



Terms & Conditions for all international courses

The college is closed on all UK public holidays, Staff Development days and in exceptional circumstances exam days. No lessons will be taught on these days.

Dates of public holidays and Staff Development days are published on the college website in advance. Term dates are available on the college website.

Chichester College reserves the right not to run an advertised course and may have to cancel a course in exceptional circumstances. Wherever possible an alternative course will be offered, if this is not suitable a full refund of tuition fees paid will be made.

Age

All ages below refer to the age of the student on the first day of the course or the date accommodation is booked from if this is earlier.

The minimum age for students is 16. It is the responsibility of the agent or parent/guardian to inform Chichester College of the age of the student if the student is under 18 years old. Chichester College cannot accept students under the age of 16. Students aged 16 and 17 may study with adults on all courses across Chichester College.

Any student who is under 18 and not staying in college provided accommodation must have an approved legal guardian in the UK and provide full details to Chichester College.

English as a Foreign Language

A sample timetable for EFL can be found on the college website.

EFL students can begin on any Monday and study for any duration with a minimum of two weeks, finishing on a Friday except when specific dates are shown.

Course fees include placement tests, tuition as advertised, first course book, the use of self-study facilities (at published times) progress assessments and tests, access to College social and leisure programmes (additional charges may be required for some activities), 1 Anglia examination entry (if student is here during Anglia exam dates).

Course Fees do not include: other examination fees if applicable, insurance, bank charges, student travel, accommodation, taxi transfer, accommodation booking fee, further course books, and some social activities.

All social and leisure activities are optional and do not form part of your course.

Students are responsible for their own study materials such as pens and notebooks and for having adequate funds for living expenses and transport.

Students' first morning course book is included in their fees. However, afternoon course books and any further course books are not.



If a student extends their stay, they will continue to pay the same weekly fee as was agreed on their initial invoice.

Fees and course dates for General English Programmes can be found here:

<http://www.chichester.ac.uk/International/English-Study/General-English/>

English Language courses are taught at 6 levels in line with the CEFR from A1 to C2.

Please be aware that some courses have specific level requirements. You must check these in advance with us. We do not have beginners courses (Pre A1 level), and we sometimes do not have advanced levels at CPE / IELTS 7.0 or CEFR C2. If you book a course and are not the right level we will try to offer you an alternative option which may be an appropriate number of hours of 1:1 (this will always be fewer hours than the group courses since the cost is higher per hour). This information can be found on the college website.

Attendance and Behaviour

Students are expected to attend and to behave in an appropriate manner. Chichester College reserves the right to remove a student for improper behaviour in line with the college's referral procedure. In these circumstances no refund or credit will be given. Chichester College will not refund fees for students who start their booked courses late, finish early or miss lessons.

Please see the Student Referral Procedure and the Positive Behaviour Management Policy for full details – these can be found on the college website.

Documents

You are required to show your original passport or official identification when you register at the college on the first day. We have to take a copy of your passport or identification and a copy of any visas (including the BRP card if applicable) in your passport and make sure that you have the right permission to study in the UK. If you want to discuss your visa before booking please contact us. Failure to produce your passport will delay your enrolment and the start of your course. Students not enrolled are not allowed to attend class. No refunds will be given in these circumstances. Additional original documents are required on the first day in line with your conditional/unconditional offer letter from Chichester College.

Those students on a Tier 4 Visa are required to apply for college managed accommodation.

Booking Changes, Refunds & Cancellations

Before arrival:

We require a minimum of two weeks notice for any changes to a course booking. This does not include cancellations.

For a refund of fees in cases where a visa has been refused, a signed visa refusal letter from the British Embassy or consulate must be provided and original copies of admission letters returned to the college.

Course start dates may be delayed to allow for visa re-applications but Chichester College must be informed in writing before the planned starting date. If a student does not inform Chichester College in advance that they will not be arriving the deposit or any fees paid will be forfeit and no refund made.

If you have already entered the UK and have obtained a student visa, there is no refund available. If you



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have obtained a visa through submitting documents provided by Chichester College and you do not attend classes at Chichester College, the Home Office in the UK will be informed that you are not following a course of study at Chichester College.

If a course is cancelled by Chichester College we will refund tuition fees in full.

Should you wish for the college to hold tuition fees paid this must be in prior consultation with the college. In such cases the College will hold tuition fees for a maximum period of 12 months before the fees are forfeit.

After Arrival:

Refunds and changes are only normally agreed to under extenuating circumstances. Application must be made to the Director of Finance with supporting documentary evidence. Appeals can then be made to the Principal.

Please be advised that in certain countries the Visa application process is more intensive. For applications from these countries the College will require full tuition fees and provide confirmation that full tuition fees have been paid.

Tuition Deposits:

Students are required to pay the £1000 deposit and the balance 4 weeks prior to the start date of the course. If applying less than 4 weeks before the start date of the course the fees including the deposit need to be paid in full upon application.

Refunds:

College cancels course: Full refund of payment received.

Visa Refusals: Full refund of payment received, less admin fee of £500.00

Student cancels course: A minimum of four weeks' notice given full refund less £500.00 admin charge. (If a CAS has been issued no refund will be given). If less than four weeks' notice given no refund will be given. Any student who leaves after enrolment no refund will be given.

NB: Any monies refunded must be returned via the same Bank and Country that it was originally received from by Chichester College.

College Managed Accommodation: All students who are on a tier 4 visa must apply for College Managed Accommodation unless otherwise agreed by the Director of International. A non-refundable booking fee is required to guarantee the accommodation. A cancellation fee of £100 is incurred when notice of 10 working days or less is given.

Non-arrivals: Charges will apply from the start date until the room is re-let.

Airport Transfers

Chichester College has a preferred provider for airport transfers – Helen's Airport Cars. Chichester College can organise this on your behalf. We will provide airport transfers to meet students at airports or rail stations if this is requested and provided we have information of flight or train arrivals.

Organisation of this will be completed once your course booking is confirmed. Payments are through the college.



Insurance

Chichester College strongly recommends that you arrange full insurance for health, possessions, travel and cancellation or curtailment of your course. Your personal possessions are your responsibility at all times including when you are in the College. Chichester College has the appropriate legal employers liability insurance and public liability insurance.

Images and photographs

We regularly take photographs of the school and sometimes of students at the college to use in our publicity material - for example in brochures or on the website. By enrolling on any of our courses you agree that you have given permission for any images of you to be used in this way to promote the school. If you do not want pictures of you to be used, then you must let us know, it is your responsibility to do this. We will not sell any pictures of you or allow any other organisation to use the pictures and we will not use pictures for any purpose other than promoting the college.

Force Majeure

When circumstances are beyond our control – for example (but not exclusively) in case of terrorism, war, riot, strikes, Act of God or an outbreak of an infectious and communicable disease and it becomes necessary to close the college for a limited period we cannot accept responsibility for any loss incurred by students through the loss of classes or accommodation.

In these terms and conditions, Chichester College (or “the college”) is Chichester College whose office is at Westgate Field, Chichester, West Sussex, PO191SB.

By making a booking you agree to the terms and conditions. If you have any questions, please just ask. If you need some help in understanding this information, please contact us at studyabroad@chichester.ac.uk.