



Terms and Conditions of Acceptance

General

Please read these terms and conditions carefully. By signing the enrolment form and offer letter, you are agreeing to abide by these terms and conditions.

If you formally accept an offer of a place to study at Nottingham College by returning a completed Offer Acceptance Form, you are agreeing to pay a deposit of 60% of the course fees to reserve your place, followed by the remainder of the fees in full to secure your place at least 30 days before your arrival. The Offer Letter will not be considered signed until all sections and Parental Consent forms (where applicable) are completed. By signing the Offer Acceptance Form you are confirming that you understand that generally course fees are non-refundable, and will only be refundable at the College's discretion and in exceptional circumstances which are beyond your control. Please read below a special cancellation policy during Covid-19 pandemic.

When you enrol as a student of Nottingham College you agree to abide by College rules, All students are expected to attend all of their timetabled classes, be punctual and must attend at least 90% of their classes in order to be awarded a certificate of completion. All students must provide up-to-date contact details (including next of kin information) and submit your passport on enrolment for copies to be taken and kept on file for the duration of your studies to enable the College to fulfil its obligations. All students must adhere to the rules and guidance in the Attendance and Student Disciplinary policy. You understand that failure to comply with College rules, including all guidance from the college regarding COVID-19 and safe studying. This includes but is not limited to social distancing, hand-sanitizing, mask-wearing, periods of self-isolation, regular testing, will result in disciplinary action being taken against you by the College. Any disciplinary action may result in you being withdrawn from the College. Students expelled from college following the disciplinary procedure will be asked to leave immediately and will not be entitled to a refund of their tuition or accommodation fees. Students are fully responsible for any damage caused to College property, other students' possessions, residential accommodation or to homestay hosts' possessions. Students will be liable for any losses or damage incurred.

Deposits

A deposit of 60% of the course fees is required to secure your place at the College and for an Offer letter to be issued. The deposit will only be refunded if you are unable to take up your course place for the following reasons:

- Exceptional personal circumstances prevent you from being able to travel to the UK or due to issues related to the current pandemic.

Deposit refunds must be requested in writing.

Course Fees

The Visa Confirmation letter cannot be issued until full payment of course fees has been received.

Your course fees will be refunded for the following reasons:

- Your visa is refused due to reasons which are not attributable in some way to your own intentional or reckless acts. Visa Refusal Notice must be submitted. If we receive written evidence your visa application has been rejected at least 14 days prior to arrival, we will refund the fees received in full less an administrative fee of 50 GBP. Where we receive this evidence, the refund will be paid to you

within four weeks of your providing us with bank details and signed authorisation that the refund should be paid to that account or,

- Exceptional personal circumstances prevent you from being able to travel to the UK to study, for example a national lockdown and you cannot travel to the UK.

If you decide to leave your course early after paying your course fees the College will have incurred costs and therefore will not offer any refund of fees, unless there are very exceptional circumstances that prevent you from studying further and completing your course. Any refund offered under exceptional circumstances is at the discretion of the Deputy Principal.

No refund will be offered under any circumstances to students who are withdrawn from the College for disciplinary reasons, or for reasons that are a direct result of the student's own reckless acts and deliberate failure to comply with College rules.

Visas

Students from certain countries will need a visa. If you are unsure whether you need a visa, please visit <https://www.gov.uk/check-uk-visa>.

Insurance

Nottingham College strongly recommends you take up private medical insurance and it should cover from the beginning of your stay. You should also buy travel insurance to cover yourself and your belongings for your journey to and from the UK, and we also recommend taking out insurance for your belongings for the duration of your stay. This is a matter for you to sort out. Your personal possessions are your responsibility at all times including when you are in the College.

Special Cancellation policy during COVID-19 pandemic

If you are required to cancel your course before the arrival date because one of the following reasons, you can claim a full refund:

- You have tested positive for COVID-19.
- Your country has a national lockdown or travel ban and you cannot travel to the UK.
- The UK has a national lockdown or travel ban and you cannot travel to the UK.

If you are required to cancel your course after you arrive in the UK, any unused course fees received by the College can be refunded if either:

- The UK government advises students to return to their home country or
- The government of the country where you live issues an official advice for you to leave the UK. Homestay accommodation would be refunded. Please see the residential accommodation terms and conditions on refund of fees.

For all other cancellations, our standard terms and conditions apply.