

## Terms and Conditions

### General

1. Students must be 18 years of age or over.
2. Students are expected to attend classes regularly and on time. In failing to attend the classes the college will reserve the right to terminate the student and inform the Home Office.
3. The College has the right to stop your course of study if attendance is insufficient.
4. Students agree upon enrolment to be subject to the rules and regulations of the College.
5. The registration fee of £200 must be paid before an application is processed.
6. The College has the right to stop your course of study if fees are not paid on time.
7. Students forfeit tuition fees if they are late, absent or leave before the end of their period of study for any reason.
8. Thames College Berkshire is not liable to pay any refund when a visa has been granted to the student.
9. Thames College Berkshire will not be liable to students if it emerges that it was unable to fulfil any services to which it was contractually bound because of reasons beyond its control.
10. All declarations made either in writing or verbally in the student's application are taken in good faith. However students who make false declarations concerning qualifications, education or experience or any matter deemed sufficiently serious may be expelled from the college and reported to the Home Office. They will not be eligible for a refund.
- 11.

### Payment of Tuition Fees

12. Overseas students are required to pay 100% of course fees for the first year of a course before a CAS is issued, and for students already in the United Kingdom a minimum deposit of 60% of course fees is required before enrolment.
  - a. There may be exceptions to this under certain circumstances. In these cases a payment plan will be worked out with the student on an individual basis. A CAS will not be issued until the payment plan is confirmed and any outstanding fees are paid. Any payment plan worked out for overseas students will require an absolute minimum of 50% of fees to be paid before a CAS is issued.
13. For courses of more than one year, the tuition fees for subsequent years will be divided equally between the college terms. Payment will be due before the start of each term.
14. Payments must be made in accordance with the agreed payment plan as arranged in writing at the time of the offer. A place cannot be reserved for students who fail to meet their financial commitments unless prior arrangements have been made with the College at the Director's Discretion.
15. All discounts are at the college's discretion, and we reserve the right to cancel all special offers made to students if they fail to pay their fees as agreed with the college. Failure to pay a discounted price within the specified time period will make you liable for the fees in full as previously advertised.
16. Thames College Berkshire reserves the right to expel students if the fees are not paid within the agreed time limit.
17. Students applying for degrees/diplomas made available by the external bodies, should be aware that additional fees will be payable to the external Awarding Bodies. These are usually very small fees, one for registration with the awarding body, and one for each exam. For more information on Awarding Body Fees, please refer to the External bodies directly.

### Fee Refunds

18. Any enrolment fees, accommodation placement fees and airport transfer fees are non-refundable.
19. If the college cancels a course due to insufficient student applications or any other reason, full refunds will be given to all students affected.
20. All students who apply from overseas for a place at Thames College Berkshire College, but are unable to take up their place because they have been refused a student visa, will be given a full refund of course fees, minus £200 non-refundable registration fee. Thames College Berkshire College will require evidence that the student has been refused a visa, in the form of a copy of the notice of refusal. Students who are appealing against refusal of student visa, and who wish to reserve their enrolment on the course, must leave a deposit on course fees.
21. The Fee Payments made shall be held by the College if the applicant decides to pursue an appeal process with the Home Office upon rejection of their visa application. If the appeal is successful, the fees will be kept by the college, and the student will be entitled to commence the course (they will be bound by their visa to do so). If the appeal is unsuccessful, the fees will be refunded subject to the conditions contained in this policy.



22. Except in the cases of cancellation of a course by the college, or of applicants from overseas refused a student visa, no student is entitled as of right to a refund of fees.
23. No refund will be made if the student is in breach of the terms and conditions stated herein or any regulations set by the college or the student is required to leave the UK because of any breach of immigration rules or breach of the law.
24. No refund will be given to any overseas student(s), in circumstances where the evidence clearly indicates the visa application was made fraudulently or by deliberate misrepresentation

#### Mode of Payment

25. Students can send the payments by:
  - International Bank transfer (please send a copy with your Application Form).
  - Credit Card (Visa, MasterCard, Solo, Switch)
  - Cheques, and Bankers Drafts made payable towards Thames College Berkshire.
  - Cash payment is not recommended.
26. All deposits and fees must be paid into a bona fide Thames College Berkshire account, in pounds sterling. Thames College Berkshire is not liable for monies paid to agents as **they are not permitted to receive monies on behalf of the College.**
27. Agents will be paid their commission for any student they introduce no earlier than one month after that student has enrolled. They should send an invoice to the college for this purpose.

#### Review of Policies

28. Thames College Berkshire may, at its discretion, review and alter its policies on fees and refunds, disciplinary procedures and other matters at any time without giving prior notice to or consulting with anyone concerned or affected. The College will always endeavour to make updates to their policies known to students and applicants as quickly as possible.

#### Other

29. Students are permitted use of the college computers only as directed by the staff. The downloading of illegal, or pornographic or inappropriate material is strictly prohibited. Full rules concerning the use of information technology are in the Student Handbook, and these must be followed by all students.
30. Any abusive language or inappropriate behaviour toward another student or member of staff will result in immediate suspension leading to termination of the agreement.
31. The college reserves the right to discontinue any course, session or group at our discretion.
32. Course start dates, course curriculum and programs may be subject to change.
33. Thames College Berkshire has the right to cancel courses at short notice due to lack of demand.

**This policy must be made available to all applicants to Thames College Berkshire, and must continue to be available to students throughout their time at the college.**