

Conditions of enrolment

1 PAYMENT Applications for courses are only accepted with payment of the enrolment fee. NO STUDENT PLACE WILL BE KEPT OPEN WITHOUT RECEIPT OF THE ENROLMENT FEE. The course fees must be paid in full before commencement of the course. NO STUDENT WILL BE ALLOWED TO ENTER CLASSES OR PARTICIPATE IN ANY PART OF THE PROGRAMME UNTIL FULL PAYMENT HAS BEEN RECEIVED. The enrolment fee for adult courses include the first course book only. Subsequent course books or photocopies have to be paid for by the student.

2 WHAT THE TUITION FEES INCLUDE (Please see page 2) In addition to page 2 Cavendish School of English provides a final written evaluation if requested, some social activities, student visa assistance, assistance in opening a British bank account.

NOT included unless booked separately: Travel to school, accommodation, social programme and excursions, external examination fees, personal and health insurance, bank charges on international money transfers.

3 CANCELLATION and REFUNDS

Visa nationals only: If a Visa student is refused 'leave to enter/remain in the UK', the course fees less a 10% administration fee less the enrolment fee will be refunded to the student if, before the course start date, he/she can produce the original letter of refusal from British authorities and the receipt from the school. Only a refusal letter and no other document will be valid for a refund. If a student produces the above documents the table below does not apply.

All students with reasons for cancellation other than refusal of 'leave to enter/remain in the UK' as described above: If a student cancels before the course or accommodation start date (whichever is sooner), he/she will receive a refund of course fees according to below table.

- If the cancellation is received more than 6 weeks before the starting date of the course, we will refund the course fees less a 10% administration fee.
- Cancellations less than 6 weeks before the course commences will incur a cancellation fee of 20% of the course fees.
- Cancellations less than 5 weeks before the course commences will incur a cancellation fee of 35% of the course fees.
- Cancellations less than 4 weeks before the course commences will incur a cancellation fee of 50% of the course fees.
- Cancellations less than 3 weeks before the course commences will incur a cancellation fee of 60% of the course fees.
- Cancellations less than 2 weeks before the course commences will incur a cancellation fee of 75% of the course fees.
- Cancellations less than 1 week before the course commences will incur a cancellation fee of 90% of the course fees.
- Cancellation on arrival day or after the course start date or accommodation start date (whichever is sooner) will incur a cancellation fee of 100% of the course fees.

The enrolment fee is always non-refundable. Course fees include all costs incurred as written out in the invoice, eg. tuition, accommodation, transfers, entrance fees, excursions. Students are strongly advised to take out insurance as to avoid loss of fees for non-arrival, or termination in case of illness or family emergencies.

Refunds will only be made in the name of the student, regardless of who paid for the course except for group bookings, where refunds will be made to the group agent. Refunds will be made a maximum of 5 weeks after the office has received the necessary documents.

4 POSTPONING or 'BRINGING FORWARD' YOUR COURSE

If you want to postpone your course or bring it forward, we must receive notice on or before your course start date. Notice received after the course start date will not be valid. No compensation will be given if a student arrives late or does not attend part or all of his/her course (including any period of holiday taken or illness during the course). Compensation for any serious illnesses will be at the sole discretion of the Director. The Director's decision will be final. Courses can only be postponed or brought forward for a maximum of 6 weeks before or after the original course start date. Students may postpone their starting dates once. If a postponement is made more than once, then a further administration fee of £65 will be charged (€65 in the case of Malta). Courses for which the school has issued a 'formal letter of registration' cannot be postponed or brought forward under any circumstances.

Small classes may be merged with other classes due to low enrolment. We also reserve the right to change the times and teachers of classes.

5 ABSENCE, ATTENDANCE and DISCIPLINE

Cavendish School of English students are required to attend class punctually and regularly. Cavendish School of English reserves the right to expel students in the case of flagrant misconduct or consistent non-attendance with no refund of fees. No extensions or refunds will be made if a student is absent during the course for whatever reason. Students whose attendance drops below 80% may be automatically taken out of their class and reported to the immigration office. There is no reduction in the course fees where a course includes public holidays (e.g. Bank Holidays).

6 LANGUAGE LEVEL

If the student, after taking the Cavendish School of English level test, is found to be below the minimum start level for the course, Cavendish School of English reserves the right to place the student in a class with fewer lessons and different syllabus, with no right of financial compensation, to better suit the needs of the student until an appropriate level is reached. This also applies to Exam Preparation courses. If at any time class attendance drops to only 1 or 2 students in a particular level it may be necessary to exchange for one-to-one or one-to-two lessons at a rate of 1:2 without further costs for the student.

7 LIABILITY

Cavendish School of English is fully insured with Public Liability Insurance. Students are advised that Cavendish School of English, its employees and its representatives accept no responsibility for personal injury and/or loss of /damage to personal property on the college premises, whether by fire, burglary, theft or otherwise. This condition also applies to public and private places when students are on Cavendish School of English trips / excursions. Cavendish School of English is not responsible for the safekeeping or delivery of any fax, post, Email etc sent to students at the Cavendish School of English addresses nor is Cavendish School of English responsible for the safekeeping of exam results or certificates.

8 CHANGES TO THE TERMS AND CONDITIONS

Cavendish School of English reserves the right to amend or alter its terms and conditions without providing further notice. In such cases, any newer version automatically replaces a previous version and becomes valid for all courses and students from the date of its implementation.

I have seen and accept these terms and conditions of enrolment.

Name (please print):

Signature:

Date:

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