

Terms & Conditions

Kings reserves the right to change prices/course timetables etc at any time prior to registration and to make additions or amendments to these terms and conditions by giving one month's written notice to all affected parties

Offer of a place

This includes a study plan outlining the most appropriate course for your academic goals based on your academic ability and English language level and will detail costs for tuition and your selected accommodation option. Your place on the course or in accommodation is not held until we have received your payment to accept the place.

Acceptance of a place

To accept your place you will need to make an Acceptance Payment and return a signed copy of this document. Once this payment is received we will hold your place on the course and in accommodation until the balance of fees becomes due. (Your place may become at risk if we do not receive your first term's fees on time). The Acceptance Payment comprises: Registration Fee £65, Advance Fee £500 (deducted from first payment), Refundable Deposit £500 (refunded to the fee payer at the end of the course minus any sundry charges) and the relevant insurance fee (if you already have insurance, please include proof of cover with your acceptance payment). If you are a visa national, then there will be a charge of £10 for a Certificate of Acceptance to Study (CAS) which you will need to provide to obtain a visa.

Visa documentation

Once we have received your Acceptance Payment we will hold a place on the course and in accommodation and send all relevant visa documentation including a CAS. Please advise us as soon as your visa is granted. If your visa is refused, the Advance Fee and Deposit will be refunded to the fee payer on production of the visa refusal letter.

Payment of fees

All fees are due one month prior to the start of your course. Your place may be at risk if we do not receive payment on time. Payment by termly installment is available on request, payable one month prior to the start of each term. Fees generally increase by inflation annually so payments by installment may be subject to fee increases. Fees can be paid by cheque, credit card, sterling bank draft or telegraphic transfer. Bank charges for both sending and receiving banks are payable by the sender. Payment by credit card is subject to a surcharge of 2%. AMEX 3.5%. In the event of late payment monthly interest charge of 2% will be applied. You will not be allowed to attend classes as long as fees are outstanding. You may be required to leave the course.

Cancellation

If you cancel more than four weeks before the beginning of the course for any reason other than visa refusal your Advance Fee and Deposit will not be refunded. If you cancel fewer than 4 weeks before the beginning of the course, a full term's tuition and accommodation fees will be retained and any balance refunded. Cancellations must be given in writing to the Principal of the College. We are obliged to notify UKBA if a student holding a current UK visa cancels a course at one of our Colleges. We strongly recommend you have an insurance policy in place which covers cancellation fees. Details of the reasons for cancellation covered by our recommended insurance policy are available on request.

Withdrawal

If you wish to withdraw from a course after it has started, you must give a term's notice in writing to the Principal. This means you will be liable for the next term's tuition fees. Any balance of fees will be refunded. We are obliged to notify UKBA if a student holding a current UK visa withdraws from one of our Colleges.

Refunds

Bank charges: all refunds are paid minus any bank charges
Visa refusal: Advance fees and Deposit refunded to the fee payer on receipt of a visa refusal letter.
Tuition Fees: any fees paid in excess of one term refunded to the fee payer if notice has been given to cancel/withdraw.
Deposits: refunded after student's departure to the fee payer after deductions for any disbursements or damages.
Late arrivals: no refunds are given for late arrivals.
Exclusions: no refunds are given for students excluded from school for disciplinary reasons.
Insurance: no refunds are given.

Academic decisions

The Colleges reserve the right to determine the best course of study for any student and to exclude from class any student who, for reasons of ability or performance is not qualified to enter or remain in that class. Students will not be allowed to start any part of their study plan for which they have not reached the minimum entry requirement.

Discipline

If your work, attendance or conduct is unsatisfactory, you will be subject to the College's disciplinary procedures. These procedures may lead ultimately to exclusion. In the event of exclusion, fees are not refunded. Attendance is compulsory for all students and is a condition of a UK visa. Non attendance of visa nationals is reported to UKBA.

Accommodation

Kings acts solely as agents (and not as principals) in the arranging and providing of homestay accommodation for students. Prices are per week (7 nights). No refund is given for early departure but a charge will be made for any extra nights. We reserve the right to apply a high season late booking supplement of £20 per week to students who book less than 10 days prior to arrival. A re-booking fee of £20 will be charged when accommodation was previously booked for less than the whole course and may also be charged if a student requests too many changes to accommodation. Notice to change accommodation or withdraw from either homestay or residence is one term. Students who move out without the proper notice period will be charged one term's fees in lieu of notice.

Students wishing to move into private accommodation must seek approval from the Principal and provide written authorization from parents. Vacation accommodation is subject to availability, at an extra charge, usually only in homestay. Homestay students may have a change of family for the vacation. For residential accommodation and student houses a deposit of £150 will be taken, refunded after departure, provided no damage has been caused or exceptional cleaning required.

Liability

Kings Colleges will not be liable under any circumstances for any failure to provide services whatsoever if that failure is caused directly or indirectly by industrial action or by circumstances beyond the College's control. Any damage caused by a student to College property, to the homestay property or to a residence, whether intentional or not will be charged to the students responsible. Students in residential accommodation are jointly and severally liable for shared facilities and the College reserves the right to recover costs for damage and exceptional cleaning.

Insurance

All Kings Colleges students must have appropriate accident and medical insurance, and insurance to cover personal property, breakages, loss and damage is strongly recommended. Kings Colleges recommend Endsleigh Insurance which will be arranged for you once insurance fees have been paid unless proof of alternative cover is provided.

Publicity materials

Permission is given for the use of student's results, student comment or opinion and images/video of students in Kings promotional materials by the student, their parents or guardian with acceptance of these terms and conditions.

Data Protection

Any information provided to Kings may be held on computer and used by Kings in accordance with its Data Protection registration and the UK Data Protection law. Kings is obliged to provide UK contact details and attendance information to UKBA.

UK universities

By signing these terms and conditions you agree, should you progress to a UK university, to them releasing data on your course and progress

Public holidays

Tuition is not given on public holidays. No refund or compensation is given for lessons missed due to public holidays.

Jurisdiction

In any dispute arising out of this contract, the parties expressly agree to submit to the jurisdiction of the courts of England and Wales having jurisdiction in the matter in question.

Kings Colleges policies

Policies pertaining to admissions, welfare and safety, discipline, sanctions, promoting good behaviour and complaints procedures are all available at: www.kingscolleges.com

Our colleges

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