

## **Important Information**

### **Please read**

The college makes all reasonable efforts to ensure that the contents of this prospectus are accurate. The college makes all reasonable efforts to deliver the programmes of study and research opportunities and other services and facilities in the way described in this prospectus. It will provide students with the tuition and learning support and other services and facilities it describes with reasonable care and skill. However, the college shall be entitled if it reasonably considers it to be necessary (including in order to manage its resources and pursue its policy of continuous improvement appropriately):

- to alter the timetable, location, number of classes and method of delivery of programmes of study, provided such alterations are reasonable;
- to make reasonable variations to the content and syllabus of programmes of study (including in relation to placements);
- to suspend or discontinue programmes of study (for example, because a key member of staff is unwell or leaves the college);
- to make changes to its regulations, policies and procedures which the college reasonably considers necessary (for example, in the light of changes in the law or the requirements of the college's regulators). Such changes if significant will normally come into force at the beginning of the following academic year and if fundamental to the programme will normally come into force with effect from the next cohort of students;
- not to provide programmes of study or to combine them with others if the College reasonably considers this to be necessary (for example, because too few students apply to join the programme for it to be viable).

In the unlikely event that the College discontinues or does not provide a programme of study or changes it significantly before it begins:

- the college will tell relevant individuals at the earliest possible opportunity;
- an individual will be entitled to withdraw his or her application by telling the College in writing within a reasonable time of being informed of the change;
- the college will make an appropriate refund of tuition fees and deposits paid.

The college will make available to students such learning support and other services and facilities as it considers appropriate but may vary what it provides from time to time (for example, the College may consider it desirable to change the way it provides library or IT support).

Upon acceptance by an applicant of an offer of a place at the College, the relationship between the applicant and the College becomes contractual. In entering into that contract, neither the student nor the College intends that any of the terms of the contract will be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person not a party to it.

From time to time this website may also include links to other third party websites. These links are used to provide further information and are not intended to signify

that the College endorses such websites and/or their content. The College takes no responsibility for any loss or damage suffered as a result of using the linked websites or as a result of using the information published on any of the pages of the linked websites.

Whilst every effort is made to ensure downloadable content is free from viruses, the College cannot accept any liability for damages resulting from virus infection.

## **REFUNDS AND COURSE CANCELLATION**

The college reserves the right to cancel courses

### **FE Students**

Course cancellation by College	Full Refund
Student who has pre-booked cancels giving greater than 5 days notice	Full refund
Student who has pre-booked cancels giving less than 5 days notice	Refund less £25 administration charge
Student who attends upto and including fourth session only (course duration greater than four sessions)	Refund less £25 administration charge
Student who withdraws after first four sessions (course duration greater than four sessions)	No refund

### **HE Students**

Course cancellation by College	Full Refund
Student who withdraws before 31 <sup>st</sup> October	Refund less £25
Student who withdraws before 1 <sup>st</sup> December	Refund less £50
Student who withdraws after 1 <sup>st</sup> December	No refund

### **International Students**

Course cancellation by College	Full Refund
Student who withdraws before 31 <sup>st</sup> October	Refund less £25
Student who withdraws before 1 <sup>st</sup> December	No refund
Student who withdraws after 1 <sup>st</sup> December	No refund

All refunds will be made by cheque.

The FE refund policy will also apply to NVQ students, however they will also be liable for registration fees if the College has already paid registration fees.

International Students – no refunds will be made direct to students. Refunds will be made to the account from which the money originated. A full investigation will be carried out by the International Office and the final decision will be agreed by International Manager and Finance Manager.

Transport – refunds are issued on a termly basis, eg withdrawal September – pays for first term only.

## **OUTSTANDING FEES**

In the event of amounts becoming overdue, we reserve the right to refer your account details to an external collections agency.