

# TERMS & CONDITIONS

## COURSE BOOKINGS

- Registration, deposit and enrolment for any of our courses will serve as a binding agreement to follow the course to completion and to pay the full fees.
- Extension of courses by payment of additional fees will not be allowed. Any additional payments shall be treated as separate/new course bookings.

## COURSE CHANGES

- Original start dates cannot be altered by the student unless the college receives a written notice four weeks prior to the commencement of the course and if notice is given less than four weeks, a fee of £25 will be charged. Start dates can only be changed to a maximum of four weeks before or after the original booked start date. The college reserves the right to refuse any request to alter the course start date.
- If students wish to change the type of course they are studying (e.g. English to Travel & Tourism), an administrative charge of £50 will be made and any additional course fees must be paid.
- Students enrolled on our Conversation/Pronunciation, Grammar and Writing Practice courses cannot - under any circumstances - change the times of their classes once booked.
- All requests for change of class must be made in person by completing the appropriate forms. All forms must be completed before Wednesday 6.30pm and transfers will normally be in effect from the following Monday.
- If a student fails to start a course on the commencement date or if a course is abandoned by the student before completion of the course, their name may be taken off the class register. In such cases no refunds will be made save in accordance with the terms set out below. A student shall be deemed to abandon a course, if his or her attendance fall below the required 80% attendance record.
- Courses will not be extended due to unauthorised absence or illness.
- Elite College reserves the right to introduce new courses and alter existing ones. Where there is a substantive change to the substance of the course, Elite shall notify the student in writing giving the reason for such a change.

## CLASSES

- The College may change any class, class time, classroom, teacher, merge or split classes at any time deemed necessary by the College without prior notice.
- Although the College will do everything possible to determine the time and/or location of the students' course, this cannot be guaranteed.
- Elite College reserves the right to place students in an appropriate level if the placement tests taken show that this is necessary or if deemed necessary by the course tutor. There will be no refunds in such instances.

## EXAMINATION FEES

- Students will be required to pay for examination fees in addition to course fees. A list of examination fees is obtainable from the course administrator. Examination fees vary depending on the type of course being undertaken. Available places will be given on a first-come-first basis. It is the students responsibility to ensure that examination fees are paid on time.

## HOLIDAYS

- Students who want to go on holiday must notify the college at least one week in advance.
- Holidays must start on a Monday and cannot be taken Mid-week or carried over from one course to another
- Students studying for less than 8 weeks are not entitled to any unauthorised holidays.
- Maximum authorised holidays are as follows:

8-11 weeks of study	: 1 week
12-23 weeks of study	: 2 weeks
24-35 weeks of study	: 4 weeks
36+ weeks of study	: 6 weeks

## ATTENDANCE

- Students are required to have at least an 80% attendance rate in every week. A student shall be deemed to abandon a course, if his or her attendance fall below the required 80% attendance record. Elite College reserves the right to remove the names of any student from the register if they fail to meet up with these requirements. Students are also required to take all tests and assignments.

## CANCELLATIONS & REFUNDS

- Fees are non-refundable in the case of late registration, abandonment or cancellation of a course, save where prescribed by this contract or by statute.
- Fees are non-transferable to any other individual.

## Cancellation by the student

- If a course is booked then subsequently cancelled by the student, Elite retains the right to claim for one whole terms' (12 weeks) fees in lieu in addition to an administration fee of £100.

Any notice of cancellation must be in writing and sent to **Elite College, 45 Wimbledon Hill Road, Wimbledon, London SW19 7NA, UK**. Notice must be received by Elite no later than 28 days prior to the original start date of the course. All original documents must be returned to the college by this time. If less than 28 days notice is given, no refund will be given, unless due to a visa refusal.

## Visa refusal refund scheme

- Where a student has cancelled owing to a visa being refused, Elite College reserves the right to exercise a lien on any fees until all original documentation supporting the student visa application, in addition to the original official visa refusal letter from the British Authorities is returned/supplied to Elite. The following refund schedule will apply after deducting the £100 administration charge:

## Notice Given

More than 28 days (4 Weeks) notice	
3 - 4 Weeks notice	
2 - 3 Weeks notice	
1 - 2 Weeks notice	
0 - 1 Week notice	
After original course start date	

## Refund Given

90% of course fee
70% of course fee
50% of course fee
30% of course fee
10% of course fee
NIL

- If a student is refused entry into the United Kingdom or Leave to remain in the UK either due to lack of funds, working without a work permit, poor attendance, an invalid change of status, or providing the British Authorities or the College with false information; or if a student is given a different kind of visa to enter or remain in the UK; they will not qualify for a refund under our visa refusal refund scheme.
- Students are required to book a course well in advance so as to meet all of the British Authorities visa requirements. If a visa is refused due to failure to do so they will not qualify for a refund under our visa refusal refund scheme. It should therefore be noted that bank transfers will take up to 8 weeks and cheques will take up to 10 working days. Letters from the College can only be issued after confirmation from our bank has been received.
- The original start date shall be considered as the start date for the visa refusal refund application.
- If a student with leave to remain in the UK travels out of the country during a course and is refused re-entry, then they will not qualify for a refund under our visa refusal refund scheme.
- Refunds will be made only in the name of the student regardless of who pays for the course.
- Refunds will only be made by bank transfer or cheque and all bank charges will be forwarded to the student.
- Refunds under our visa refusal refund scheme will take a minimum of 5 weeks from the date all original documents are presented to Elite College.

## Cancellation by Elite College

- In the unlikely event that Elite is forced to cancel the course, Elite shall refund the course fees within 60 days of notice of cancellation being given to the student. Elite College shall not be responsible for any consequential loss suffered by the student as a result of the termination.

## ACCOMMODATION

- The accommodation arrangement fee is non-refundable.
- A minimum of 4 weeks notice is needed in order to arrange appropriate accommodation.
- Accommodation cannot be arranged unless the student pays the full amount in advance for a minimum of 4 weeks plus the accommodation arrangement fee.
- The minimum stay needs to be 4 weeks unless the duration of the course is shorter.
- A booking is confirmed ONLY when full payment is received.
- If a student wants to change the starting date of their accommodation or make a cancellation at least 4 weeks notice in writing must be given to the college.
- There is no guarantee that the accommodation arranged will be within walking distance from the college, although all accommodation is in the surrounding area of the school. Easy access by train and bus is always available.
- Host families with whom students are placed are not necessarily British, however English is the language spoken in the home.
- We do not accept students under 16 years of age.
- All homes have been inspected by a representative from the college to ensure that they comply with our standards.
- In case of booking B&B (Bed & Breakfast) or HB (Half Board) students are free to help themselves to breakfast (i.e. self catering) and the students are expected to respect the facilities they use.
- Students are liable for any damage they cause to host family's property.
- Students are expected to respect and abide by the host family's reasonable schedule and house rules. Failure to do so may result in the student being expelled from the accommodation and/or the College.
- If a student is expelled from an accommodation no refund will be given.
- Once the accommodation booking has started there is no refund if it is cancelled by the student.
- If the accommodation booking is cancelled by the student before the booking commences then the following refund criteria applies.

## Accommodation Booking Refund Criteria:

### Notice Given

More than 4 weeks notice before accommodation starting date.	
Between 0 and 4 weeks notice before accommodation starting date.	

### Fees Forfeited

£35.00 arrangement fee + 2 weeks accommodation payment
£35.00 arrangement fee + 3 weeks accommodation payment

- If the accommodation booking is cancelled by the college through no fault of the student then a full refund will be given.

## COLLEGE RULES

- While on the college premises, students are obliged to follow all of the College rules and regulations. Disruptive behaviour may lead to expulsion and in such instances no refunds will be made.
- Only in real emergencies can personal calls or messages be taken on behalf of students.
- It is not the responsibility of the College to provide parking or storage for students. This includes bicycles, which should be parked outside the College at the owner's risk.

## FORCE MAJEURE

- Neither Elite College nor any of its' representatives will be held liable in the event of any contracted service becoming impossible to supply due to industrial disputes or any other causes beyond their control.

## LIABILITY

- Elite College, staff and representatives will not be held responsible for any loss of or damage to property (including delivery of fax and personal post) while on the premises. It is the responsibility of the student to take out personal insurance against all such risks including the inability to attend or continue a course.

## DISCLAIMER

- It should be noted that Elite College has made every effort to ensure the accuracy of all printed material. At the time of going to press all information was correct.

- Our prospectus and marketing material are provided for illustration purposes only and do not form or constitute any contractual term between the College and any other person.

## GENERAL

- Elite College will not under any circumstances disclose personal information to a third party other than the British Authorities, without first informing the student concerned or their representative.

- These Terms are governed by the law of England and are subject to the exclusive jurisdiction of the Courts of England

- The decision of the Principal will be final and binding in all cases.

For further information call Elite College on the campus telephone numbers listed herewith.

1

## Wimbledon (London) Campus

Head Office  
37-39 Wimbledon Hill Road, Wimbledon  
London SW19 7NA

Tel: 020 8946 7888 Fax: 020 8946 7999

2

## Kingston Campus

44 Richmond Road  
Kingston-Upon-Thames  
Surrey KT2 5EE

Tel: 020 8546 1000 Fax: 020 8547 1000

email: [elite@elitecollege.com](mailto:elite@elitecollege.com)  
Web: [www.elitecollege.com](http://www.elitecollege.com)

# Application & Enrolment Form

--	--	--	--	--	--	--	--

Please complete all pages of this form in **BLOCK CAPITALS USING BLACK INK** and return it to 'The Admissions Office, 45 Wimbledon Hill Road, Wimbledon, London SW19 7NA', or return it to the location of study.

## 1 PERSONAL DETAILS

Surname/Family Name		Title (Mr/Miss/Mrs)	
Other Name(s)			
Date of Birth	Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Current Address In UK	Permanent Address ( <i>In Own Country</i> )		
Post Code	Post Code		
Telephone	Telephone		
<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated			
Nationality	Mother Tongue		
Occupation	Passport No.		

Please Attach  
Photograph.

Please insert 2 Passport-sized  
photographs

## 2 COURSE DETAILS *(Please refer to course list in section 6)*

Course(s) you intend to study	Starting Date (dd/mm/yyyy)	Duration (in Weeks)
1.	/ /	
2.	/ /	
3.	/ /	
4.	/ /	

Preferred time to study (Full-Time)  
 (Note: 6-9 Classes are not considered as full time study by British Authorities for student Visas)

First Choice	Second Choice
1. <input type="checkbox"/> 9-12pm <input type="checkbox"/> 12-3pm <input type="checkbox"/> 3-6pm <input type="checkbox"/> 6-9pm	<input type="checkbox"/> 9-12pm <input type="checkbox"/> 12-3pm <input type="checkbox"/> 3-6pm <input type="checkbox"/> 6-9pm
2. <input type="checkbox"/> 9-12pm <input type="checkbox"/> 12-3pm <input type="checkbox"/> 3-6pm <input type="checkbox"/> 6-9pm	<input type="checkbox"/> 9-12pm <input type="checkbox"/> 12-3pm <input type="checkbox"/> 3-6pm <input type="checkbox"/> 6-9pm
3. <input type="checkbox"/> 9-12pm <input type="checkbox"/> 12-3pm <input type="checkbox"/> 3-6pm <input type="checkbox"/> 6-9pm	<input type="checkbox"/> 9-12pm <input type="checkbox"/> 12-3pm <input type="checkbox"/> 3-6pm <input type="checkbox"/> 6-9pm
4. <input type="checkbox"/> 9-12pm <input type="checkbox"/> 12-3pm <input type="checkbox"/> 3-6pm <input type="checkbox"/> 6-9pm	<input type="checkbox"/> 9-12pm <input type="checkbox"/> 12-3pm <input type="checkbox"/> 3-6pm <input type="checkbox"/> 6-9pm

Preferred time to study (Part-Time)  
 (Note: Part Time Classes are not considered by British Authorities for student Visas)

First Choice	Second Choice
1. <input type="checkbox"/> 12-2pm <input type="checkbox"/> 3-5pm <input type="checkbox"/> 6-8pm Mon,Wed,Thu	<input type="checkbox"/> 12-2pm <input type="checkbox"/> 3-5pm <input type="checkbox"/> 6-8pm Mon,Wed,Thu
2. <input type="checkbox"/> 12-2pm <input type="checkbox"/> 3-5pm <input type="checkbox"/> 6-8pm Mon,Wed,Thu	<input type="checkbox"/> 12-2pm <input type="checkbox"/> 3-5pm <input type="checkbox"/> 6-8pm Mon,Wed,Thu
3. <input type="checkbox"/> 12-2pm <input type="checkbox"/> 3-5pm <input type="checkbox"/> 6-8pm Mon,Wed,Thu	<input type="checkbox"/> 12-2pm <input type="checkbox"/> 3-5pm <input type="checkbox"/> 6-8pm Mon,Wed,Thu
4. <input type="checkbox"/> 12-2pm <input type="checkbox"/> 3-5pm <input type="checkbox"/> 6-8pm Mon,Wed,Thu	<input type="checkbox"/> 12-2pm <input type="checkbox"/> 3-5pm <input type="checkbox"/> 6-8pm Mon,Wed,Thu

Other times (please state)

First Choice	Second Choice
.....	.....
.....	.....

### FOR OFFICIAL USE ONLY

Please do not complete this section

Date Received ...../...../.....

Date Approved ...../...../.....

Start Date ...../...../.....

Finish Date ...../...../.....

Course Fees .....

Invoice Number .....

Invoice Date ...../...../.....

Invoice Number2 .....

Invoice Number3 .....

Invoice Number4 .....

Student Status .....

Notes .....

.....

.....

.....

.....

.....

.....

.....

## 3 LOCATION OF STUDY

Please specify your preferred location of study

<input type="checkbox"/> Wimbledon	<input type="checkbox"/> Central London
<input type="checkbox"/> Kingston	<input type="checkbox"/> Other (please specify).....

Please note although every is effort will be made to place you at the preferred location it may necessary to transfer your booking to an alternative site.

**4 ACCOMMODATION**

Would you like us to arrange your accommodation?  Yes  No

Please arrange _____ weeks of accommodation starting on ____/____/____	Please specify any other preferences (e.g. dietary requirements) :
HOST FAMILY: <input type="checkbox"/> Self Catering <input type="checkbox"/> Bed & Breakfast <input type="checkbox"/> Half Board	
HOSTEL: <input type="checkbox"/> Self Catering	
ROOM TYPE: <input type="checkbox"/> Single Room <input type="checkbox"/> Double Room <input type="checkbox"/> Twin Room	
Smoking <input type="checkbox"/> Yes <input type="checkbox"/> No	
I have read and accept the Elite College terms relating to accommodation Bookings.	
Signature or Initial: _____	

**5 AIRPORT MEETING SERVICE**

Do you require the airport meeting service?  Yes  No

Date of Arrival	Airport of Arrival	Please specify any other requirements
Flight Number	Airline	
Time of Arrival	Destination on Arrival	

**6 QUESTIONNAIRE**

<p><b>a. How did you hear about Elite College?</b></p> <input type="checkbox"/> Leaflet <input type="checkbox"/> Friends <input type="checkbox"/> Elite College Student <input type="checkbox"/> ABLS <input type="checkbox"/> Parent/Family <input type="checkbox"/> ARELS <input type="checkbox"/> Advert (Please specify) _____ <input type="checkbox"/> Other (Please specify) _____	<p><b>b. Have you studied in the UK before?</b></p> If yes Please specify... _____ _____ _____	<p><b>c. Do you have any relevant qualifications?</b></p> If yes Please specify... a) _____ b) _____ c) _____ d) _____
--	---	--

**7 PAYMENT** (Please tick as appropriate)

Cash (in person only)
  Cheque Allow 2 Weeks to clear for Uk cheque or 8 weeks for foreign draft.
 Credit/Debit Card
  Bank Transfer Allow 8 Weeks to reach our account

Please debit my credit/debit card, card number

Card Valid From \_\_\_\_/\_\_\_\_/\_\_\_\_ Card Valid until \_\_\_\_/\_\_\_\_/\_\_\_\_ Card Issue No. \_\_\_\_\_

Payment Amount \_\_\_\_\_

Name as on credit card \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**8 ACCEPTANCE** (This section must be completed and signed)

Agent / Sponsor's details (or stamp)

I have read the Elite College terms and conditions and accept them to be legally binding on my part.

Name of Student/Agent \_\_\_\_\_

Signature of Student/Agent \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

-----  
 (If the student is under 18 years old this must be also signed by the guardian)

Guardian's Name \_\_\_\_\_

Guardian's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Make receipt out to agent/sponsor