

Terms and Conditions for visa students

Registration & Fees

- A registration fee of £100 is payable for enrolment on all courses.
- Late registration fee of £20 will apply if you have arrived to the UK but fail to register within one week of the course commencement date.
- The tuition fees do not cover the cost of books and other material the students might require during their course of study, nor cover the cost of exams and registration with the professional bodies and the fees of examination centres.
- Students applying for a professional course at Eynsford College should pay 70% of the course fee before the CAS number can be assigned.
- Students applying for a General English Language Course at the College should pay a full fee before the CAS number can be assigned.
- Fees are not transferable to other students.
- If you fail to pay your fees according to your instalment plan for two consecutive payments, we reserve the right to cancel your course for non-payment. To be re-admitted to the course, you will need to pay your outstanding balance in full plus £50 towards the administrative expenses.
- If you are more than one week late with the payment of your instalment, a late payment charge of £10 will apply.
- Before assigning a CAS number to a student, we reserve the right to ask for additional documents such as student's own bank statements, parents' bank statements if they are sponsoring the student on the course of studies, as well as other documents related to the visa application in order to assess the case. However, the College bears no responsibility if the student's visa application is refused for any reason not directly related to the College.
- If it has been more than six months since the student has been assigned a CAS number, there might be a need for a new CAS number in order to renew the application for entry clearance. There will be a charge of £100 in such circumstances.
- If your visa application has been refused, you can ask the College for a transfer of deposit and fees to the next intake, i.e. defer your course to the next intake while you appeal the decision (subject to availability). You will need to provide the BHC refusal letter and we might ask you for other documents like bank statements or any other documents submitted with the student's visa application.

Refunds

- No fees will be refunded if the CAS number has already been assigned to a student, unless the visa application has been refused.
- If the course is discontinued or postponed by the College, students enrolled on the course will be given an option to change to a different course or a full refund will be given.
- Refunds will be made by cheque or bank transfer and in no circumstances in cash and only to the person who have paid the course fees.
- Please allow 3 weeks for all refunds.
- £250 administration fee is non-refundable in all cases.

- In case of refusal, we will need to see an original refusal letter from the UK Border Agency or the respective British High Commission in order to process a refund.
- In case of existing students studying on the course, renewing their visa and having their visa refused, if the course has already started, we will calculate refund from the date of the refusal and retain the amount of fees equivalent to the period studied, or 250 pounds whichever is greater.

No refunds will be made in the following cases:

- If student's visa application has been refused because of his/her non-attendance, poor-attendance, non-compliance with the Home Office rules and requirements, working for more hours than it is allowed by the Home Office, submitting false documents to the College in order to get an admission or to the Home Office in order to obtain visa.
- If, whilst the student's application being in the Home Office, the College suspended the student from the course due to non-attendance or poor-attendance.
- If a student studying a professional programme failed to make a progress on the course for two consecutive terms and has been suspended from the course for the same reason.
- For the course which has already finished.
- If the student has been reported to the Home Office by the previous educational institution the student had been registered with, and this resulted in refusal of the student's visa application.
- If a student has been refused an Entry Clearance as a consequence of previously being removed/deported from the UK and he/she failed to inform us about this prior to enrolling on the course.
- If a student is awaiting an appeal decision against the visa refusal.
Refunds will be considered on the presentation of the Court's final decision (of refusal).

Attendance

- Attendance is compulsory for overseas visa students and the minimum attendance required is 80%.
- A student will be marked absent if he/she is more than 20 minutes late for the class, or leaves 20 minutes earlier than the class finishes.
- If a student is persistently late for the class, we reserve a right to suspend a student from the course and no refund will be given.
- We will contact a student if his/her attendance on the course falls below 80%. The student will be sent warning letters and given opportunity to explain the reasons.
- A student will be sent First Warning Letter if he/she misses more than 2 consecutive lessons. If there is no improvement in attendance, the Second Warning Letter and then the Third Warning Letter will be sent.
- In case of poor attendance, we reserve the right to cancel travel discount (student discount Oyster card) and local authorities' discounts (council tax).
- If a student has not been attending the course without a legitimate reason, and/or fails to respond to our warning letters and improve attendance and fails to attend for 10 consecutive classes (2 weeks) - we will cancel the student's enrolment on the course without further notice and report non-attendance to the Home Office.
- We may, but are not required to inform the student about our correspondence with the Home Office regarding the student.

Holidays

- Students are entitled to take holidays depending on the type and duration of their course.
- All students are required to use their holiday allowance during the College holidays (Christmas and Easter holidays). There will be no reduction in tuition fees for these periods; courses will be extended for such periods.
- For students on professional programmes, the holiday entitlement will be restricted to outside the term dates, and students would not be authorised to take holidays during the term times (emergency cases will be reviewed for approval).

General

- By signing our application form you are entering into contract with Eynsford College and agreeing with our terms and conditions.
- Places on courses are subject to availability and the admission can be refused on College's discretion.
- We reserve the right to change course fees, the timetables, teachers, class-rooms and may combine classes without further notice.
- No Certificates of Completion will be issued by the College to the students on professional courses if the student failed or has no examination results from a professional body.
- We reserve the right to suspend or dismiss any student without refund of fees in the event of serious misconduct, unacceptable behaviour, disrespect or bullying toward our staff or other students.
- Use of computers in the College outside the IT classes is subject to availability and at the College's discretion.
- Students will not be allowed to use College computers for unauthorised purposes.
- We reserve the right to use any photographs of students taken during the classes or outside activities for advertising and promotional purposes and the copyright of these photographs should belong to the College.
- The College is not responsible for safekeeping of any delivery of post, faxes, etc. sent to a student at the College address or for safekeeping of exam results or certificates.

Discipline

Examples of unacceptable behaviour which can lead to suspension:

- Being abusive and disrespectful towards teachers and other students.
- Causing disturbance and nuisance.
- Causing damage to the College property.
- Consuming drugs or alcohol on College premises.
- Failing to observe health and safety rules and fire precautions.

Change of Sponsor

- If you want to change your college and therefore a Tier 4 sponsor before the end of your current course, you will need to inform us and show us the offer letter from another school/university before any attendance/leaving letters can be issued.
- Until you are given a leaving letter you will remain to be a student of Eynsford College and there will have to maintain your attendance on the course.