

TERMS OF ENROLMENT: FULL-TIME & PART-TIME [2010/11]

PLEASE RETAIN A COPY OF THE DOCUMENT FOR FUTURE REFERENCE

1. **LEGAL:** Enrolling on and payment of **initial deposit** constitutes a **binding & enforceable agreement** between both parties. Any **waiver** of any term is at the **sole discretion** of Goldsmith International Business School.
 2. **ENTRY REQUIREMENTS:** It is the **responsibility of the candidate** to ensure that he/she meets the **minimum entry requirement** for the course they wish to enrol on and that all documents presented to us are **genuine** and **legitimate**.
 3. **THE COURSE:** It is the **candidate's responsibility** to ensure that the course for which he/she enrolls on **meets his/her specific requirement**.
 4. **THE COURSE FEE:** Our course fee is stated in our publications and Offer letter. The fee **excludes** examination or assessment fees, institute registration fee or other related fees payable to external bodies/third parties unless where stated otherwise. Course fees are **not transferable** under any circumstance.
 5. **INITIAL DEPOSIT:** Subject to agreement and contract, a **minimum deposit of 50% of the course fee** is payable **prior** to issuing a 'Confirmation of Acceptance for Studies' or 'CAS'. The **Initial Deposit is not refundable**.
 6. **ATTENDANCE:** It is **your responsibility** to maintain a **minimum attendance of 80%** at all times. **International students** requiring study visa extension are **specifically required** by UK legislation to attend the Business School for **at least 15 hours per week** during term times; **not to miss out on contact lectures** in excess of **5 working days** during a semester. We provide a summary record of attendance every month, subject to demand.
 7. **EXAMINATIONS:** It is your responsibility to register for and sit all relevant examinations relating to your course. Our course managers only provide advice in this regard.
 8. **CHEATING & PLAGIARISM:** Cheating includes bringing unauthorised aids into an examination; plagiarism i.e. passing-off the original work of others as your own without full acknowledgement; computer hacking; falsification of data and other similar dishonest practices. We **do not** condone such behaviour: exclusion from the Business School applies after due process.
 9. **STUDENT CONDUCT & DISCIPLINE:** No student must behave in a manner that inhibits the learning of other students and staff(s); causes loss to the Business School property or damage to the person or property of other members of the Business School; intimidates, threatens, harasses other students and staff(s); disrupts the proper activities of the Business School, or in any way acts detrimentally to the Business School's interests or reputation. **Suspension, exclusion and/or legal proceedings** may result.
 10. **CHANGE OF ADDRESS OR NAME:** It is essential that you notify us and your awarding body, in writing, of any changes; providing supporting documents. This ensures we maintain an accurate and up-to-date record of you.
 11. **OVERSEAS OR INTERNATIONAL STUDENTS:** International [Overseas] students' are specifically required to **understand & comply with UK immigration regulations**. Information is available at www.bia.homeoffice.gov.uk
 12. **OUR RIGHT TO CHANGE OR DISCONTINUE A COURSE:** We reserve the right to **alter, replace, change or discontinue** a course without prior notice. Those affected will be offered an option to transfer onto a similar course with us. Refund is **not permissible** in this circumstance.
 13. **CHANGE OF COURSE:** You **must communicate** any change of course request to the Principal **in writing**. A new course fee must **not** exceed the previous course fee. Any excess fee that arises is payable immediately.
 14. **FIRE AND EMERGENCY PROCEDURES:** We will guide and inform you of fire and safety procedures within the premises. You **must** co-operate with us in this regard.
 15. **WITHDRAWAL OR DISCONTINUATION:** Before withdrawing from a course, please contact your course manager for advice as you may be eligible for some fee refund. You **must** inform the Principal of your decision **in writing**
- 15A VISA STUDENTS [Applicants still OUTSIDE the UK]:**
- 15.1 **Home Office Tier 4 Licensed Sponsor:** If we fail to maintain our Tier 4 Sponsor Licence i.e. **if our licence is withdrawn by the UKBA**, you will be eligible for a **100% refund of any fee paid to us**. You will need to **request this in writing** and we undertake to refund your payment **within twenty-eight (28) days from your request**, at the latest
 - 15.2 **Bogus Applicants:** If a refusal letter concludes that you are **not** a 'genuine' or 'bona fide' student visa applicant and this is **substantiated after an Administrative Review**, [this is a requirement of this condition]; you are **not eligible for any refund** as we consider you to be a **'bogus' applicant**, seeking to misuse our institution to gain access into the UK.
 - 15.3 **Other Conditions:** You may not assign, transfer or seek refund of fee paid **once a CAS Number has been issued to you**, except as stated in clauses 15.1 and 15.2 above.
- 15B VISA STUDENT [Applicants already INSIDE the UK]:**
- 15.4 If you obtained a 'CAS' from us, you are **not eligible** for refund: any and all outstanding fee remains payable to us.
 - 15.5 If you have **applied for a Tier 4 Visa Extension** and you later decide to withdraw your application **prior** to obtaining the outcome of your application, you are **not eligible** for a fee refund. Any outstanding fee remains payable to us.
 - 15.6 A charge of **£100.00 [One Hundred Pounds] per unit/module** applies if you withdraw **before 14 days prior to the published course commencement date**. You **must** notify the Principal **in writing by recorded mail**. There is **no refund** on or after the **14 days** period (Inclusive).
 17. **ADDITIONAL CHARGE:** We reserve a right to charge an **administrative fee of £10 per letter** for **each letter** we send to your address, relating to your poor or non-attendance. It is **our responsibility** to inform the UKBA of such behaviour.
 18. **FEE DEFAULTERS:** We reserve the right to forward details of fee defaulters' to our appointed debt collector. This may lead to adverse credit record and/or a **County Court Judgement [CCJ]** against defaulters. Please **do not ignore** our correspondence or correspondence from our agent(s).
 19. **COMMUNICATIONS:** Correspondence by a letter on our letter headed paper; an email and/or mobile phone text message constitute a formal means of communication with you.
 20. **I hereby agree to all the terms stated herein.**
- Print Name:** _____
- Signature:** _____
- Print Date:** _____