



## Purley Language College Terms and Conditions for EFL Students

### Enrolment

Application forms must be fully completed

Emergency contact numbers, home and UK addresses must be current and obtainable. It is the student's responsibility to inform the College of any changes to these.

### Payments

Payment is required under the following terms:

A non-refundable £80 registration fee is payable by students who do NOT require a visa.

Students requiring a Confirmation of Acceptance for Studies (CAS) or Letter of Sponsorship (for their visa) from the College should pay a non-refundable £200 registration fee. They should also pay at least half their tuition and accommodation fees (if applicable) when booking.

The balance of tuition fees and accommodation fees (if applicable), should be paid at least two weeks in advance of commencement of the course. An additional 3.5% charge is payable for payments by credit card

Tuition fees do not include books, external exam fees and most social programme activities.

### Cancellations & Refunds

Refunds for cancellations by students will only be issued if written notice is given to the College at least two weeks prior to course commencement and in the following circumstances:

Visa rejection. The Embassy Letter of Refusal must be sent to the College to apply for the refund. Please allow up to 6 weeks for processing visa refunds. The registration fee is NOT refundable.

Severe illness - upon production of a valid doctor's certificate.

Exceptional personal circumstances at the discretion of the College Principal.

The College will retain £200 for processing refunds and all bank charges must be paid by the prospective student. In all cases contact the College at the earliest opportunity as we may be able to help in other ways such as deferred start dates.

### Visa Obligations

**Attendance:** Students having been granted a student visa must report to College on the due date and then attend at least 15 hours tuition per week. Students failing to comply with Visa Regulations will be reported to the UK Border Agency.

### **Accommodation**

Homestay accommodation is arranged by the College. A non-refundable £80 finding fee applies.

Cancellation policy: At least 2 weeks' advance notice must be given to cancel accommodation either prior to arrival or when in residence. If less than 2 weeks notice is given then you will be liable to pay up to 2 weeks of the accommodation fees.

Students are expected to abide by the Rules and Regulations Governing Homestay Accommodation. A copy of these will be given to the student on arrival.

### **Insurance**

The College accepts no responsibility for loss of property either within or outside the establishment. Students are advised to purchase insurance, including medical insurance, to cover all eventualities before leaving their own country.

Students staying in Host Families should make sure that their insurance will cover any accidental damage to the property or possessions of the family.

### **General**

The minimum student age is 5 years and children will not be put in a class with adults. The minimum age for adult classes is 16.

The maximum class size is 15 students.

In the case of misconduct, persistently breaking the College Rules, or criminal offence, the College reserves the right to discipline or expel any student. No refund of fees will be made in the case of an expulsion.

The College Rules and disciplinary procedure are contained in the Student Handbook.

Students should always read all notices displayed on the main notice board.

Most courses are available to start any Monday that the College is open.

The school closes for the final two weeks in December and the first week in January, plus all UK bank holidays.

No fee reduction is made for weeks containing a bank holiday.

The College's social activities programme contains either free or low cost activities. The number of organised social activities will vary according to the time of year with more available in summer and fewer in winter. See the notice boards for latest details.

In all cases the decision of the Directors will be final and binding on all students and teachers.

**The Student Handbook containing more about College policies is available on request**