

CONDITIONS OF ENROLMENT



Student Name:
Course Title:
Course Dates:.....

Stuart House
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1) Registration

Enrolment on a course is confirmed upon the receipt of a deposit of £750. The deposit may be paid either by cheque (made payable to Hove College), credit card, postal order or direct bank transfer. This deposit is non-refundable. For issuance of CAS, full first year fees are required in advance. In the event of a confirmed visa refusal, fees will be refunded (less £100 registration fee) on condition that factual and complete information was given to Hove College at the time of CAS generation. In addition we cannot refund if a visa rejection was due to incorrect living expense provision. If the course has started there will be a deduction of relevant tuition fees.

2) Balance of fees

Full balance of course fees are due 7 days before the commencement of the course. The fees are non-refundable. However, in exceptional circumstances, you may be allowed to transfer to another course, subject to availability, within a 12-month period. This arrangement is at the discretion of the Principal. Any outstanding debts will be referred to a Debt Collection Agency.

3) Cancellation

Courses may be cancelled up to 28 days prior to the start date. Where an enrolment occurs less than 28 days before the start of the course, cancellation may only be made within 3 working days of the enrolment date. Thereafter, cancellation will entail payment of 50% of the full course fee. **COURSES MAY NOT BE CANCELLED ONCE STARTED.** Cancellation must be made in writing, addressed to the College Principal and sent recorded post. The cancellation will take effect from the day the written confirmation is received. The following scale of charges will be payable depending on when the notification of cancellation is received:

Period before the start date of Course	Percentage of total course fees to be paid
Up to 28 days	Loss of deposit
Less than 28 days	50% of course fees
Start date of course	100% of course fees

In the unlikely event of the College cancelling a course for whatever reason, a full refund of fees will be given.

4) Termination

The Principal reserves the right to dismiss a student from College if the student's behaviour is disruptive, if a student is deemed an unsuitable attendee, if the student no longer has UK Border Agency leave to remain, or if a student's fees are not paid when due. In such rare circumstances we regret that no refund of fees or accommodation charges can be given.

5) **Attendance**

College Diplomas are only presented to students who complete their course with an attendance record of 80% or over. Students whose attendance falls below 80% at any time may be asked to withdraw from the course (please note: staff will record all incidents of lateness, absenteeism and explained absenteeism). In such rare circumstances, we regret that no refund of fees or accommodation charges can be given.

Apologies for attendance must be phoned to College by 9.00am.

6) **Course Programme**

The College reserves the right to vary the content of courses. The College will endeavour to be as accommodating and flexible as possible in meeting the students' needs. However, students must understand that if they choose to drop a subject, for whatever reason, the College cannot accept any responsibility for providing an alternative class or refund any fees.

Please note that it is the responsibility of the student to ensure that work for assessment is presented on time. Late submissions will be liable to disqualification. Hove College Certificates and External credits will only be awarded after course completion and payment of full fees.

7) **Extra Costs**

Some marginal, additional costs may be incurred by students.

8) **General**

The College operates a No Smoking policy.

The College cannot be held responsible for any loss of, damage or theft of students' property which occurs on the premises.

I have read and understood the above Conditions of Enrolment and I agree to abide by them

Signature of student:

Name of student:

Name of fee-payer:

Signature of fee-payer (if different from above):.....

Date:.....