

## Terms & Conditions

Students should ensure that they read these terms and conditions very carefully before signing and contact us if anything is not clear.

These terms and conditions constitute the agreement between the parties concerned and shall supersede any promises, representations or warranties, whether written or oral, made by or on behalf of one party to another. We reserve the right to vary these terms and conditions without your consent at any time prior to entering into a contract with you. In such circumstances, we will provide you with a revised set of terms and conditions.

- ❖ The deposit must be paid when you accept the offer of a place at York College. The amount of this deposit is explained in your offer letter, as well as the method of payment.
- ❖ Deposits are non-refundable except where an Tier 4 Visa is refused (less £100 administration fee) or the course is cancelled. We will require you to send us evidence of refusal before a refund is agreed.
- ❖ The balance of the course fee must be paid in full on or before enrolment on the course. Late payments will incur an additional £500 administration charge.
- ❖ We will invoice you separately for tuition fees for each year of the course. If you are doing a two or three year course you will be invoiced before the start of the next year.
- ❖ If you leave your course before the end of the period for which you are enrolled, we will not refund any of the course fees.
- ❖ If you are absent during your course, we will not refund any of the course fees.
- ❖ We expect all students to arrive and start their course on the scheduled start date. However, we recognise that students sometimes are delayed for unavoidable reasons. In exceptional cases, York College will allow students to arrive up to two weeks after the published start date for academic programmes. Please note that for some courses and some start dates we cannot allow late arrivals. The Head of HE and International at York College must approve all late arrivals. If in doubt, contact the York College International Team directly. No fees will be refunded for late arrivals.
- ❖ Students are expected to conform to the Rules of the College and its Code of Conduct. In particular, you will be expected to behave in a manner which shows respect to other students and staff.
- ❖ You will be expected to attend all classes and to notify your tutor if at any time you are not able to attend. By signing this acceptance the student accepts that if they fail to attend classes without good reason they will be required to leave the course.
- ❖ Acceptance to study has been issued in good faith and on the basis of the information provided to us. If, after registration, the information provided in your application is proved to be false or your claimed qualifications are fraudulent we reserve the right to exclude you from your course and notify the visa authorities.
- ❖ York College will provide teaching hours and the education programmes as detailed in your offer letter and Course Handbook.
- ❖ Once you are enrolled on the course, you will have full use of the library, computers, sports and other facilities.

- ❖ The College is legally required to provide UK Visas & Immigration with information on your arrival, attendance and study. We will however, keep your personal information securely and only release it to those outside the College when required by law. The College will comply with the Data Protection Act in the storing of your personal information.

### **Students under the age of eighteen**

York College does not require students under the age of 18 to have a legal guardian in the UK. However, many parents choose to appoint one and we can advise on this if desired. We work in partnership with Barnes Educational Services to provide a comprehensive guardianship package and can put you in touch with them upon request.

For students who are under the age of 18 we require a parent or guardian to read this agreement and to sign the attached acceptance form.

#### **Parents should note and agree:**

- ❖ That a person under the age of 18 is still legally a child in England.
- ❖ That York College is an adult environment.
- ❖ That the College cannot be responsible for a student's safety in off-site accommodation and in their leisure time.
- ❖ That the College has, however, a duty of care to all its students and seeks to support its students at all times.
- ❖ That students will be provided with an emergency telephone number through which they can contact the College 24 hours a day, weekends and holidays.
- ❖ That the contract, as implied in this agreement, is between the student and the College, but that a student under the age of 18 must have parental permission to enrol.
- ❖ That in a medical emergency an authorised representative of the College may agree to medical treatment for their child.

### **Disclaimer**

We have taken great care in compiling the information contained in this document, which we believe to be accurate at the time of going to press. However, the provision of courses, facilities and other arrangements described in the International documentation are regularly reviewed and may be subject to change without notice. International applicants to York College programmes will be notified immediately of any material changes likely to have bearing on their application, such as cancellation of, or major modification to, programmes offered, changes to accommodation provision or fees and charges to be levied by York College.

## Acceptance of Terms and Conditions

Please complete, sign and date this form:

☐ I would like to accept the offer of a place at York College. I have read, understood and accept the Terms and Conditions.

☐ I am 16 years of age or over.

The deposit should be paid by bank transfer. Please state the name of person who will be paying the deposit/fee:

.....

(This enables us to identify the payment as relating to you.)

**Please write your complete name and reference number when you make payment.**

☐ Please tick this box if you do NOT wish us to arrange accommodation for you.

Name (BLOCK CAPITALS) .....

.....

( Your signature )

.....

( Date )

For completion by parent or guardian, if you are under 18 years old:

.....

(Signature of parent/guardian)

.....

( Date )

When completed, please return this form to :

International Team, York College, Sim Balk Lane, York YO23 2BB, United Kingdom

Email for further information to : [international@yorkcollege.ac.uk](mailto:international@yorkcollege.ac.uk)