


# St Andrew's College Terms & Conditions



ST ANDREW'S COLLEGE POLICY DOCUMENT	
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## St. Andrew's College Terms and Conditions

### 1 Registrations

1.1 On receipt of a full application for a course, St Andrew's College will issue you with an offer letter. This will give details of the course and accommodation applied for and will state any conditions you need to meet to be accepted on the course.

1.2 A student's place on a course and in accommodation is not confirmed until the college has received the £2000 deposit. If the student does not start the course this deposit is non-refundable. The £2000 deposit is deducted from the balance of first term's fees.

1.3 St. Andrew's College reserves the right to alter or cancel the course programme and alter dates and fees from those stated in the brochure and on the website.

1.4 Students/ agents/ parents should disclose any relevant medical information and details of disabilities, learning difficulties and any mental health issues to the college at the time of application. Failure to disclose information about medical conditions or special educational needs at the time of registration may result in additional charges for accessing services such as Counselling or support for Special Educational Needs. All students must complete a medical form at the time of registration.

1.5 St Andrew's College is inspected by ISI and UKVI. As a student of the college, you consent to the disclosure of your information to the inspecting bodies in line with GDPR.

### 2 Photos and videos

2.1 St Andrew's college will take photos from time to time for use in publicity and on social media. This will include graduation photos. Students will be informed before photos are taken and can choose not to feature by telling our staff. You can also let us know in advance by emailing the college.

### 3 Students under the age of 18

3.1 Students under the age of 18 are children in British law. All under 18s are expected to abide by UK laws, which relate to the restriction of activities under 18s; in particular the purchase of alcohol and tobacco.

3.2 St. Andrew's College will accept students aged 14 and 15 when these students are on a Pre A-Level or GCSE programme. These students must live in a college Hall of Residence and so can only be accepted if hall accommodation is available.

3.3 Students under the age of 18 are not permitted to live in privately arranged accommodation.

### 4 Sponsored students

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4.1 If a student's fees are paid by a company or government agency, we require a financial guarantee from the company/agency stating exactly what fees will be paid. Students will be responsible for paying any fees not covered by the financial guarantee. Students will not be permitted to start the course until St Andrews has received a financial guarantee.

### 5 Payment

5.1 Fees are payable termly in advance of the published dates. In some cases, fees for the whole course are payable in advance in order to obtain a visa.

5.2 Pro-forma invoices may be issued for the cost of the whole course. However, the value of the pro-forma invoice may not cover all fees because extra costs may be incurred, such as vacation accommodation, IELTS exams or for social activities. Therefore, the pro-forma for the year may not be the final invoice that is issued.

5.3 A security deposit of £350 is payable. This is refundable (less any unpaid fees and loss or damage to school property) at the end of the course. For A Level students this will be at least 3 months after the course because there may be additional costs due to exam re-marks or postage of exam certificates.

5.4 The student/ parent shall also be liable to pay all costs, fees, disbursements and charges including legal fees and costs reasonably incurred by St. Andrews in the recovery of any unpaid fees regardless of the value of the claim.

### 6 Postponement

6.1 If you want to postpone your course, please do this in writing. You may be able to postpone your course to the next intake if you meet the entry requirements. You may not postpone a course if you have already been issued with a CAS. You may only postpone a course if there is space available on your chosen course dates.

### 7 Subject or Course Changes

7.1 Any subject changes after arrival at college will need to be agreed by the Principal. No subject changes can be made after week 4.

7.2 A £30 administration fee is charged for any change to subjects, courses or accommodation made after the start of the course.

### 8 Your course

8.1 On some occasions it may not be possible to form a class in a particular subject. If this occurs, students will be offered the opportunity to select a different subject or to have individual tuition. Individual tuition is charged per hour at the rate listed on our Dates & Fees.

8.2 The college reserves the right to amend course content as necessary to maintain academic standards.

### 9 Accommodation

9.1 Accommodation is only arranged for students studying at the college. If a student leaves the college, he/she will be asked to leave their accommodation.

9.2 While every effort is made to ensure that you are happy with your accommodation, St. Andrew's College cannot guarantee that you can stay with one accommodation provider throughout your stay. Changes might occur because of emergencies.

9.3 Students allocated hall of residence accommodation are required to stay in halls for the full academic year. If students decide to move into homestay accommodation or their own privately arranged accommodation they will still be expected to pay for their place in hall of residence for the full year or until a replacement is found for

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the hall of residence accommodation. Students are obliged to give a minimum of 4 full weeks' notice when deciding to leave homestay accommodation arranged by the College. Fees are payable for the full period of notice even if the student is no longer resident in College arranged accommodation.

9.4 Students who require homestay accommodation when their hall of residence is closed in the school holidays must give the Accommodation Officer a minimum of 6 weeks' notice.

9.5 Students living in halls of residence will need to move out at the end of the summer term. Students on accelerated foundation courses or A level students with late exams may need to move to alternative accommodation such as a homestay. Students will be required to pay for any additional nights. Students are not permitted to remain in college accommodation after their last exam and should try to book their flight home as close to the final exam date as possible. This should be within 2-3 days.

9.6 All residential buildings are non-smoking. It is against college rules for students to smoke in or within 50 metres of our residential buildings. Students who smoke cannot live in our residences.

### 10 Homestay

10.1 If you wish to stay in homestay accommodation organised by the school, we will do everything possible to meet your requirements. This may not always be possible, and we will give priority to medical requirements such as allergies. Many homestays in the UK have pets, so we will give priority for students preferring to live in a house without pets to students with medically-certified allergies. Our hosts live up to 5 KM from the school.

10.2 You cannot pay your homestay directly for accommodation.

10.3 Your homestay will provide bedding and towels for your use. Your homestay will wash a reasonable amount of personal laundry (one load per week minimum). They are all advised to provide all over 18s students with a house key.

10.4 Internet: Most homestays provide internet access for students. Some may charge for this. Information about any charges will be included in the homestay profile you'll be sent after booking.

### 11 Attendance

11.1 If you are studying on a student visa, we will report poor attendance to UKVI.

### 12 Conduct

12.1 All students must adhere to the college policies and procedures, which can be found on our website. Enrolment for a course implies agreement to abide by these procedures.

12.2 The College reserves the right to expel, exclude or suspend any student whose attendance or standard of conduct or work is unsatisfactory, at the sole discretion of the Directors. In the event of suspension or expulsion (including expulsion from one of the Halls of Residence) no fees are refundable under any circumstances.

12.3 We reserve the right to confiscate inappropriate items from students

12.4 We reserve the right to search bags/rooms of students unless advised otherwise by parents or agents.

### 13 Insurance

13.1 St. Andrew's College does not arrange insurance for students. Students should ensure that they have adequate travel and health insurance. We strongly recommend that this insurance includes cancellation cover.

### 14 Miscellaneous

14.1 St. Andrew's College accepts students on the assumption that they are in good health. We do not accept responsibility for: loss or damage to any property belonging to the students; injury or loss of life to any

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participant; loss or expenses due to delays or changes in air, rail, sea or other services, weather, quarantine, sickness, strikes or any other cause.

14.2 It is the student's responsibility to have a valid passport.

14.3 Students are responsible for any damage or breakage caused by them to College property, whether caused on purpose or by accident. The College reserves the right to charge such costs against the student's account.

14.4 If you have booked via an Agent, their Terms of Contract may apply to you, but we reserve the right to apply our own Terms.

14.5 We reserve the right to take any fair and reasonable action we think appropriate should a situation arise not covered by these Terms.

14.6 These terms and conditions are under English law.

### **15. Visas**

15.1 The College reserves the right to appoint an immigration lawyer to oversee an application if there is no agent associated with the application or the agent has no prior experience with Tier 4 applications.

15.2 The College reserves the right not to issue any further CAS in the event of a visa refusal.

### **16 Data Protection & Privacy**

16.1 St Andrew's College take your privacy seriously and will only use the data collected from you to provide the course and any additional services you have requested. Before completing any of our registration documents, please read our privacy policy. It will explain the data we collect from you, why we request it and how it