



# Terms and conditions of enrolment

## 1. PAYMENT OF FEES

- 1.1. If you are applying for a Tier 4 visa you must pay full course fees with your application to secure a place on a course.
- 1.2. If you do not need a Tier 4 visa to study you must pay a minimum £250 deposit or full course fees with your application to secure a place on a course.
- 1.3. Full fees are due 28 days before the start of the course. If you book a course less than 28 days before the start of the course, total fees are payable immediately.
- 1.4. If you require a Certificate of Acceptance of Studies (CAS) to apply for a Tier 4 General Student visa, we will only issue this once we have received your full tuition fees.
- 1.5. If you require a Short Term Study Visa (STSV) letter we will only issue this once we have received full tuition fees.
- 1.6. If you are receiving financial sponsorship we require a letter from an official body stating you will be studying at Greater Brighton Metropolitan College, your name and the course you will be studying.
- 1.7. No instalment payments are permitted to students who are assessed as International Fee payers.

## 2. CANCELLATIONS AND REFUNDS

- 2.1. The college does not adjust fees for withdrawals or give refunds except in exceptional circumstances and with the agreement of the Director of Finance.  
All cancellations must be received in writing.
- 2.2. If you cancel your course less than 4 weeks before the start date of the course, a refund will be processed less £1000 and £50 accommodation booking fee, if applicable.
- 2.3. If you cancel your course 4 weeks or more before the start date of the course, a refund will be processed less £250 administration fee and £50 accommodation booking fee, if applicable, and any irrecoverable costs (eg courier fees).
- 2.4. For courses of a duration of less than 12 weeks, or less than £200, a refund will be processed less £30 administration fee and £50 accommodation booking fee, if applicable, and any irrecoverable costs.
- 2.5. If the college has issued a Certificate of Acceptance of Studies (CAS) we will cancel the CAS.
- 2.6. If you cancel your course or accommodation after arrival no tuition refunds will be made.
- 2.7. The college will not refund any fees for absence, late arrival, early departure or illness.
- 2.8. In some exceptional circumstances we may agree to postpone the day you start your programme. You must inform us of your late arrival at least 2 weeks before your original course start date.
- 2.9. The college reserves the right to expel a student for serious misconduct without refund of fees.
- 2.10. Where the college decides to close, cancel or significantly change the course the student will be offered an alternative course or a full refund will be given.
- 2.11. If a student does not achieve the required entry level for the course the college will offer an alternative course at an appropriate level. If no suitable course is available a full refund will be given.
- 2.12. If a student has applied to Greater Brighton Metropolitan College via an agency any request for a refund must be made through the agency.

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### **3. VISA REFUSAL**

3.1. If a student is refused a VISA or fails to meet our entry criteria prior to the start of the course we will refund the amount paid minus up to £250 for irrecoverable costs. For VISA refusals the refund request must be submitted within 30 days of the refusal and the student must provide a copy of the refusal letter. Where the student fails to meet our entry criteria we will automatically commence the refund process on confirmation that the entry criteria has not been achieved.

3.2. The college reserves the right to keep £1000 if there is any evidence that the refusal was due to failure to have adequate funds in place, failure to supply all documents required for a successful application or if fraudulent documents were used.

### **4. PAYMENT OF REFUNDS**

4.1. The college will make refunds only to the person or agency that paid the fees. Any costs incurred by the college will be deducted from the refund.

4.2. If a payment is made by credit/debit card then the refund will be made directly back to the same credit/debit card

4.3. All other refunds are payable by crossed cheque or bank transfer (to the account of the person who made the payment).

4.4. All payments will be made in Sterling.

4.5. Cash refunds will not be made under any circumstances.

4.6. Please allow 6-8 weeks for refunds to be processed.

### **5. VISAS**

5.1. If you require a Tier 4 student visa, you will need a Confirmation of Acceptance for Studies (CAS) before making your visa application.

5.2. If you require a Short Term Study Visa (STSV) you will require a visa letter before making your visa application.

5.3. We will only issue a CAS or STSV letter if we believe the applicant genuinely intends to study and they have met all entry requirements. This includes full payment of tuition fees.

5.4. We reserve the right to withdraw or not issue a CAS or visa letter if we believe a student's visa application will not be successful.

5.5. It is a UKVI requirement that students demonstrate they have sufficient funds. In order to issue a CAS we will need to see evidence that applicants have enough money for their living costs.

5.6. You must inform us of any changes to your visa status, if you undertake any employment in the UK and of any changes to your contact details.

5.7. If you do not comply with the terms of your visa it is our duty to inform UKVI.

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## **6. HOMESTAY ACCOMMODATION**

6.1. The accommodation booking fee is payable for the use of our accommodation placement service. We cannot supply any homestay address until we have received this payment and your full travel details.

6.2. You must book accommodation at least 2 weeks before arrival. Accommodation booked with less than 2 weeks' notice cannot be guaranteed.

6.3. Accommodation is booked Saturday to Saturday or Sunday to Sunday. If you wish to stay extra days you will be charged a daily rate for up to 3 nights. 4 nights or more will be charged at one full week's rate.

6.4. Greater Brighton Metropolitan College aims to send students the homestay details at least one week before their arrival date.

6.5. We will always try to accommodate your requirements but in some circumstances this may not always be possible.

6.6. Students must pay a minimum of 4 weeks accommodation at time of booking, or full accommodation fees if less than 4 weeks.

6.7. Upon arrival students staying in accommodation arranged by the college will follow a payment plan whereby they must make further payments 2 weeks' after arrival, then every 4 weeks thereafter.

6.8. If students wish to change or cancel their accommodation they must inform the college and the host family in writing by 2pm on Friday in order to give a full 7 days' notice.

6.9. If students change homestay it is their responsibility to arrange transport. Greater Brighton Metropolitan College will not be liable for any transport charges.

6.10. Greater Brighton Metropolitan College reserves the right to not arrange accommodation if we believe students have behaved unreasonably.

## **7. PROMOTIONAL VIDEOS AND PHOTOGRAPHY**

7.1. Greater Brighton Metropolitan College or its representatives may take photographs and videos of classes or other school activities which may be used for promotional purposes. If students do not wish to appear in any promotional materials they must advise us at the time of booking.

## **8. ATTENDANCE**

8.1. The college expects you to attend 100% of your classes. If your attendance falls below 80% they may be withdrawn from the course and no refund will be given. Students will only receive a leaving certificate if their attendance has been 80% or more. Periods of absence due to accident or sickness are not refundable. You are strongly advised to take out appropriate insurance before your departure.

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## 9. HOLIDAYS

9.1. Greater Brighton Metropolitan College is closed on all recognised UK public holidays. No refunds will be made for classes not taking place on these dates.

9.2. If you plan to take a holiday during your course you will need to discuss this with us at time of application. Permission for holidays is at the discretion of academic staff and subject to visa regulations. Please contact us to discuss this.

## 10. DATA PROTECTION

10.1. Greater Brighton Metropolitan College collects information about all its staff and learners for various administrative, academic and health and safety reasons. Under the Data Protection Act 1998 we need your consent to do this.

10.2. By agreeing to the terms and conditions you are consenting to Greater Brighton Metropolitan College processing personal data contained on this form, or other data which the college may obtain from yourself or other people.

10.3. The information you provide may be shared with other appropriate external organisations.

## 11. ADDITIONAL ACTIVITIES

International students can join our weekly social programme, which includes local, low-risk activities. Activities are optional, the student pays their own fees, activity leader facilitates the activity. Any one participating in these activities does so at their own risk. By participating in these activities students consent to medical treatment, if required, whilst off-site.

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