

## **Conditions of Acceptance**

### Conditions of Enrolment

Please Read Carefully (for all prospective students)

#### **Fees**

1. All fees, charges and accounts will be payable in advance as determined by Pascals College. Students will not be permitted to commence or continue their course at the beginning of any semester until all outstanding fees, charges or accounts are paid.
2. Any Payments not made by the due date will incur a late payment penalty of £200 and will accrue a further penalty of £50 per week or part week until the full amount owing has been paid.
3. Fees are correct as at the time of printing. Pascals College reserves the right to vary its fees at any time.
4. Where a student studies less than a full semester load, the student will pay the current per module fee for each module undertaken.
5. Should it be necessary for the student to repeat a module, a full amount will be charged.

#### **Conditions**

1. The student is expected to attend all classes and undertake all tests and examinations during their course and abide by all rules and regulations of the Institute that are in operation at any time.
2. Pascals College may, by written notice vary conditions of enrolment as may be necessary to comply with any law, regulations or amendment thereof, of the Government of United Kingdom.
3. The contract between the Applicant and Pascals College is governed by English Law.
4. In the event of circumstances requiring urgent medical care where it is not possible to contact the parent/guardian, Pascals College is authorised as a matter of urgency to seek and provide appropriate medical care.
5. Students must meet the minimum English language requirement for entry into the course. English proficiency will be tested; if the test reveals that the English language skills are insufficient, the student will be required to enrol in the mixed programme or an intensive English course prior to the commencement of studies.

#### **Attendance Regulations**

The British system of Higher Education recognises that the ultimate responsibility for a student's educational achievement lies with the student themselves. Moreover as the vast majority of students in British Higher Education are over 18, they are recognised as adults and a considerable amount of freedom is extended to them so they can regulate their own studies. While we fully endorse the idea that students must take responsibility for their own learning, we do note that some students fall unnecessarily into bad habits of non-attendance, and there is a link between poor attendance and poor performance in final examinations. Pascals College expects students to attend 80% of their scheduled classes. Student's attendance is monitored weekly. Attendance records are kept.

## **Refund Policy**

1. For the purposes of the refund policy offered by Pascals College is defined as one semester of study in any programme at Pascals College.
2. If an applicant accepts a place offered by Pascals College and pays the fees, it means a binding contract is created between the students and Pascals College.
3. Notification of cancellation/withdrawal from module/s, withdrawal or deferral from a course of study must be made in writing to Pascals College.
4. In the case of cancellation/withdrawal, the cancellation fee will be calculated as shown in the table below.
5. Students who have their enrolment cancelled by Pascals College will not be entitled to any refund of fees.
6. Pascals College reserve the right not to offer a course previously made available at its own discretion. Where a student is unable to enrol in a similar course at Pascals College and the enrolment is cancelled then all fees will be refunded with the exception of a £250 administration fee.

## **Deferment**

If a student wishes to defer their commencement date of a course until a later semester Pascals College will hold the fees paid until commencement without levying a penalty. If the student subsequently withdraws the Refund Policy will apply as at the date was advised in writing of the deferment.

## **Leave of Absence**

If a student wishes to take a leave of absence after enrolment and within the first three weeks of course commencement, Pascals College will hold the fees paid until the next semester. If the student subsequently withdraws, the Refund Policy applies from the date Pascals College received advice regarding the leave of absence. If the student applies for a leave of absence after the third week of the semester, their place will be held, but all tuition fees applicable to that semester will be forfeited.

## **Notification Period/Cancellation Fee**

Visa Refusal (Proof of refusal required).....£250

Before commencement date:

More than 10 weeks.....£500

More than 4 weeks and up to 10 weeks.....40% of the course fee

4 weeks or less.....70% of the course fee

After commencement date.....No refund