

UK English language courses

Last updated October 2018

Kings reserves the right to change prices, to cancel or change courses and to amend timetables at any time prior to enrolment and to make additions or amendments to these terms and conditions by giving one month's written notice to all affected parties.

1. Enrolment Fee

There is an enrolment fee payable on all courses.

2. Visa fee

For certain visa nationals, there is a charge of £25 (subject to change) for a Confirmation of Acceptance for Studies (CAS). If you are a visa national, please include your passport number on your booking.

3. Acceptance of enrolment

We will acknowledge your application within 24 hours (Monday to Friday). Written acceptance of enrolment by the College will be given on receipt of £205 (£120 deposit and £85 enrolment fee), or full fees if booking less than four weeks in advance, and constitutes a firm agreement for the period specified on the enrolment form.

4. Payment

Full fees must be received 4 weeks before the start of the course. If booking is received less than 4 weeks before the start of the course, full payment must be made at the time of enrolment. Fees can be paid by cheque, credit card or bank transfer. Bank charges for both sending and receiving banks are payable by the sender. **IMPORTANT:** when making your payment please ensure that you transmit sufficient funds to cover the bank charges and to cover the sterling amount shown on the invoice at the exchange rate of the day.

5. Visa documentation

Once we have received your deposit and enrolment fee, we will hold a place on the course and in accommodation and send all relevant visa documentation including a Certificate of Acceptance for Studies (CAS), if applicable. Please advise us as soon as your visa is granted or refused.

6. Cancellation

6a. Cancellation due to visa refusal (all courses)

If your visa is refused, please send us a copy of the visa refusal letter. On receipt of this letter, tuition fees, accommodation fees and deposit will be refunded minus the enrolment fee, the CAS fee and minus any bank charges.

6b. Cancellation for other reasons

To cancel tuition and/or accommodation, a minimum of four weeks' notice must be given in writing to the Principal of the College.

For cancellations received more than four weeks before the start of the course, the tuition fees, accommodation fees and deposit will be refunded minus the enrolment fee, the CAS fee and minus any bank charges.

For cancellations received less than four weeks before the start of the course (due to reasons other than visa refusal):

- no refund is given if the course is a long-term reduced price course of 12 weeks or longer (e.g. the Kings Diploma and Compact and Intensive Courses of 12 weeks or longer)
- for other courses the tuition fees and accommodation fees will be refunded minus a 4-week cancellation charge, minus the enrolment fee, the CAS fee and minus any bank charges

Accommodation fees are refunded after 4 weeks' notice or after deducting 4 weeks' accommodation fees in lieu of notice.

7. Withdrawal

Four weeks' notice in writing must be given for withdrawals from a course. Tuition and accommodation refunds will be given minus the four-week notice period except for long-term reduced price courses i.e. Compact and Intensive courses of 12 weeks or longer and the Diploma of Intensive English, for which no refund is given. We are obliged to notify the relevant UK Government bodies if a student holding a current UK visa withdraws from our College.

8. General Notes on Refunds

- No refunds are given for long-term reduced price courses (i.e. the Diploma of Intensive English and Compact and Intensive Courses of 12 weeks or longer) for cancellation or withdrawal, less than four weeks before the start of the course except in the case of visa refusal (see 6. above)
- Bank charges, enrolment fee and CAS fee — all refunds are paid minus any bank charges, minus the enrolment fee and minus the CAS fee
- Refunds are made to the fee-payer after deductions for any disbursements or damages
- Late arrivals — no refunds are given for late arrivals
- Expulsion — no refunds are given for students who are expelled from College for disciplinary reasons
- Insurance — no refunds are given

9. Academic and Teaching

- Courses usually start on a Monday (or Tuesday if Monday is a public holiday). Testing and orientation replace lessons on the first day at College
- During high season, classes may run in the morning and/or afternoon (or a combination of both)
- Prices include teaching materials and use of coursebooks. Students may purchase coursebooks for personal use if required
- Public exam fees are not included in the course prices

All courses include a level assessment on or prior to arrival, induction and orientation and regular progress tests. Students who successfully complete the course and attend at least 90% of lessons receive a Kings Certificate of Achievement.

10. Public holidays and College closure

Tuition is not given on public holidays (19 April, 22 April, 6 May, 27 May, 26 August 2019). No refund or compensation is given for lessons missed due to public holidays. The Colleges are closed between 23 December 2019 and 5 January 2020 inclusive (schools re-open 6 January 2020).

11. 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 expulsion. In the event of expulsion fees are not refunded. Travel and other costs incurred as a result of expulsion must be met by the student or by the student's guardian. Attendance is

compulsory for all students and is a condition of a UK visa. Non attendance of visa nationals is reported to the relevant UK government bodies.

12. Accommodation

Kings acts solely as agents (and not as principals) in the arranging and providing of homestay accommodation for students. Prices are per week (residential accommodation is usually available from Sunday to Saturday). No refund is given for early departure but a charge will be made for any extra nights. A re-booking fee of £20 will be charged each time accommodation is re-booked, if not originally booked for the entire course on commencement of the course.

Four weeks' notice must be given to cancel or withdraw from accommodation. Students who move out without giving the proper notice period will be charged 4 weeks' accommodation fees in lieu of notice. Students under 18 wishing to move into private accommodation must seek approval from the Principal and provide written authorisation from parents. Accommodation during the College holidays is subject to availability and at extra charge. Homestay students may have a change of family during the holiday period.

All Colleges and residences are non-smoking.

13. Liability

Kings shall not be liable under any circumstance for its failure to provide any 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 not, will be charged to the student/s responsible. Students in residential accommodation are jointly and severally liable for shared facilities and the College reserves the right to recover costs for damage and exceptional cleaning.

14. Parental consent for 16–17 year olds

It is understood that by accepting these Terms and Conditions permission is given for your child/ward:

- to live and travel independently while studying at Kings. However, accompanied transfers are compulsory for all children under 18 and additional permission will be sought for any travel outside of the UK arranged by Kings and other external providers as part of our education or social programme
- to participate in on- and off-site activities and excursions arranged by Kings and other external providers
- to be administered first aid and to be given appropriate non prescription medication.
- in an emergency, to be administered medication and treatment as instructed by medical authorities present including emergency dental, medical or surgical treatment, anaesthetic, blood transfusion.

Please advise the Registrar in writing if permission is not given.

15. Damage deposit

In both residential and homestay accommodation, students cover the cost of any damage caused or exceptional cleaning required. For this reason, we insist all students have insurance.

16. Holidays for long-term students

Students are permitted a maximum of 2 weeks' holiday during a 24-week course and a maximum of 3 weeks' holiday during a 36-week course. Holidays must be booked at least 4 weeks in advance. An administration fee will

be charged for any changes in holiday dates. Full accommodation fees will be charged if the bedroom is not completely vacated.

17. Holidays for short-term students

No allowance is made for students taking holiday during their course (i.e. no refund will be given for days missed and days missed cannot be added to the end of the course). Students who take unauthorized absence during a short-term course will be marked down as absent from lessons and their certificate may be withheld.

18. Transfers

Students under 18 have to be accompanied to and from the airport/station on arrival and departure, for which there is an extra charge (see supplements). 16–17 year olds can travel independently if they have a letter of consent to travel signed by their parents or guardian with them. For under 16s, an accompanied transfer is compulsory.

19. Insurance

All Kings Education students must have appropriate accident and medical insurance. Travel insurance to cover personal property, breakages, loss and damage is strongly recommended. Kings Education recommend Endsleigh Insurance. This can be booked through Kings or through your agent. Please note that once booked, insurance is non-refundable.

20. 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.

Full details are contained in our Data Protection Policy: kingseducation.com/GDPR/policies

21. 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.

Complaints

If you wish to make a complaint please consult [our complaints policy](#).

Kings Policies

Kings Policies are all available at:

www.kingseducation.com/about-us/policies-and-procedures.html