

International Student Enrolment Terms and Conditions

ENROLMENT

- i) You must enrol for each course before you can start your studies
- ii) To enrol, you must pay the tuition fees for that course and must not have unpaid fees from other courses
- iii) You must provide proof of your UK address when you enrol.
- iv) The period of this agreement, and your enrolment, is as stated on your offer letter or your College enrolment form.
- v) These conditions will cover all your LBC studies unless replaced by a later version

FEE PAYMENT

When you accept our offer, pay your fees and enrol, your contract with LBC is created, and you accept an obligation to pay fees based on your offer and enrolment

- i) A significant % of course fees must usually be paid in full at enrolment
- ii) If payment of course fees in instalments is available and we agree that you may pay by this arrangement, when you enrol you accept the obligation to pay the full amount
- iii) Fees for academic courses exclude external examination / assessment fees and other additional costs such as additional support, books, materials or equipment
- iv) You will not be permitted to start or continue studies until all agreed fees are paid
- v) In cases of overdue payment of fees owed, we reserve the right to suspend or cancel tuition or other services

CONFIRMATION OF ACCEPTANCE OF STUDY (CAS)

- i) We will create a CAS (or visa letter for an SVV), no more than 6 months before your start date, when you have accepted our unconditional offer, have paid fees as detailed in the offer and provided us with all the documents and information specified in Home Office regulations
- ii) We will confirm that the details to be included in the CAS are correct, then issue the CAS and send you the CAS number or Visa Letter

- iii) After this, if you request any changes to the information on the CAS (except an update to 'Fees paid to date' after a further payment)
- iv) You must inform us of the result of any visa application as soon as you receive a decision from Home Office
- v) When we agree to issue a CAS or visa letter, we base our decision on information you give us in relation to Home Office regulations. However, we have no control over the final visa application you submit (or errors made by you) which may have an impact on the Home Office's decision to issue a visa

LATE ARRIVALS

- i) We expect all students to arrive and start their course on the scheduled start date. However, we recognise that students sometimes are delayed for unavoidable reasons (including, for example, processing of a visa application)
- ii) All late arrivals must be approved in advance by LBC as soon as you become aware that you may not arrive in time for the scheduled start date

VISA REFUSALS & REFUNDS

- i) To cancel your studies because of visa refusal, you must inform us in writing and send us a copy of the Home Office visa refusal document within one week of the start date of the CAS.

The refusal document issued by the British Embassy / UKBA must be provided.

- ii) If the visa refusal, or information from the Home Office, indicates that the refusal was due to any type of fraudulent activity or because of inadequate funds or non approved bank statements, we may refuse any refund.

When you accept our offer and we enrol you at London Brookes College these conditions form the contract between you and the College.

Please read this document carefully before you accept our offer of a place at London Brookes College.

Checked on 4th August 2021 by Cillian Logue