

SKOLA Group of Schools - Conditions of Enrolment

1. COURSE FEES

Deposits

Payable On Enrolment

Adults

One week's fees – including one week's accommodation fees and accommodation arrangement fee if accommodation booked. The CAS supplement (see VISAS AND PASSPORTS below) is also required if applicable.

Juniors

Registration fee and one week's fees – including one week's accommodation fee and arrangement fee if accommodation booked. The CAS supplement (see VISAS and PASSPORTS below) is also required if applicable.

Balance of Fees

Adults and Juniors – payable 4 weeks before course starts.

2. CANCELLATIONS

Prior to arrival: fees are non-refundable on reserved courses which are cancelled prior to arrival. For this reason, students are strongly advised to take out insurance – although our prices for juniors do include provision of an insurance policy. Details on request.

During the Course: Any refund of fees for students who leave the school early will only be made in exceptional circumstances at the discretion of the Principal – and never in cash.

3. VISAS AND PASSPORTS

Visa/Passport applications are the responsibility of the student. Students who require a CAS (Certificate of Acceptance for Studies) in order to secure their visa (currently necessary for courses lasting more than 6 months for a junior or 11 months for an adult) are required to add £25 (£30 for International Community School) to cover this cost. They are also required to provide Certificates or School Reports which show their level of English. This does not apply to EU nationals. Where visa applications are refused before the start of the course, school fees will be refunded upon presentation of supporting documentation from the British Embassy. International Community School will keep an administration charge of £250 for students on the IB courses; for all other courses and all other schools the administration charge will be £100 – and one week's accommodation fees, if applicable. As it is a legal requirement that schools keep copies of passports of visa nationals, all students must bring their passport/identity card with them on the first day of school for checking and possibly photocopying.

4. CONDUCT

Students must attend regularly and punctually. SKOLA reserves the right to exclude or suspend students if their attendance is not satisfactory or for reasons of misconduct. Visa nationals who do not attend regularly will be reported to the Immigration Authorities. No refund will be given in such circumstances. In the case of junior students parents will be asked to withdraw a student in the event of serious misconduct and fees will not be refunded. The cost of this early return will be the responsibility of the student's own family who are also liable to be charged for any damage caused by the student concerned. Appeals may be made in writing to the Principal.

5. WELFARE

SKOLA will act 'in loco parentis' for students under the age of 18 in accommodation provided by SKOLA. In the case where students do not follow the regulations set by SKOLA or the SKOLA homestay provider, the parents will be contacted. If this behaviour continues, the student may be asked to leave the course.

6. ACCOMMODATION

Homestay and private home providers reflect the multi-cultural aspect of life in England and are selected and inspected according to the British Council criteria. They are chosen for the warm welcome and care they will provide for students and not for their proximity to the school. We will take into consideration requests made by students at the time of booking and will endeavour to meet these but cannot guarantee to fulfil every request unless it concerns health factors such as allergies. If a change of accommodation is requested within 7 days prior to arrival – or after arrival – there will be a cancellation charge of one week's accommodation fees.

7. DAMAGE OR LOSS

The School does not accept responsibility for the loss, damage or theft of any personal effects including money not in its care. We advise all students to arrange full insurance for health, travel and possessions.

8. ILLNESS

The School must be notified promptly of any absences through illness. The School must be notified of suspected or known infectious diseases so that appropriate action can be taken.

9. SCHOOL CLOSURES

When UK Public Holidays fall during term time, schools will be closed except in the case of courses at Alexanders International School. Public Holidays in 2015 occur on 1 January, 3 & 6 April, 4 & 25 May, 31 August. International Community School also closes at other times of the year for staff training. See www.icschool.co.uk for details.

In the event that any school is closed or unable to perform its contractual obligations by reason of 'Force Majeure' as defined herein the school shall be under no obligation to refund any part of any fees paid. A 'Force Majeure' occurrence shall mean an occurrence beyond the control and without the fault or negligence of the party affected and by which exercise or reasonable diligence the said party is unable to prevent or provide against. Without limiting the generality of the foregoing 'Force Majeure' occurrences shall include; acts of nature (including fire, flood, earthquake, storm, hurricane or other natural disaster), or invasion acts of foreign combatants, terrorist attacks, military or other usurped political power or confiscation, nationalisation, government sanction or embargo, labour disputes of third parties to this contract, or the prolonged failure of electricity or other vital utility service. The schools reserve the right to vary details of the courses offered without notice and to cancel courses should the minimum number of participants not be reached.

10. HOW TO ENROL

Bookings can be made online, or by returning a registration form completed in full to:-

By Fax:

+44 (0) 20 7706 8171

By Post:

SKOLA Information and Admissions Centre
111 Baker Street
London W1U 6SG

Once your enrolment form has been received, the booking will be confirmed if there is availability and an invoice will be issued. On receipt of the deposit all necessary documents will be sent. Details of accommodation will be sent at the latest one week before the commencement of the stay. If, after the enrolment form has been received any changes are made, such as change of dates, change of spelling, change of passport number, etc. there will be a charge of £25 on each occasion the documents are re-issued.

For Further Information Please Contact:

SKOLA Information and Admissions Centre
111 Baker Street
London W1U 6SG

Tel: + 44 (0) 20 7298 8877

Fax: + 44 (0) 20 7706 8171

Email: info@skola.co.uk

Website: www.skola.co.uk

11. HOW TO PAY

1. By Credit or Debit Card

We accept payment by credit card for tuition, accommodation and other fees. Please note credit card details given for the payment of deposits, will automatically be used for payment of balances due. This balance will be taken 4 weeks before the course start date unless alternative arrangements for payment have been made.

We accept the following credit cards:

VISA, MASTERCARD, MAESTRO, VISA ELECTRON, JCB, SWITCH

There is a charge of 2% for paying by credit card or overseas debit card.

2. Cheque

Cheques must be in sterling and drawn on a UK bank. Cheques should be issued as instructed on the invoice.

3. Bank Transfer

Bank charges are the responsibility of the student. Please add £15 to cover UK bank charges if making payment by Bank Transfer. Details of the account to which the transfer should be made will be indicated on the invoice.

PLEASE ENSURE THAT THE STUDENT'S NAME AND THE INVOICE NUMBER IS MENTIONED ON THE BANK TRANSFER DOCUMENTATION, AND FORWARD A COPY TO THE INFORMATION & ADMISSIONS CENTRE.

12. CONFIRMATION

By signing the Registration Form, you confirm that you have read and agreed to SKOLA's Conditions of Enrolment.

Tel: + 44 (0) 20 7298 8877

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Email: info@skola.co.uk

Website: www.skola.co.uk