



Enrolment Procedures

The admissions process for entry is:

- **Step 1**

Complete the Registration Form and send to the Admissions Office at Bishopstrow College or via your Agent. Applications must also include:

- A Registration Fee of £100
- A copy of the most recent School Report, if available, or IELTS study level if known

- **Step 2**

Upon receipt of the above (Step 1) the College will offer a Guaranteed Place, or a Waiting List Place, or decline the application.

- **Step 3**

If a Guaranteed Place is offered you will be sent Acceptance forms, Joining Instructions, Medical Questionnaire and a request for the fees due (see below).

- **Step 4**

Please fully complete and sign the Acceptance Form and return a signed copy to us, together with the fully completed Medical Questionnaire and details of any fee payments made.

- **Step 5**

We will confirm receipt of these and issue a visa support letter (if necessary). Please note that compliance with the new UK visa regulations will generally require either the full fees or a minimum of one terms fees, together with the registration and deposit to be paid in advance.

- **Step 6**

Fees must be paid in full at least 4 weeks before the start of the term.

1. Fees

➤ Termly fees for the academic year 2009/2010	-	£8,050
➤ Optional Courses	-	£735 per week

Fees include all tuition, excursions, accommodation, meals and laundry.

Fees do not include travel/health insurance¹, pocket money, airport transfers, guardianship, extra individual tuition (e.g. music), or specialist activities (e.g. golf, horse-riding). The College can organise personal and medical insurance for students if preferred.

The College must receive the full amounts of the deposit and fees after all bank charges have been paid. Your bank should be instructed to pay all charges including those for the UK bank. Students will not be permitted to join the College until all fees due have been paid.

¹ Refer to Page 4, Item E of Term & Conditions



2. Course Deposit

To secure a Guaranteed Place the acceptance form must be accompanied by a deposit payment of £600.

The deposit will be held until the student leaves the College, and will then be refunded after deduction of any extra charges incurred. The deposit is non-refundable if the student fails to attend or if the registration is withdrawn. The only exceptions will be in cases where a visa has not been granted through no fault of the student or parents or in cases of medically certified illness.

Any incidental expenditure incurred by the student will be off-set against the deposit and will be accounted for on the student's departure from the College.

3. Payment Details

Full fees after all bank charges should be paid on at least 4 weeks before commencement of the term. Payments should be made by Cheque/Banker's Draft payable to 'Bishopstrow College'. These should be **IN STERLING** only.

By Telegraphic Transfer to

Bank Name: HSBC
Bank Address: PO Box 160, Guildford, Surrey GU1 3YU
Sort Code: 40-22-26
Account Number: 02374110
Account Name: Bishopstrow College
Swift/BIC Code: MIDLGB2104L
IBAN Code: GB36MIDL40222602374110
Advice to Payee: [Name of student]

4. Airport Transfers

Airport transfers **MUST** be ordered on the Acceptance form provided and reach us at least 7 days before the transfer is due.

Airport Transfer Charges

Collection Points in the UK	Airport Transfer Cost (one way)
London Heathrow	£110
London Gatwick	£135
London Stansted	£180
Luton	£145
Bristol	£55

These charges are based on one person transfers. A deduction will be made where two or more students are sharing.

Where appropriate it may also be necessary to charge a small excess fee to cover waiting time and parking.

All students will be met by College Staff or by an authorised College Chauffeur.

Other collection points can be quoted for on request.



TERMS AND CONDITIONS

A. College Standards

Those attending the College must comply with the directions given to them and abide by the rules of the College which are designed to ensure the smooth running of daily life. All students must be prepared to do their best and to maintain the standards of mutual respect and hard work on which the high reputation of the College depends

The number of rules in the College is kept to a minimum and their observance should not create any personal difficulty for any well-motivated, hard-working student. Drugs, alcohol and tobacco are strictly forbidden. Sexual misconduct or impropriety will lead to expulsion.

Students are advised not to keep substantial amounts of money in their possession in College. Facilities exist for money to be deposited with the College for a student's use, and it is the policy of the College to encourage a sense of responsibility and appreciation of the value of money among all students.

B. Cancellation or Withdrawal

A refundable deposit is payable on acceptance of a place at the College. The deposit is refundable after the end of the course. If a student does not take up the place on the course the deposit is not refunded, unless there are exceptional circumstances. Refunds are at the discretion of the College.

The College must receive the full amounts of the deposit and fees after all bank charges have been paid. Your bank should be instructed to pay all charges including those for the UK bank. Students will not be permitted to join the College until all fees due have been paid.

Acceptance and entrance to the College constitutes a contract to pay all fees and associated charges due. If a student has paid in advance but is unable to attend, it may be possible to claim on your travel insurance. If an insurance claim is not allowed the College will make the following refunds provided that written confirmation from the insurance company is submitted that it will not meet a claim:

- for cancellation more than 5 weeks before the starting date, full fees will be refunded, less the deposit and any bank charges;
- for cancellation in the 5 weeks before the starting date, or non-arrival, fees will be refunded, less two weeks' fees and any bank charges;
- fees and deposit will be refunded in full for students who cancel on grounds of illness, or where student visa is rejected or refused. Please note that in such cases written evidence will be required (e.g. medical certificate or rejection letter from the Embassy).

Fees are not refunded once a course has been started.

Fees are not refunded if a student is asked to leave the College because of unsatisfactory behaviour or work. Any additional costs associated with an early withdrawal will be charged to the student.

The College reserves the right to alter the fees if increases in cost make this necessary, though its policy is to only review fee levels on an annual basis.

C. Suspension and Expulsion

The College reserves the right to suspend or expel a student whose behaviour is counter to the general interest and welfare of the other students. Suspension and expulsion are at the sole discretion of the Principal whose decision is final. In such circumstances, there will be no refund of fees; any additional cost incurred will be passed to the parent or guardian for immediate settlement.



TERMS AND CONDITIONS *continued*

D. Accommodation

Students are responsible for any damage caused by them to the property itself or any item in the property. The College reserves the right to recover costs for any damages incurred.

E. Insurance

Students attending the College should have adequate medical, dental, travel and personal insurance.

The College cannot accept any responsibility for loss or damage of students' personal property nor is it responsible for any medical or dental costs incurred by the student during their stay. Students are therefore advised not to bring valuable items such as expensive watches or jewellery.

We do not accept responsibility for any loss or any expense due to delays or changes in public transport, weather, quarantine, sickness, or any other cause.

We can only accept students on the assumption that they are in good health.

A student's personal possessions cannot be covered by College Insurance although it is sometimes possible for parents to make separate insurance arrangements. "By agreeing to the above I/we also hereby give my/our consent to the above information being processed for College in house purposes, in accordance with the Data Protection Act 1998"

F. Publicity

Students and their parents or guardians agree that the students' achievements and college photographs may be used for promotional purposes without being given additional consent or notification.

G. Welfare and Guardianship

Every student whose parents are not resident in the United Kingdom is required to have a UK based 'guardian', for example a relative or close family friend, who will be responsible for them when they are not in College. If a student's parents do not know a suitable person to nominate as 'guardian', the College will be able to supply details of professional guardian agencies.

Note:

Information to parents

Information providing particulars of the curriculum offered by the College is available to parents in hard copy upon request.

Information providing particulars of policies relating to bullying, child protection, health & safety, the promotion of good behaviour and sanctions adopted in the event of students misbehaving is available to parents in hard copy upon request.