

# Terms and Conditions Of Enrolment At Guildhall College

Year 2009/2010



**GUILDHALL COLLEGE**





## **REGISTRATION TERMS & CONDITIONS OF**

### **1. Who's Who and What's what**

- 1.1. 'We', 'us' or 'our', 'college' we mean Guildhall College Limited - Registered in England and Wales, Registration Number 04685274.
- 1.2. 'You', 'your', "student" we mean, our student
- 1.3. 'Agreement' we mean your agreement to us for the provision of courses

### **2. About agreement**

- 2.1. Your agreement starts when we start your course or date of issue of an unconditional offer letter or date of registration with us (which ever is earlier).
- 2.2. Your agreement is personal to you. You cannot pass your right and responsibilities to anyone else.
- 2.3. You agree to remain the student of us for the duration of your programme.

### **3. Financial terms and conditions**

#### **3.1 Payment terms**

Settlement is due on enrolment day and will be in Sterling. Places will not be held without payment. Settlement in full or in part by agreement with the College will ensure that your name appears on the course register(s).

#### **3.2 Interest**

The College reserves the right to charge interest at the current Bank of England base rate plus 2% per month if payment is not made by the due date (i.e. agreed date) of payment.

#### **3.3 Payee**

Banker draft or postal orders should be made payable to 'Guildhall College'. We may decline to accept a cheque. On the back of any banker draft or cheque your details should be written (in block capitals). Details may include your name, date of birth and college reference number and the course title. You are responsible for the payment until the payment is cleared to our bank account. For all dishonoured cheque or draft, we will charge £50-00.

#### **3.4 Fees**

All prices in respect of course fees are correct at the time of going to press. Fees may be changed in each academic term/semester. In the event of an increase, all students will be required to pay the increased amount. Students not wishing to pursue courses at the increased fee must notify us in writing within fourteen days of receiving notice of the increase and the College may reimburse all payment on account related to the remainder of the course after deduction of administration, registration and commission charges.

#### **3.5 Withdrawal from course**

All fees agreed on enrolment will be due regardless of whether a student later withdraws from the course.

#### **3.6 Resit or repeat fee**

A charge will be made for a resit/resubmission of an assessment or repeat a module/unit, which forms part of the learning. The college will charge £75 for a resit/resubmission of a component of assessments. For a repeat of a module/unit the college will charge £450-00 per module/unit.

#### **3.7 Reimbursement- existing students**

Once enrolled, a student is liable for the fee identified or agreed in at the time of term registration or enrolment agreement regardless of whether they subsequently decide to withdraw from the course. Reimbursement in whole or in part for fees paid will not generally be considered.



## **Reimbursement- potential students**

Visa refusal:

Once a CAS or unconditional offer is issued, the potential student must enrol with the college within 2 months of the CAS or unconditional letter issue date. For a potential student who is not successful in obtaining a visa within 2 months, a full refund less administrative charges of £300 will be granted.

## **Expiry date of CAS or unconditional letter and associated administration charges:**

If a potential student fails to apply for a visa within 2 months of CAS or unconditional letter issue date, the college reserves the right to withdraw CAS or unconditional letter and notify to the UKBA accordingly. For a student who has applied for a visa but a decision has not yet been made, the student must incur a cost of £300 per month from the end of the 2<sup>nd</sup> month. If the visa is refused then the remainder of the deposit [ie deposit less associated costs and original administration charges (ie £300 + late charges £300 per month)] will be refunded.

## **3.8 Discontinuation of registration**

If the College requires a student to leave the course or programme for reasons of student code of conduct, attendance, progress, or any other reasonable reason the student will remain liable for the whole amount agreed at enrolment. Any reimbursement approved by the Principal will be made within a reasonable time from the date of receipt of the application for such reimbursement.

## **3.9 Discontinuation of courses**

Where courses are cancelled by the College, the college may reimburse all payment on account related to the remainder of the course after deduction of administration, registration and commission charges.

## **3.10 Course transfers**

Any student who is enrolled on a course and wishes to transfer to a different course should put their request to their counsellors. The Programme Leader will make the decision. There will be no refunds for courses at a lower fee. If a student wishes to transfer to a new course in the middle of an existing course, the college reserve the right to demand all outstanding fees in the existing course and registration fees with the awarding bodies.

## **3.11 Fee reductions**

Fee reductions may be offered to a student or a group of students subject to meeting certain criteria as deemed appropriate by the college management.

## **3.12 Receipts**

Receipts will be provided for all monies paid to the College except where payment is made through BACS or standing order. It is the responsibility of the student to collect a valid receipt for all payments made to the college including BACS transfers.

## **3.13 Certificates**

Where successful completion of courses result in the award of a certificate, the College reserves the right to withhold the issue of certificates where fees or other amounts are due to the College.

## **3.14 Non acceptance of applicants**

The College reserves the right not to accept applicants or enrolments from individuals or sponsors where fees or other costs from previous courses remain outstanding until such time as all outstanding fees or other outstanding costs are paid.

## **3.15 Non payment of fees**

The College reserves the right to terminate an enrolment at any time during the registration period a course where fees are outstanding or where any agreed instalment payment defaults.

The College may take legal action for the recovery of monies due and in such circumstances the College reserves



the right to make reasonable charges to represent the administration and other costs to the College occasioned by the non-payment.

#### **4. Issue of CAS to existing students:**

The college reserve the right to not to issue a CAS to an existing student under following circumstances:

- 1) Existing CAS allocation or quota is exhausted
- 2) The student is in violation of college policy in relation to attendance, progress, payment of fees.
- 3) The student does not meet or continue to meet the entry requirements of a programme/course.
- 4) The college is in doubt about the legal status of the student.
- 5) Any other reasonable reasons.

#### **5. Changes of the terms and conditions by awarding bodies**

The college is not responsible if respected awarding bodies changes their policies and apply these to existing students in retrospect.

#### **6. General Advice:**

The college will, in good faith provide academic and immigration advice based on information provided by the student and the college will not be responsible for any implication arising and that it is the responsibility of the student to make their own choice and decision. If in doubt the student should seek legal advice.

#### **7. Course or module cancellation and discontinuation**

The college reserves the right to discontinue a programme or not run a programme or a unit/module within a programme. The college will attempt to notify students either collectively or individually for such action.

#### **8. Course deferment and course transfer:**

A student is not allowed to intermit or defer a semester without formal written confirmation by the college. In case of course deferment, the college may have to notify to relevant stakeholders of such decision.

#### **9. Term Registration:**

A student is responsible to do term registration before term-registration deadline. In case of non-registration a student will not be allowed to continue the programme and is deemed to have intentionally withdrawn from the programme.

#### **10. Reporting to the UKBA or any other stakeholders:**

The college reserves the right to report to the UKBA or any other stakeholders about the status of the students.

#### **11. Other items:**

- 11.1 The terms and conditions attached herein are governed by English Law. In case of legal dispute, this must be resolved in the UK.
- 11.2 Any item in these terms and conditions are subject to regulatory changes and Guildhall reserve the right to make changes to the terms and conditions to ensure that they comply with current legislation.
- 11.3 If any of the items in this terms and conditions are not valid or legally enforceable, the other terms will not be affected. We may alter any term that is not effective with a similar item that is.