



Golders Green College

Golders Green College 11 Golders Green Road London NW11 8DY United Kingdom
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Terms and Conditions

(Please complete in BLOCK CAPITALS)

- Students must be 16 years of age or over.
- To enrol a student we need to receive payment of tuition and registration fees in full. If students want us to arrange accommodation on their behalf, we will require payment of two weeks' rent as deposit plus £25.00 finding fee. Please note that students are responsible for all bank charges.
- There is no reduction or refund in fees where a course includes a public holiday.
- Please note that the college is also closed for two weeks for Christmas. However, you will not be charged for these two weeks if your course overlaps this period.
- Fees are not transferable to any other student under any circumstances.
- If a Student Visa is refused by the Home Office, Embassy or Port of Entry:
 1. All fees received, less £250 (exc. registration fee), will be refunded. The student will have to show the original letter of refusal from the Home Office or Port of Entry. This must be received before the course is due to start.
 2. If a visa is refused due to bad attendance, fees paid are non-refundable.
 3. When a student enrolls on a course, this forms a contract with the college. This contract cannot be cancelled without the agreement of Golders Green College. The College will keep all or part of fees paid to help pay for costs incurred. Students must tell the college before they enrol if they have been refused a visa in the past.
 4. If, in the opinion of the British Embassy, a student is not bona fide or genuine, all fees paid will not be refunded.
 5. If students do not attend class without informing the College for a period of two weeks or more, all fees will be forfeit and the student's place at the college will be withdrawn. If the student is in the UK on a Student Visa, the college will inform the Home Office of non-attendance.
- In order to start processing a refund, we need to receive the original letter of refusal issued by the British immigration authorities. Please note that faxed or scanned/emailed copies of the letter of refusal will not be acceptable. Once all necessary documents are in order, the college will refund the fees received less £250 administrative charges (exc. registration fee) (please note that we will only refund accommodation fees if your visa is refused and if you have given us 10 days' notice).
- All students must book their allowed holidays at least 7 days in advance, and for a full week (or full weeks thereafter). The college will not extend courses for holidays without enough notice. Holidays can only be changed and/or cancelled by giving 7 days' notice.
- Classes cannot be changed mid-week. All class changes will start from Monday. Please note that you can only change class if there is a space in the class into which you wish to transfer.
- The time of classes is subject to availability, even though every attempt is made to place students at the time of their choice.
- The college reserves the right to change any teacher, timetable and/or classroom, and classroom location and to combine classes if necessary.
- The college reserves the right to remove students from the class register if their attendance is not satisfactory.
- All students are expected to behave in an orderly manner. Wilful damage to our property or threatening behaviour to our staff will lead to expulsion from the college. Expelled students will be held personally responsible for rectifying any wilful damage to our property or staff in the case of such occurrence. In the event of such expulsion no refund of fees will be made.
- Students are advised that the college, its employees and its representatives accept no responsibility for personal injury and/or loss of/damage to personal property on our premises, whether by fire, burglary, theft or otherwise. This condition also applies to public and private places when students are on college trips/ excursions.

Please note that any disputes will be covered by English Law. **Please tick the following options:**

- I confirm I DO NOT WANT to take out the insurance policy www.course-u-can.com
- I confirm that I want to take out the insurance policy from www.course-u-can.com
- I understand that if I do not take the insurance policy, I will not receive a refund from the College if I or a member of my family becomes ill.

Print Name

Date

Signature

Course dates