice will result in one term's fees being payable.
5. A term's fees (less deposit held) will be immediately payable if, for any reason the acceptance of a place is cancelled less than a term before entry or the student does not join the College after a place has been accepted. If a student is withdrawn giving a full term's notice before entry then fees will not be payable in lieu but the deposit will be retained by the College.
6. The College reserves the right to remove a student from any course for which he or she has been enrolled whose work effort or attendance record is unsatisfactory *or* who fails to meet acceptable standards of behaviour. The balance of the term's fees in this case is refundable only at the discretion of the Principal.
7. In the case of private tuition, fees are payable in advance. At least 24 hours notice of cancellation must be given if a student is unable to attend a lesson, otherwise full charges for the number of hours booked will be due.
8. The College is unable to accept responsibility for students' personal possessions.
9. Students on full-time courses are responsible for checking that they are entered for the appropriate public examinations.
10. If the College is unable to form a group of at least three for any course, the number of hours of tuition will be reduced to no less than three-quarters of the provision for a group of two and no less than half the provision for a single student.
11. Copies of the following policies are available on request from the College office: Admissions, Bullying, Welfare & Child Protection, Health & Safety, Behaviour & Discipline and Complaints.

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