



Admissions: Applicants will only be considered as candidates for admission to Bishopstrow College (hereafter referred to as the College) once a completed and signed registration form has been submitted to the Registrar, along with payment of the non-refundable registration fee, copies of the applicant's recent school reports and a character reference from their current school. Applicants for the 1 Year IGCSE Programme commencing in September must also complete an online Password assessment in English and maths. A copy of the applicant's passport and birth certificate must be provided at the time of registration.

Admission to the College is based on the availability of a place and the applicant satisfying the College's admissions procedures. The offer of a place at the College will be confirmed in writing by the Registrar. To secure a place, a completed and signed acceptance form along with payment of the deposit must be returned as per the instructions in the offer letter, normally 3 weeks from the date of the offer letter.

The College reserves the right to change a student's course to one more suited to their academic or English language ability when deemed necessary.

Acceptance Documents: The Acceptance Form, Medical Questionnaire, Guardianship and Travel Form must be returned to the College before a student's arrival at the College.

Deposit: A deposit is payable on acceptance of a place at the College. The deposit must be paid to the College no later than 3 weeks after the receipt of the College offer letter in order to guarantee a place at the College.

The deposit is refundable net of any additional charges incurred after the end of the course. If a student does not take up the place on the course the deposit is not refunded.

For those accepting a place on the Academic Summer Programme the deposit and 50% of the course fee are payable on acceptance of a place at the College. This amount must be paid to the College no later than 3 weeks after the receipt of the offer letter.

At the end of the course the Finance department will confirm in writing no later than 4 weeks after the end of the course the amount of deposit due back to the family along with a request for details in order to organise a bank transfer. The deposit will not be refunded if a student withdraws from, or cancels their course before the course start date.

Fees: On acceptance of a place, an invoice for the first term's fees or full fees will be sent to the parents. The College must receive the full amount of the fees after all bank charges have been paid at least 8 weeks prior to the commencement of the course and thereafter 8 weeks before the start of any subsequent term the student attends. The College reserves the right to request additional documentation relating to payment of fees where required.

For the Academic Summer Programme the remaining 50% of the course fee must be paid 8 weeks prior to the commencement of the course.

For all offers made within 8 weeks of the commencement of the course or Academic Summer Programme, the deposit and fees must be paid in full within 2 weeks of the date of the offer letter.

The bank should be instructed to pay all charges including those for the UK bank. A student 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.

The College reserves the right to remove a student from classes where the fees remain unpaid by the parents. The College will give no less than 2 days' notice. During such time the student must be removed from the College site and the parents must ensure appropriate supervision. The College may withhold any information or character references while fees are unpaid but will not do so in a way that would cause direct, identifiable and unfair prejudice to the interests of the student.

All students are admitted to the College on the basis that they will attend the College for a full term or Academic Summer Programme. As such, should a student request to leave early, any refund is at the discretion of the College and will only be considered in exceptional circumstances.

The College reserves the right to alter the fees annually. A term's notice will be given to parents in writing when any such changes are made.

Scholarships and Bursaries: Every award of a scholarship and bursary is subject to the student meeting and maintaining high standards of behaviour and academic study. The full terms of the scholarship or bursary will be confirmed in writing at the time of the offer.

Extras: Any additional activities or services requested by the parents for a student that are not covered by the fees (e.g. individual, tuition, horse riding), will be charged termly to the student. The cost of the additional activity or service will be communicated in writing before the commencement of the activity or service. The College will require 48 hours' notice in writing to cancel an additional activity or service. If notice is not given either in time, or in writing, the activity or service will be charged to the student's account. The College will require 4 weeks' notice to cancel a set of activities, if such notice is not given, the activities will be charged to a student's account.

Cancellation or Withdrawal: The College requires notice, in writing, no later than 8 weeks before the start of term if a student wishes to withdraw from their course. If such written notice is not received by this date, then the following term's fees become payable.

If the parents cancel their acceptance of a place less than 8 weeks before the start of the term or entry date, or the student does not join the College after a place has been accepted but not cancelled, then the term's fees will be payable. Cases of serious illness or genuine hardship may receive special consideration on written request.

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's account.

If a student cancels their course after accepting a place more than 8 weeks in advance of the course start date, then any fees paid will be refunded, however the deposit will not be refunded.



Accommodation: Students will be accommodated by the College in a building owned by the College and staffed by members of College staff. 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.

Attendance: All students are expected to arrive after 15.00 on Arrival Day and leave before 12.00 on Departure Day each term. The College has no half term holidays and no fixed exeat weekends, although parents may take students out of College at weekends by prior arrangement.

Absence from the College at other times can only be authorised for academic purposes - e.g., to visit other schools for interviews, for medical reasons or due to important family issues, in which case parents should contact the Principal well in advance so that the absence can be authorised. In particular, holidays during term time cannot be authorised.

Parents and guardians should note that the College is required to maintain records of all absences, authorised and unauthorised, for the Department for Education and UK Visas & Immigration (UKVI). The College is required to report to UKVI any non-arrivals, unauthorised absences of more than 10 consecutive days or any students who depart from their course early.

College Standards: The College seeks to foster good relationships between members of staff, between the students themselves and between members of staff and students. Bullying, harassment, victimisation and discrimination are not tolerated. The College's Anti Bullying Policy is available from the College website.

The College will do all that is reasonable to safeguard and promote the welfare of all students and to provide pastoral care to at least the standard required by law and often to a much higher standard. The College attaches great importance to courtesy, integrity, good manners, good discipline and respect for the needs and property of others.

By accepting a place, parents accept the authority of the Principal and of other members of staff on the Principal's behalf to take all reasonable disciplinary or preventative action to safeguard and promote the welfare of each student and the College community as a whole.

All students attending the College are required to abide by the College Behaviour Policy and should obey the five virtues of the College, which are that students must be: Polite, Hard Working, Organised, a Team Player and Kind. The sanctions that may be imposed include detention, formal warning, suspension and expulsion. The College reserves the right to amend the College rules and Behaviour Policy as it sees fit from time to time. A copy of the Behaviour Policy is available on the College website. Drugs, alcohol, vaping and tobacco are strictly forbidden. The College may carry out alcohol and/or drugs testing where involvement with alcohol or drugs is suspected. The parents will be informed before a drugs test is carried out.

The College reserves the right (subject to compliance with Data Protection and other legislation) to monitor the students' email communications and internet use and compliance with the Acceptable Use Policy.

Students are responsible for the security and safe use of all their personal property and are therefore advised not to keep more than £20 in cash in their possession in College. Facilities exist for money to be deposited with the College, and it is the policy of the College to encourage a sense of responsibility and appreciation of the value of money among all students. Each student is provided with a lockable area in their bedroom.

Suspension and Expulsion: The College reserves the right to suspend or expel a student whose behaviour is counter to the College Behaviour Policy. Suspension and expulsion are at the sole discretion of the Principal whose decision is final.

If a student is suspended or expelled, there will be no refund of fees; any additional costs incurred will be passed to the parent or guardian for immediate settlement.

Insurance: Every student attending the College should have their own adequate Medical, Dental, Travel and Personal Insurance.

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

A student's personal possessions cannot be covered by College insurance. The College does not accept responsibility for any loss or any expense due to delays or changes in public transport, weather, quarantine, sickness, civil disturbance or any other cause.

Welfare and Guardianship: Every student, whose parents are not resident in the United Kingdom is required to have a UK based 'Guardian'. The guardian must be over the age of 25 and resident in the UK, they must be able to take responsibility for a student if they are not in the College and/or in an emergency. The College can provide details of professional guardianship organisations which have been formally inspected and accredited by AEGIS (The Association for the Education and Guardianship of International Students). However, parents may choose to nominate a family member or friend living in the UK to act as guardian, in this case the College will ask for proof of ID, right to live in the UK and proof of address of the guardian.

Parents must provide the College with full contact details for both parents and/ or legal guardians, and any nominated guardians. This includes full addresses, phone numbers, mobile phone numbers and email addresses. This information must be received by the College before the student arrives at the College.

The College reserves the right to appoint a guardian, should the proposed guardianship arrangements not meet College requirements. Any associated costs will be charged to the parents.

Health: The College must receive a completed Medical Questionnaire for every student before their arrival at the College. Parents must inform the College in writing of the following, either before or during their course of study.

If the student:

- I. Develops any medical condition, health problem or allergy;
- II. Suffers an injury that may affect their ability to fully participate in College activities;
- III. Is unable to take part in games or sporting activities;
- IV. Has contact with any infectious disease.



The College will register all students staying for more than one term with the local doctor. Any students attending for less than one term will be temporarily registered as required.

The College may at times require a medical certificate or opinion as to the student's general health. A student of sufficient age and maturity may insist on confidentiality.

Throughout their time at the College, the Principal shall have the right to disclose confidential information about a student if considered to be in the interests of the student or necessary for the protection of other members of the College community. Such information will be given and received on a confidential basis.

The parents authorise the Principal, Head of Boarding and Matron to consent on behalf of the parents to the student receiving emergency medical treatment including blood transfusions within the United Kingdom; general anesthetic and operations under the NHS or at a private hospital where certified by an appropriately qualified person to be necessary for the student's welfare and if the Parents cannot be contacted in time.

If the College so requires (due to a health risk posed by the student to others or vice-versa, or by reason of a virus, pandemic, epidemic or other health risk) the parents will keep the student away from the College (either at home or at a suitable guardian) and not permit them to return to the College until such time the College believes the risk has been averted. The College shall use reasonable endeavours to continue providing education to the student during any such period, e.g. by sending work assignments. We can only accept students on the assumption that they are in good health. Upon request the College reserves the right to remove a student from the College on the grounds of ill health as advised by the College appointed doctor.

Travel and Transport: At the start and end of term the parents or guardian are responsible for ensuring the student arrives or leaves in accordance with the College's advertised arrival or departure times. All arrangements must be confirmed with the College in writing. On request, the College can book transportation with a driver licensed by the Local Authority, the cost of which will be added to the student's account. Any requests to book transfer must be received no later than 2 weeks before the transfer date in order to ensure a booking.

During term time, parents consent to the student being driven in a motor vehicle by a responsible adult who is duly licensed and insured to drive a vehicle of that type.

Visas: Depending on individual circumstances, the College may refer parents to an immigration specialist to assist with a student's visa application. Any associated costs will either be deducted from the deposit or can be paid directly by the parent. Any additional documents requested by the College to support the visa application process must be provided before any supporting documents or CAS will be released by the College.

If the visa application is refused, and depending on the reason for the refusal, fees paid to the College may be refunded, but the deposit will not be refunded.

Publicity: By signing the registration form, students and their parents or guardians agree that the student's achievements and College photographs and video may be used for promotional purposes both within the College and a wider audience without

giving additional consent or notification. Personal information such as the student's full name will not be included unless permission has been sought separately. If parents do not wish their child to appear in any of the College's promotional material they must make sure that the student knows this and they must notify the Principal in writing.

Data Protection: By signing the registration form the parents hereby give their consent to personal information (including financial and sensitive personal information) being processed and held electronically for College in-house purposes, in accordance with the Data Protection Act 2018.

Parents' Obligations: By accepting a place at the College, parents agree to do all they reasonably can to:

- I. Pay the fees in full and in a timely manner;
- II. Ensure the student takes a full part in the activities of the College;
- III. Ensure the student has the correct uniform for College;
- IV. Ensure the student arrives and departs from the College in accordance with the arrival and departure times specified by the College;
- V. Ensure that the student works hard, is well behaved and complies with College rules;
- VI. Encourage the student in their studies and give appropriate support at home;
- VII. Keep the College informed of matters affecting the student (including health, family and emotional matters) which the College needs to be aware;
- VIII. Maintain a courteous and constructive relationship with College staff;
- IX. Provide cooperation and assistance to the College to enable the student to participate and benefit from the College's provision of education.

Complaints: A copy of the College's Complaints Procedure is available from the College website. The College reserves the right to amend this procedure as it sees fit from time to time.

By signing the Registration Form and Acceptance Form you are agreeing to the College's Terms and Conditions.