

# TERMS AND CONDITIONS

IMPORTANT! Parents and students, please give careful consideration to the terms and conditions as stated below.

Please confirm that you have read, understood and accept the terms and conditions by signing your name on the application form.

## Deposits and Fees

- A deposit of £1000 must be paid in order to reserve a place on the course and for a CAS to be issued. N.B. £200 of the deposit is a non-refundable application administration fee
- Fees must be paid in full before the first day of enrolment.

## Refunds

- Deposits (minus the application administration fee) are refunded ONLY if a student's visa is refused or if the student fails to meet the required entrance conditions e.g. IELTS, IGCSE etc
- Deposits will NOT be refunded if a student decides to cancel.

Students who fail to pay fees as agreed will be withdrawn from lessons.

No variation to these conditions is valid unless agreed in writing prior to enrolment.

## UK Border Agency

Notre Dame College enjoys 'Tier 4 Highly Trusted Sponsor' status. Please be aware that we are therefore obliged as part of our duties to report certain information or activity directly to the UK Border Agency. Some information may have a direct impact on your visa and your status in this country e.g. failure to attend college regularly.

For more information please go to:

<http://www.ukvisas.gov.uk/en/>

<http://www.ukba.homeoffice.gov.uk/>

## **Academic Progress**

Progress is carefully monitored and we have an excellent network of help, including English support and subject workshops to assist students who appear to have difficulties. However, please be aware that in extreme cases, if evidence in the form of homework, class work and examination is presented proving that the student cannot possibly reach a standard in that subject to pass even the lowest grade, we reserve the right to withdraw a student from that subject exam. If the student is failing to make the minimum grades and decides to voluntarily withdraw then no refund will be given.

- Tuition fees will not be refunded if a student decides to leave the course early or if a student fails to progress in subject areas resulting in the withdrawal from exams.

## **Attendance and conduct**

All students are expected to follow instructions in terms of general conduct, homework etc.

- All students are expected to attend college lessons on a regular basis and to inform the school when unable to attend classes.
- It is the responsibility of the student to check their college email account on a regular basis in order to be fully aware of communications sent to them by the international office.
- A serious breach of the college code of conduct could result in a student being asked to leave without recompense.

## **Safety Matters**

We wish to safeguard all our young people, but naturally have a special concern for our international students.

It is vitally important that students are co-operative and honest with us and understand the importance of following the advice and instructions given to them.

- Students must notify the international office immediately if any of their personal details change e.g. change of address, change of mobile number, change of parental contact details etc.

## **Publicity**

Once enrolled on a course, students and parents agree to the use of students' photos, achievements and basic details i.e. name and country of origin, for promotional purposes, without further written consent or notification.