



Terms & Conditions for International Students

Chichester
college

Terms & Conditions for all international courses

Age

All ages below refer to the age of the student on the first day of the course or the day accommodation is booked if this is earlier. This information is for students on English Language courses only. For all other courses, please see the main College website.

The minimum age for students is 16. It is the responsibility of the agent or parent/guardian to inform Chichester College of the age of the student if the student is under 18. Chichester College cannot accept students under the age of 16 in any circumstances. Students aged 16 and 17 will study alongside adults on all courses.

All students under 18 requiring accommodation must stay in accommodation arranged by Chichester College.

Timetable

The times of each lesson are clearly stated on the course leaflets and on the college website.

Students can begin classes on any Monday and study for any duration, with a minimum of two weeks, finishing on a Friday except when specific dates are given.

The college is closed on all UK public holidays. The college is also closed on Staff Development days. Please check our website or course information leaflets for details of these dates.

No lessons will be taught on these days. No refunds will be given for Public Holidays or Staff Development days. Dates of public holidays and Staff Development days are published on course leaflets and on the college website in advance. Term dates are available on course leaflets and on the college website.

Chichester College reserves the right not to run an advertised course if there are fewer than 14 students enrolled for that course. Wherever possible an alternative course will be offered, if this is not possible a full refund of tuition fees paid will be made.

Chichester College is a Cambridge Examination Centre. Cambridge Examinations are available at the college. Chichester College reserves the right of entry for examinations taken at Chichester College. If a student is refused entry to an examination, an alternative examination will be offered or alternative centre details will be provided. Preparation classes are offered as part of the General English programme and are subject to level assessment on arrival.

If on arrival a student does not meet the level for a particular examination preparation programme an alternative course of equal value will be offered for the duration booked.



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Course Fees

Course fees include placement tests, tuition as advertised, first course book, use of self-study facilities (at published times) progress assessments and tests, access to College social and leisure programmes (additional charges may be required for some activities), 1 Anglia examination entry (if student is here during Anglia exam dates).

Course Fees do not include: other examination fees if applicable, insurance, bank charges, student travel, accommodation, taxi transfer, accommodation booking fee, further course books, high season supplement and some social activities.

All social and leisure activities are optional and do not form part of your course.

Students are responsible for their own study materials such as pens and notebooks and for having adequate funds for living expenses and transport.

Students first course book is included in their fees. However any further course books are not. Only when a student has arrived and has to change books within the first four weeks due to class schedule will the second course book be free of charge.

If a student extends their stay, they will continue to pay the same weekly fee as was agreed on their initial invoice.

Fees and course dates for General English Programmes can be found here:

<http://www.chichester.ac.uk/International/English-Study/General-English/>

Levels

English Language courses are taught at 6 levels in line with the CEFR from A1 to C2.

Please be aware that some courses have specific level requirements. You must check these in advance with us. For example we do not usually have beginners courses, and we sometimes do not have advanced levels at CPE / IELTS 7.0 or CEFR C2. If you book a course and are not the right level we will offer you an alternative option which may be an appropriate number of hours of 1:1 (this will always be fewer hours than the group courses since the cost is higher per hour).

Attendance and Visas

Students are expected to attend regularly and punctually and to behave in an appropriate manner. Chichester College reserves the right to dismiss a student for improper behaviour and in these circumstances NO REFUND or credit will be given. Chichester College will not refund fees for students who start their booked courses late, finish early or miss lessons. Please see the Student Behaviour Policy for full details.

Chichester College has a sponsor licence from UKVI and has responsibilities with this licence. Attendance requirements for students from non EEA countries may change from time to time depending on regulations from UKVI. In principle, you are expected to attend 100% of the time unless agreed in advance with Chichester College. Being awarded a certificate at the end of your course depends on satisfactory attendance.



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You are required to show your passport or official identification when you register at the college on the first day. We have to take a copy of your passport or identification and a copy of any visas in your passport and make sure that you have the right permission to study in the UK. If you want to discuss your visa before booking please contact us. Failure to produce your passport will delay your enrolment and the start of your course. Students not enrolled are not allowed to attend class. No refunds will be given in these circumstances.

Booking Changes, Refunds & Cancellations

Before arrival

We require a minimum of four weeks notice for any changes to a course booking.

If a visa application is refused and a course cancelled as a result, we will refund fees excluding a £500 administration charge. For a refund of fees in cases where a visa has been refused, a signed visa refusal letter from the British Embassy or consulate must be provided and original copies of admission letters returned to the college.

Course start dates may be delayed to allow for visa re-applications but Chichester College must be informed in writing before the planned starting date. If a student does not inform Chichester College in advance that they will not be arriving the deposit or any fees paid will be forfeit and no refund made.

If you have already entered the UK and have obtained a student visa, there is no refund available. If you have obtained a visa through submitting documents provided by Chichester College and you do not attend classes at Chichester College, the Home Office in the UK will be informed that you are not following a course of study at Chichester College.

If a course is cancelled by Chichester College we will refund tuition fees in full. Should you wish for the college to hold tuition fees paid this must be in prior consultation with the college. In such cases the College will hold tuition fees for a maximum period of 12 months before the fees are forfeit.

After Arrival

Refunds and changes are only normally agreed to under extenuating circumstances. Application must be made to the Director of Finance with supporting documentary evidence. Appeals can then be made to the Principal.

Please be advised that in certain countries the Visa application process is more intensive. For applications from these countries the College will require full tuition fees and provide confirmation that full tuition fees have been paid. The College will also provide a College residence address for visa purposes only with the Unconditional Offer letter. Final accommodation details will be confirmed as soon as we are advised that you have received your visa. Countries which fall into this category at present include but are not limited to: China, India, Bangladesh, Sri Lanka, Pakistan, Nigeria, Zimbabwe, Ghana, Colombia, Argentina, Philippines and Russia.



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TUITION

DEPOSITS:

EU studying EFL £1000.00 deposit then balance on or before enrolment. Or full fees on application if course is less than £1000.00.

EU studying Academic courses under 19 years OSS (Overseas Support) £1000.00 deposit then balance of £2800.00 on or before enrolment.

EU studying Academic courses over 19 years course fee + OSS fee, £1000.00 deposit then balance of £2800.00 + course fee on or before enrolment.

Non EU any courses , £1000.00 deposit then balance on or before enrolment. Or full fees on application if course is less than £1000.00.

We reserve the right in individual cases to request full fees to be paid in advance.

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REFUNDS:

College cancels course:
Full refund of payment received.

Visa Refusal:
Full refund of payment received, less admin fee of £500.00 for Tier 4 General Visa or £100.00 for a Student Visitor Visa.

Student cancels course:

1. EU/Non EU students minimum of four weeks' notice given full refund less £500.00 admin charge. (If a CAS has been given or a VISA granted 'NO' refund will be given.)
2. EU/Non EU students less than four weeks' notice given 'NO' refund will be given.
3. Any student who leaves after enrolment 'NO REFUND' will be given.

NB

Any monies refunded must be returned via the same Bank and Country that it was originally received from by Chichester College.



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Airport Transfers

Chichester College has a preferred provider for airport transfers – Helen’s Airport Cars. Chichester College can organise this on your behalf. We will provide airport transfers to meet students at airports or rail stations if this is requested and provided we have information of flight or train arrivals.

Organisation of this will be completed once your course booking is confirmed. Payment is made directly to the driver by the student. By prior arrangement this payment can be made through the college.

Insurance

Chichester College strongly recommends that you arrange full insurance for health, possessions, travel and cancellation or curtailment of your course. Your personal possessions are your responsibility at all times including when you are in the College. Chichester College has the appropriate legal employers liability insurance and public liability insurance.

Images and photographs

We regularly take photographs of the school and sometimes of students at the college to use in our publicity material - for example in brochures or on the website. By enrolling on any of our courses you agree that you have given permission for any images of you to be used in this way to promote the school. If you do not want pictures of you to be used then you must let us know, it is your responsibility to do this. We will not sell any pictures of you or allow any other organisation to use the pictures and we will not use pictures for any purpose other than promoting the college.

Force Majeure

When circumstances are beyond our control – for example (but not exclusively) in case of terrorism, war, riot, strikes, Act of God or an outbreak of an infectious and communicable disease and it becomes necessary to close the college for a limited period we cannot accept responsibility for any loss incurred by students through the loss of classes or accommodation.

In these terms and conditions, Chichester College (or “the college”) is Chichester College whose office is at Westgate Field, Chichester, West Sussex, PO191SB.

By making a booking you agree to the terms and conditions. If you have any questions please just ask. If you need some help in understanding the English please contact us at intunit@chichester.ac.uk