



## General Terms and Conditions of Admission

**By enrolling for a course, you accept that you have read and agreed to the terms and conditions of admission and that you are subsequently bound by these terms.**

- 1) All applicants must participate face-to-face or Skype/ Zoom interview with our admissions team prior to apply. Applicant must pay the application fee of GBP £150 to £500 (non-refundable, depending on the qualification level of enrolment) to receive an offer letter from the College.
- 2) It is the student's responsibility to ensure that his/her personal and contact details held by the College are up-to-date and accurate at all times. Your application form and all supporting documents will be held on file and remain confidential.
- 3) Once the student has enrolled with the College it is the student's responsibility to register with any external awarding body for membership and examinations as applicable. The registration procedures and requirements will be provided by the College and the student is responsible to meet the academic and financial requisites to fulfil such requirements and deadlines.
- 4) College may defer the student's course start date to the next available intake if deemed necessary by the Head of Academics, provided that the student is informed.
- 5) College has the right to refuse admission or terminate any student at any time if they find the student is not genuine or his/her submitted documents are counterfeit. Also reserves the right to dismiss any student at any time for behaviour which is deemed to be unprofessional, inappropriate, or disruptive to other students and also in case of failure to meet academic or financial requirements set by the College. No fees will be refundable for any student dismissed under this section.
- 6) The College holds the right to make changes to the tuition fee, timetable, tutors, or venues without prior notice. Any alterations will not affect your subjects or qualification.
- 7) The College reserves the right to reschedule or cancel courses if the College deems there to be insufficient enrolments. The student will be offered a refund if the course cannot be rescheduled within 3 months.
- 8) In the event of any reason outside of the College's control (such as lockdown restrictions during pandemic) the class or course is cancelled, the class will be rescheduled.
- 9) Once Students successfully completed the Levels (e.g. Level 3, 4, 5, 6, 7 or 8 pathways) and fulfil the entry requirements of the progression University's Degree (Top-Up) programmes, they will get the opportunities to complete their bachelors or master's programme directly at many Universities in the UK with advance standing.
- 10) Students will be guided through a learning platform delivered by online or blended method. The syllabus and modules will be provided by the relevant awarding body to the students to follow and submit assignments on time to complete the programme.
- 11) Payment: A student's place at the College will not be held unconditionally without receiving the payment.
- 12) Course Transfer: Any student who wishes to change course, must put his/her request to the admissions team within the first 2 weeks of the course. The final decision will be made by the Head of Academic.
- 13) Certificates: Where a student passes a course and is entitled to a certificate, the College reserves the right to withhold the certificate where course fees are still outstanding.
- 14) Non-Payment of Fees: The College holds the right to terminate a student's enrolment at any time during the length of the course who has defaulted on agreed payment instalment.

### OUR NOMINATED ACCESS POINTS WORLDWIDE:

Australia, Bahrain, Bangladesh, Brazil, Belgium, Brunei, Cameroon, Canada, China, Congo, Croatia, Cyprus, Czech Republic, Egypt, Estonia, Ethiopia, Finland, France, Georgia, Germany, Ghana, Hong Kong, Hungary, India, Indonesia, Iraq, Iran, Ireland, Italy, Japan, Kenya, Kuwait, Latvia, Lithuania, Madagascar, Malaysia, Maldives, Malta, Mauritius, Moldova, Morocco, Nepal, Netherlands, New Zealand, Nigeria, Oman, Pakistan, Philippine, Portugal, Qatar, Romania, Saudi Arabia, Singapore, Somalia, South Africa, South Korea, Spain, Sri Lanka, Sudan, Sweden, Switzerland, Taiwan, Tanzania, Thailand, Turkey, Uganda, Ukraine, UAE, UK, USA, Uzbekistan, Vietnam, Zambia.

