

## **UK Terms and Conditions Declaration**

### **Student/Parent/Guardian declaration**

- I accept the terms and conditions accompanying the offer of a place at Kings. I understand that I/my child/ward will not be allowed to start classes until fees have been paid and that fees are due four weeks prior to the start of term.
- I agree to give the required notice of cancellation or to pay the required fees in lieu of notice.
- I give permission for first aid to be administered, appropriate non prescription medication to be given and urgent medical attention as necessary including emergency blood transfusion.
- I have informed the college of any ongoing medical condition and its treatment and any medication currently being taken.
- I have informed the college of any disability or special educational needs
- I give permission for my child/ward to participate in on and off-site social activities, day trips and weekend excursions organised by Kings or by Kings in conjunction with a third party provider.
- I understand that if my child/ward is under 16 it is my responsibility to appoint a UK-based guardian and to keep the college informed of the guardian's contact details.
- I have read, understood and signed the Letter of Parental Consent for 16/17 year olds.
- I have read and understood the Kings Under 18s guide ([click here](#))

Signature of student:

Signature of student's parent/guardian  
(for students under 18):

Date: m m / d d / y y

### **Indemnity (under 18s)**

I agree to my child/ward going on expeditions outside of Kings arranged by Kings staff and hereby undertake to indemnify Kings staff against:

- any claims, damages or costs which they or any of them may be or become liable to pay in consequence of any injury or damage to or illness of me/my child/ward occurring during or as a result of any of the said expeditions.
- any claims by any third party which may be made against them or any of them in consequence of any act or default of me/my child/ward during or as a result of any of the said expeditions.
- any other costs and expenses reasonably incurred by them or any of them on behalf of me/my child/ward during or as a result of any of the said expeditions.
- Provided that the indemnity herein shall not extend to any claims, damages, costs or expenses in respect of and to the extent to which Kings Colleges and member(s) of the staff or any of them shall be entitled to be indemnified under any policy of insurance.

Signature of student's parent/guardian

Date: m m / d d / y y

### **Student declaration**

- It is my intention to follow a course of study at Kings and return home once my permission to remain in the UK expires.
- I have read, understood and accept the terms and conditions accompanying my offer of a place at Kings.
- I understand that a minimum of 90% attendance is required to complete my course and that I will be required to defer progression to any stage of my study plan if in the opinion of the college I have not yet acquired the academic or language skills to succeed in that stage. Any resulting course prolongation may incur additional fees.
- I understand that reports on my progress, attendance and any disciplinary matters will be shared with my sponsor or fee payer.

Signature of student:

Date: m m / d d / y y

## UK Terms and Conditions

Kings reserves the right to change prices/course timetables etc at any time prior to registration and to make additions or amendments to these terms and conditions by giving one month's written notice to all affected parties

### Academic Offer

This includes a study plan outlining the most appropriate course for your academic goals based on your academic ability and English language level and will detail costs for tuition and your selected accommodation option.

### Acceptance of a place

To accept your place you will need to make an Acceptance Payment and return a signed copy of our Acceptance Forms. Your place on the course and in homestay accommodation is not held until these are received. It does not hold a room in residence. To secure a place in residence a minimum of one full terms fees is required.

The Acceptance Payment comprises: Registration Fee £75, Advance Fee £2000 (deducted from first payment), Refundable Deposit £1000 (refunded to the fee payer at the end of the course minus any sundry charges) and the relevant insurance fee. If you already have insurance, please include proof of cover with your acceptance payment. If you are a visa national, then there will be a charge of £21 for a Certificate of Acceptance to Study (CAS)

### Visa documentation

Once we have received your Acceptance Payment & a full set of application documents we will provide all relevant visa documentation including a CAS. Please advise us as soon as your visa is granted.

### Payment of fees

All fees are due one month prior to the start of your course. Your place may be at risk if we do not receive payment on time. Details of how to pay are included on our invoices and booking confirmations. Payment by termly instalment is available on request for courses of a minimum of 3 terms. The first two terms are payable 4 weeks prior to the start of the first term and the 3rd term is payable prior to the start of the second term. Fees generally increase by inflation annually so payments by instalment may be subject to fee increases. In the event of late payment a monthly interest charge of 2% will be applied. You will not be allowed to attend classes as long as fees are outstanding. You may be required to leave the course

### Cancellation

Cancellation due to visa refusal – The Advance Fees & Deposit (but not fees for CAS and Registration) will be refunded to the fee payer on production of the visa refusal letter. Any accommodation costs incurred after the beginning of the course while waiting for a decision on a visa application will be deducted from the refundable deposit. No refunds are given if the visa application was refused because it was not considered to be genuine.

Cancellation for any other reason more than 4 weeks prior to the start of the course – the refundable deposit will be refunded.

Cancellation for any other reason less than 4 weeks before the start of the course – a full term's tuition and accommodation fees will be retained and any balance refunded. To avoid cancellation fees, a full term's notice must be given in writing to the Principal of the College. For example, if your course finishes in June and you wish to cancel the Summer Term, you will need to notify us of this before the start of the January term to avoid cancellation fees. We are obliged to notify UKVI if a student holding a current UK visa cancels a course at one of our Colleges. We strongly recommend you have an insurance policy in place which covers cancellation fees.

### Refunds

Bank charges: all refunds are paid minus any bank charges

Visa refusal: Advance fees and Deposit are refunded to the fee payer on receipt of a visa refusal letter.

Tuition Fees: any fees paid in excess of one term are refunded to the fee payer if notice has been given to cancel/withdraw.

Deposits: refunded to the fee payer minus deductions for any disbursements or damages. within 21 days after student's departure

Late arrivals: no refunds or deductions for tuition or accommodation for students who arrive after the start of term.

Exclusions: no refunds are given for students excluded from school for disciplinary reasons.

Insurance: no refunds are given.

### Withdrawal

A full term's notice in writing to the Principal is required to withdraw from a course or accommodation after it has started. Any refunds are given after a term's tuition fees are deducted as a cancellation charge in lieu of notice.

### Academic decisions

The Colleges reserve the right to determine the best course of study for any student and to exclude from class any student who, for reasons of ability or performance is not qualified to enter or remain in that class. Students will not be allowed to start any part of their study plan for which they have not reached the minimum entry requirement.

### Discipline

If your work, attendance or conduct is unsatisfactory, you will be subject to the College's disciplinary procedures. These procedures may lead ultimately to exclusion. In the event of exclusion, fees are not refunded. Attendance is compulsory for all students and is a condition of a UK visa. Non attendance of visa nationals is reported to UKVI.

### Accommodation

Homestay: Kings acts solely as agents (and not as principals) in the arranging and providing of homestay accommodation for students. Prices are per week (7 nights). No refund is given for early departure but a charge will be made for any extra nights.

Notice to withdraw from homestay or residence is one term. Students who move out without the proper notice period will be charged one term's fees in lieu of notice.

Private accommodation: Students under 18 wishing to move into private accommodation must seek approval from the Principal and provide written consent from parents.

Vacation accommodation is subject to availability, at an extra charge, usually only in homestay. Homestay students may have a change of family for the vacation

### Guardianship

Guardianship is a legal requirement for all students under 16. At Kings it is a minimum requirement until the end of the term in which the student becomes 16. However if we believe that a student will be adversely affected by the lack of a guardian we may insist that parents retain a UK based guardian for longer than the legal requirement.

Personal, Social, Health Education for under 16s is a compulsory part of the National Curriculum in the UK and your child/ward will receive sex education as a part of their GCSE studies unless you request in writing to the principal that you do not wish your child/ward to participate in these lessons.

### Consent for activities for under 18s

The trips and activities covered by this consent include; all term time educational visits/trips & adventure activities and off-site leisure and sporting fixtures whether organised by Kings or by a third party provider (including residential trips) which take place during the term of the course but may occur during or outside usual teaching hours or at weekends

We will send you information about any trip or activity before it takes place if we believe that it presents an unusually high risk. We shall take a common sense and proportionate approach to any risks posed by an out of school activity. We shall ensure that any providers of activities or transport are appropriately licensed (under such legislation as the Adventure Activities Licensing Regulations 2004). You can, if you wish, tell the school that you do not want your child to take part in any particular school trip or activity. Details of the type of activities and trips we consider covered by this consent are set out in our literature and brochures and can be viewed on our website.

### Liability

Kings Education will not be liable under any circumstances for any failure to provide services whatsoever if that failure is caused directly or indirectly by industrial action or by circumstances beyond the College's control. Any damage caused by a student to College property, to the homestay property or to a residence, whether intentional or accidental will be charged to the students responsible. Students in residential accommodation are jointly and severally liable for shared facilities and the College reserves the right to recover costs or damage and exceptional cleaning.

### Insurance

All Kings' students must have appropriate accident and medical insurance. Insurance to cover personal property, breakages, loss, damage and cancellation fees is advised. Kings recommend Endsleigh Insurance which will be arranged for you on receipt of your Acceptance Payment unless proof of alternative cover is provided.

### Publicity materials

Permission is given by the student, their parents or guardian with acceptance of these terms and conditions for the use of student's results, comments, opinions, images/video of students in Kings promotional materials & social media sites.

### Data Protection

Any information provided to Kings may be held on computer and used by Kings in accordance with its Data Protection registration and the UK Data Protection law. Kings is obliged to provide UK contact details and attendance information to UKVI.

### UK universities

By signing these terms and conditions you agree, should you progress to a UK university, to them releasing data on your course and progress

### Public holidays

Kings colleges are closed on public holidays and there are no classes on these days. There is no reduction in tuition fees for public holidays.

### Jurisdiction

In any dispute arising out of this contract, the parties expressly agree to submit to the jurisdiction of the courts of England and Wales having jurisdiction in the matter in question.

Kings Policies are all available at: [kingseducation.com/about-us/policies-and-procedures.html](https://www.kingseducation.com/about-us/policies-and-procedures.html)

Kings Under 18 guide outlining consent, supervision, curfews can also be found here.