

Oxford Business College –Terms and Conditions

Important Notice

These Terms & Conditions together with the students handbook constitute the entire agreement between the parties and shall supersede any and all promises, representations, warranties, or other statements, whether written or oral, made by or on behalf of one party to the other, of any nature whatsoever or contained in any leaflet, brochure, or other document given by one party to the other concerning such subject matter. Any reference to “the College” refers specifically to Oxford Business College UK Ltd.

<p>APPLICATION & PAYMENTS</p> <p>1. Application and Enrolment fee: If a student's application is accepted, a written Acceptance and Offer of a Place will be made. If a student needs visa confirmation letters from the college, the full tuition fee needs to be paid in advance unless the course is longer than one year in which case, one year's fee is payable to the college.</p> <p>It is an offence to furnish false information and/or records on or as a part of the application/enrolment /visa process. In any case where false information/records are provided the application will be rendered void and all/any fees paid to the college will be retained by the college.</p> <p>2. Non-attendance: In the event that a visa application is successful but a student fails to attend the College, the full tuition fee will be retained by the college.</p> <p>3. Fees: Tuition fees are non-transferable to any other individual.</p> <p>In order to maintain a high quality of provision in teaching and resources it may be necessary to increase fees. Students who have paid their tuition fees in advance will not be subject to any subsequent increases or decreases in those fees.</p> <p>If payments become overdue, the College reserves the right to suspend or cancel tuition by exclusion from the College and to charge interest on the balance at the rate of 3% above the base rate of Natwest bank per month or part thereof. All fees will remain payable if the proper written notice of withdrawal has not been received by the College in accordance with these Terms & Conditions. Please note that although students may leave College after they have completed their examinations, any residual tuition and accommodation fees will not be reduced or refunded.</p> <p>4. Other charges: Students should make provision for text books, examination fees, and registration or re-registration fees for IELTS/CIM courses or for any other Examining Board or associated or partner institute (e.g. Sunderland University) which requires such fees.</p> <p>Any incidental costs incurred on behalf of the student will be charged to the student's account, for example taxi charges, fax costs, excursions, etc.</p> <p>Examination, registration and other fees paid by the college on behalf of a student will not be refunded to the student even where the student decides not to take the examination or register with the external body.</p> <p>5. Programme changes The College reserves the right to change course start dates, course curriculum and programmes at any time due to errors, omissions and circumstances beyond the College's control.</p> <p>Further, if there are insufficient enrolment numbers for a particular subject or course, the College reserves the right either to make a supplementary charge, or to provide a smaller number of hours' tuition or postpone the course start date for the same fee or to cancel the course entirely. Courses will not be extended due to absence or illness.</p> <p>6. Payment procedures: The College accepts payment by cheque, Sterling bank draft, telegraphic transfer or credit card. In the case of telegraphic transfer, please write the student's name clearly on the transfer document, and indicate that the transfer</p>	<p>is in respect of the College fees.</p> <p>Payments made by credit card will be charged 3% over the amount of transaction.</p> <p>The sender of funds is responsible for the bank charges and commission for both the sending and receiving banks; otherwise these will be applied to the student's account. Unless written instructions are received to the contrary, all communications in respect to payments will be sent to the person responsible for paying the fees.</p> <p>7. Credits & refunds: At the discretion of the College students are sometimes permitted to change their courses mid-term, in which case any consequent credit or debit will be adjusted on the student's account. Please note, however, that the credit will only result in a refund if the student's account, including any damages or other costs, is fully paid.</p> <p>Refunds will be settled within 6 weeks at the end of a student's course of study at the College, as laid down in their Study Plan, and will only be made in the name of the student regardless of who pays for the course.</p> <p>Refunds are made after calculating any damages or disbursements due, or any other incidental fees or charges. In the unlikely event of the College cancelling a course, a full refund of all fees will be made. The College shall not be responsible for any consequential losses suffered by the student as a result of the termination.</p> <p>If a student fails to start a course on the commencement date or if a course is abandoned by the student before completion of the course, their name may be taken off the class register. In such cases no refunds will be made save in accordance with the terms set out below. A student shall be deemed to have abandoned a course, if his or her attendance falls below the required 80% attendance record.</p> <p>Students enrolling at the college through its partnership programme will be entitled to refunds from the college in the event of non-issuance of visa only. The amounts refundable will be as per the enrolment letter.</p> <p>8. Examination & Registration Fee: Examination and registration fees will be required to be paid for some courses according to the tuition fee sheet.</p> <p>9. Scholarships: The College has an established scholarship scheme which provides financial support for international students with a strong academic background. These scholarships will provide students with a reduction in the total fees payable. The Scholarships will be awarded at the discretion of the College.</p> <p>ACADEMIC STANDARDS</p> <p>Students will be assessed each term by their tutor and/or the Academic Manager. If a student fails to reach the minimum appropriate standard in their course work, the College will not enter the student for external public examinations, and if a student does not yet meet University criteria for English Language the College will require the student to take its English Language Preparation course. Students will not be permitted to progress through the course if they fall too far short of prescribed attainment targets, with respect to:</p> <ol style="list-style-type: none"> Standard of course work Examination results, both, internal and external. Attendance Effort <p>In such cases the College reserves the right to offer the student an alternative course or to request the student to withdraw from the College without refund. The college also reserves the right not to submit UCAS or University applications in those cases.</p>	<p>CANCELLATION & WITHDRAWAL</p> <p>1. Cancellation: In the event that a visa application is successful but a student fails to attend the College, the full Tuition Fees will be retained.</p> <p>In the event that cancellation or withdrawal is due to refusal of a visa then the College reserves the right to exercise a lien on any fees until all original documentation supporting the student visa application, in addition to the original visa refusal letter from the British Authorities is returned to the College.</p> <p>Once the College has received and verified the relevant documentation then a full refund of the Tuition fees will be made to the student after deducting the Registration Fee or Administration Fee of £100. In any event requests for refunds, due to visa refusals or rejection of appeals, must be made within 7 days of the refusal or the rejection of the appeal, after which no refunds will be made. In the event that an appeal is submitted, no refunds will be made until the outcome is known and then only within 7 days.</p> <p>Where cancellation is due to illness, the College will not refund any fees. The student should refer to their own accident and medical insurance policy in such instances.</p> <p>The College must receive written notice of withdrawal, which is effective from the date it is received by the College.</p> <p>2. Withdrawal methods & notice: If a course has commenced, a minimum of one term's notice (in writing) is required for withdrawal, or payment in lieu, regardless of whether the student continues to attend classes. Students following the English Language Preparation Programme must also give one term's notice if they do not wish to progress further at the College.</p> <p>Students who have successfully applied for a student visa using visa confirmation letters issued by the Oxford Business College are not entitled to any refund.</p> <p>3. Expulsion: The College reserves the right to suspend or expel any student who commits a criminal offence, whose standard of conduct is unsatisfactory, or who has a very poor attendance record, at the discretion of the Principal whose decision is final. In cases of expulsion there will be no refund of fees, and any invoiced but unpaid fees will become payable immediately.</p> <p>ACCOMMODATION & WELFARE</p> <p>1. Regulations: Students residing in College Accommodation (Host Family or Self-catering) will be required to sign an Accommodation Contract/ Agreement. Accommodation charges incorporate fees to cover services to students in Home stay and self-catering accommodation. A deposit of £250 will be required from students wishing to reside in college accommodation. Students are responsible for payment for any damage caused by them to College property and household property of a host family or a College House.</p> <p>College host families must not accept any payment, either directly or indirectly, from any student without the prior consent of the College. Likewise, students are prohibited from entering into any arrangement for accommodation with a College host family other than through the College's accommodation service. Students who break this rule will be subject to College disciplinary procedures, and charges will be levied to the student's account on the basis that the student had been in College accommodation for the relevant period.</p>	<p>2. Accommodation type For reasons of student welfare, students who will be under 17 years of age on commencement of their course will be placed automatically with a Home stay Host family.</p> <p>Students are required to indicate their accommodation preference at the time of enrolment. The College will make every effort to provide the accommodation requested, however the College is not bound to provide a specific type of accommodation.</p> <p>If the requested accommodation type is unavailable, an alternative type of accommodation will be provided, in which case an appropriate credit will be given or an extra charge levied, where applicable.</p> <p>3. Change of accommodation: If a student wishes to change his/her accommodation arrangements or leave accommodation provided by the College he/she must first obtain the written permission from the College, which permission will only be given in exceptional circumstances. If a student makes any change to accommodation arrangements without such permission, the student will be held liable for the full accommodation payments invoiced or reserved at the time of enrolment.</p> <p>The College requires one term's written notice in the case of students moving out of host families. This notice may be given by the student (unless under 17 years of age) or the parent or guardian. If a student wishes to move into private accommodation the College must receive a disclaimer to that effect from the student's parent or guardian.</p> <p>The minimum term of occupancy of college accommodation is approx. 3 months and the student will be charged for the term in advance.</p> <p>4. Vacation accommodation: Oxford Business College recommends that students stay in their accommodation over the Christmas and Easter vacation periods, especially when scheduled examinations are imminent.</p> <p>No refunds are available on vacation accommodation fees, whether or not a student occupies the accommodation over the vacation period.</p> <p>5. Insurance: The College strongly advises students to take out appropriate accident and medical insurance. The College also advises students to take out insurance on personal belongings, to cover any loss or damage to their property which may occur while they are living with a host family or in self-catering accommodation. The College does not accept responsibility for loss or damage to students' property, however this may be caused.</p> <p>6. Health declaration: All students must be of general good health and sound mind. Any illness, allergy, or disability must be reported to the College at the time of application – a failure to notify the College of any such health problem could result in a student being sent home.</p>	<p>GENERAL</p> <p>1. College rules: Students attending courses at the College are bound by all College rules and regulations.</p> <p>2. Late arrivals, absences and Vacations: No refund will be made in the case of late arrivals or periods of absence during a course. Most of the College facilities will be closed during national holidays, and classes will not normally be held during these times or during scheduled vacation periods. No compensation will be given for classes missed due to a national holiday.</p> <p>3. Publicity: The College periodically updates its Prospectus and publicity material and it is expected that parents or guardians agree that photographs of students and details of their achievements can be used by the college in its publicity material. Any disagreement should be made in writing to the college before the start of the student's chosen course of study.</p> <p>4. Data protection: Any information provided to Oxford Business College may be held on computer and shall be used by the College in accordance with its Data Protection registration and Data Protection principles.</p> <p>5. Liability: Oxford Business College and its representatives are not liable for damages, injuries, illnesses and violations to people or goods, however these may occur, unless such liability is legally imposed. Any reference in these Terms & Conditions to liability of students shall also infer liability on the parents or guardian of the student and such liability is joint and several.</p> <p>6. Variation: No variation to these conditions is valid unless agreed in writing by the Principal, provided always that the College reserves the right to make any addition, amendment or alteration to these conditions upon giving one term's written notice of such change to all affected parents, guardians and students.</p> <p>7. Force Majeure: It is a stipulation of this agreement/ contract between students and the College, or its representatives, that neither the College, nor its representatives, are liable in cases where the College is unable to fulfil any services to which they are contractually bound because of employment/union disputes or other reasons which are beyond their control.</p> <p>8. Student handbook: Further details on our Code of Practice, the Acceptable Usage Policy for IT facilities and the college's Housing Policy may be found in the Oxford Business College "Student Handbook," given to students upon arrival/induction at the College.</p>
---	--	---	--	---