

# UK Terms & Conditions

Kings reserves the right to change prices, to cancel or change courses and to amend timetables at any time prior to enrolment and to make additions or amendments to these terms and conditions by giving one month's written notice to all affected parties.

## 1. Enrolment Fee

There is a £65 enrolment fee payable on all courses.

## 2. Visa fee

For certain visa nationals, there is a charge of £10 for a Certificate of Acceptance for Studies (CAS). If you are a visa national, please include your passport number on your booking.

## 3. Acceptance of enrolment

We will acknowledge your application within 24 hours (Monday to Friday). Written acceptance of enrolment by the College will be given on receipt of £185 (£120 deposit and £65 enrolment fee), or full fees if booking less than four weeks in advance, and constitutes a firm agreement for the period specified on the enrolment form.

## 4. Payment

Full fees must be received 4 weeks before the start of the course. If booking is received less than 4 weeks before the start of the course, full payment must be made at the time of enrolment. Fees can be paid by cheque, credit card, bank transfer. Bank charges for both sending and receiving banks are payable by the sender. IMPORTANT: when making your payment please ensure that you transmit sufficient funds to cover the bank charges and to cover the sterling amount shown on the invoice at the exchange rate of the day. Payment by credit card is subject to a surcharge of 2%, AMEX 3.5%.

## 5. Visa documentation

Once we have received your deposit and enrolment fee, we will hold a place on the course and in accommodation and send all relevant visa documentation including a Certificate of Acceptance for Studies (CAS), if applicable. Please advise us as soon as your visa is granted or refused.

## 6. Cancellation

### 6a. Cancellation due to visa refusal (all courses)

If your visa is refused, please send us a copy of the visa refusal letter. On receipt of this letter, tuition fees, accommodation fees and deposit will be refunded minus the £65 enrolment fee, the £10 CAS fee and minus any bank charges.

### 6b. Cancellation for other reasons

To cancel tuition and / or accommodation a minimum of four weeks' notice must be given in writing to the Principal of the College.

For cancellations received more than four weeks before the start of the course, the tuition fees, accommodation fees and deposit will be refunded minus the £65 enrolment fee, the £10 CAS fee and minus any bank charges.

For cancellations received less than four weeks before the start of the course (due to reasons other than visa refusal):

- no refund is given if the course is a long-term reduced price course of 12 weeks or longer (i.e. the Kings Diploma and Compact and Intensive Courses of 12 weeks or longer).
- for other courses the tuition fees and accommodation fees will be refunded minus a four-week cancellation charge, minus the £65 enrolment fee, the £10 CAS fee and minus any bank charges.

## 7. Withdrawal

Four weeks' notice in writing must be given for withdrawals from a course. Tuition and accommodation refunds will be given minus the four-week notice period except for long-term reduced price courses i.e. Compact and Intensive courses of 12 weeks or longer and the Diploma of English, for which no refund is given. We are obliged to notify the relevant UK Government bodies if a student holding a current UK visa withdraws from our College.

## 8. General Notes on Refunds

- No refunds are given for long-term reduced price courses (i.e. the Diploma of English and Compact and Intensive Courses of 12 weeks or longer) for cancellation or withdrawal, less than four weeks before the start of the course except in the case of visa refusal (see 6. above)
- Bank charges, enrolment fee and CAS fee – all refunds are paid minus any bank charges, minus the enrolment fee and minus the CAS fee.
- Refunds are made to the fee-payer.
- Accommodation deposits – will be refunded to the fee-payer after deductions for any disbursements or damages.
- Late arrivals – no refunds are given for late arrivals.
- Expulsion – no refunds are given for students who are expelled from College for disciplinary reasons.
- Insurance – no refunds are given.

## 9. Academic and Teaching

- All courses include a level assessment on or prior to arrival, induction and orientation and regular progress tests. Students who successfully complete the course and attend at least 90% of lessons receive a Kings Certificate of Achievement.
- Courses usually start on a Monday (or Tuesday if Monday is a public holiday). Testing and orientation replace lessons on the first day at College.
- During high season, classes may run in the morning and / or afternoon (or a combination of both).
- Prices include teaching materials and use of coursebooks. Students may purchase coursebooks for personal use if required.
- Public exam fees are not included in the course prices.

## 10. Public holidays and College closure

Tuition is not given on public holidays (6, 9 April, 7 May, 4, 5 June, 27 August). No refund or compensation is given for lessons missed due to public holidays. The College is closed between 15 December 2012 and 2 January 2013 inclusive.

## 11. Beginners

Beginners are welcome to attend the Intensive Course, the Vacation Course or Vacation Extra at Kings Bournemouth and Kings London but must start on the first Monday of the month. Beginners arriving at other times (or arriving at Kings Oxford) will have individual lessons and be charged accordingly. Beginners arriving at Oxford may be transferred to another college at their own expense.

## 12. 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 expulsion. In the event of expulsion fees are not refunded. Travel and other costs incurred as a result of expulsion must be met by the student or by the student's guardian. Attendance is compulsory for all students and is a condition of a UK visa. Non attendance of visa nationals is reported to the relevant UK government bodies.

## 13. Accommodation

Kings acts solely as agents (and not as principals) in the arranging and providing of homestay accommodation for students. Prices are per week (residential accommodation is usually available from Sunday to Saturday). 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 fewer than 10 days before arrival. A re-booking fee of £20 will be charged each time accommodation is re-booked, if not originally booked for the entire course on commencement of the course. All Colleges and residences are non-smoking.

Four weeks' notice must be given to cancel or withdraw from accommodation. Students who move out without giving the proper notice period will be charged 4 weeks' accommodation fees in lieu of notice. Students under 18 wishing to move into private accommodation must seek approval from the Principal and provide written authorisation from parents. Accommodation during the College holidays is subject to availability and at extra charge. Homestay students may have a change of family during the holiday period.

## 14. Liability

Kings shall not be liable under any circumstance for its failure to provide any 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 student/s 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.

## 15. Damage deposit

For residential accommodation, a deposit of £150 will be taken (£250 for student houses in Oxford and London), refunded after departure provided no damage has been caused or exceptional cleaning is required.

## 16. Holidays for long-term students

Students are permitted a maximum of 2 weeks' holiday during a 24-week course and a maximum of 3 weeks' holiday during a 36-week course. Holidays must be booked at least 4 weeks in advance. An administration fee will be charged for any changes in holiday dates. Full accommodation fees will be charged if the bedroom is not completely vacated. The charge for storing luggage at the host family is £20 per week.

## 17. Holidays for short-term students

No allowance is made for students taking holiday during their course (i.e. no refund will be given for days missed and days missed cannot be added to the end of the course). Students who take unauthorized absence during a short-term course will be marked down as absent from lessons and their certificate may be withheld.

## 18. Transfers

To comply with UK law, students under 16 have to be accompanied to and from the airport/station on arrival and departure, for which there is an extra charge (see supplements).

## 19. Insurance

All Kings Colleges students must have appropriate accident and medical insurance. Travel insurance to cover personal property, breakages, loss and damage is strongly recommended. Kings Colleges recommend Endsleigh Insurance. This can be booked through Kings (please see the relevant section of the enrolment form) or through your agent. Please note that once booked, insurance is non-refundable.

## 20. Publicity materials

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

## 21. 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.

## 22. 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.

# USA Terms & Conditions

Kings reserves the right to change prices, to cancel or change courses and to amend timetables at any time prior to enrolment and to make additions or amendments to these terms and conditions by giving one month's written notice to all affected parties.

## 1. Enrolment Fee and Advanced Payment fee

There is a \$130 enrolment fee payable on all courses.

## 2. Acceptance of enrolment

We will acknowledge your application within 24 hours (Monday to Friday). Written acceptance of enrolment by the College will be given upon receipt of \$130 enrolment fee and constitutes a firm agreement for the period specified on the enrolment form.

## 3. Payment

Full fees are due by the course start date. Fees can be paid by check, money order, credit card, or bank transfer. Bank charges for both sending and receiving banks are payable by the sender. IMPORTANT: when making your payment please ensure that you transmit sufficient funds to cover the bank charges and to cover the dollar amount shown on the invoice at the exchange rate of the day. Payment by credit card is subject to a surcharge of 2%, AMEX 3.5%.

## 4. Visa documentation

Once we have received your enrolment fee, we will hold a place on the course and in accommodation and send all relevant visa documentation including the I-20. Please advise us as soon as your visa is granted or refused.

### 5a. Cancellation due to visa refusal (all courses)

If your visa is refused, please send us a copy of the visa refusal letter. On receipt of this letter, tuition fees and accommodation fees will be refunded, minus the \$130 enrolment fee.

### 5b. Cancellation/Withdrawal for other reasons

- To cancel tuition and/or accommodation a minimum of four weeks' notice must be given in writing to the College Director.
- If you are unable to begin your course, we will refund all fees paid minus any non-refundable charges (enrolment fee, courier fee)
- If you are unable to complete your course after beginning studies or your enrolment is terminated by the College, the following tuition refunds apply:
- If cancelling during your first 4 weeks, tuition paid less 4 weeks tuition and non-refundable charges.
- If cancelling after your first 4 weeks but before the midpoint of your enrolment, you will receive a pro-rata refund of tuition paid less non-refundable charges.
- If cancelling after the midpoint of your course, there is no refund.
- All refunds will be calculated using regular published tuition rates.
- All refunds will be made within 45 days of written notification.

## 6. General Notes on Refunds

- Bank charges and enrolment fee – all refunds are paid minus any bank charges, minus the enrolment fee.
- Refunds are made to the fee-payer.
- Accommodation deposits – will be refunded to the fee-payer after deductions for any disbursements or damages.
- Late arrivals – no refunds are given for time missed due to arriving late for courses.
- Expulsions – no refunds are given for students who are expelled from College for disciplinary reasons.

## 7. Academic and Teaching

- All courses include a level assessment on or prior to arrival, orientation and regular progress tests. Students who successfully complete the course and attend at least 90% of lessons receive a Kings Certificate of Achievement.
- Courses usually start on a Monday (or Tuesday if Monday is a public holiday). Testing and orientation replace lessons on the first day at College.
- During high season, classes may run in the morning and/ or afternoon (or a combination of both).
- Prices include teaching materials and use of course books. Students may need to purchase additional coursebooks or materials for specialized courses.
- Public exam fees are not included in the course prices.

## 8. Public holidays and College closure

Courses are not held on public holidays (2, 16 January, 28 May, 4 July, 3 September, 22, 23 November). No refund or compensation is given for lessons missed due to public holidays. The College is closed between 22 December 2012 and 2 January 2013 inclusive.

## 9. 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 expulsion. In the event of expulsion fees are not refunded. Travel and other costs incurred as a result of expulsion must be met by the student or by the student's guardian. Attendance is compulsory for all students and is a condition of a US student visa. Non attendance of students holding a Kings I-20 is reported to the Department of Homeland Security.

## 10. Accommodation

Kings acts solely as agents (and not as principals) in the arranging and providing of homestay accommodation for students. Prices are per week (residential accommodation is usually available from Sunday to Saturday). No refund is given for early departure but a charge will be made for any extra nights. Four weeks' notice must be given to cancel or withdraw from accommodation. Students who move out without giving the proper notice period will be charged 4 weeks' accommodation fees in lieu of notice. All Colleges and residences are non-smoking.

## 11. Liability

Kings shall not be liable under any circumstance for its failure to provide any 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 student(s) 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.

## 12. Damage deposit

For residential accommodation, a deposit of \$200 will be taken, refunded upon departure provided no damage has been caused or exceptional cleaning is required.

## 13. Insurance

All Kings Colleges students must have appropriate accident and medical insurance. Travel insurance to cover personal property, breakages, loss and damage is strongly recommended.

## 14. Publicity materials

Permission is given for the use of student results, student comments or opinions and images or video of students in Kings Colleges promotional materials by the student, their parents or guardian with acceptance of these terms and conditions.

## 15. Jurisdiction

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