

Terms and Conditions

Welcome to Kaplan International Colleges - your pathway to success at your chosen university. The following Terms and Conditions are an integral part of your offer to study at the College and should be read carefully before you complete and sign the application form.

1 Application and Deposit

If your application is accepted, you will receive a written offer letter. To accept your offer, you are required to pay a deposit as specified in the offer. The deposit will be credited against the first term's tuition fee. Refunds of the deposit will be in accordance with the Refund Policy (see below). Once the College has received the deposit and all conditions of the offer have been met, you will receive a joint Certificate of Enrolment letter from the College and the University confirming your place on the programme. This letter is an essential part of your visa application.

2 Payment and Fees

All fees, charges and accounts will be payable in advance as determined by the College. Payment of each term's tuition fees will be subject to any increase in tuition fees that may be announced during the programme. You will not be permitted to commence or continue your course at the beginning of any term until all outstanding fees, charges or accounts are paid.

Any payments not made by the due date will incur a late payment fee of £200 and will accrue a further fee of £50 per week or part week until the full amount owing has been paid. Where you undertake more than a full term load, you will pay the current per module fee for each additional module undertaken. Should it be necessary for you to repeat a module you will be required to pay the full module fee.

Fees are correct as at the time of printing. The College reserves the right to vary its fees at any time.

3 Academic Progression

In order to progress within the programme and to subsequent courses (offered either by the College or the University), you will be required to meet prescribed academic attainment standards. You will be assessed throughout the term on an ongoing basis. This assessment will take into account coursework, attendance and examinations.

Importantly, you must also meet the minimum English language requirement for entry into the relevant university degree programmes.

You will only be eligible to sit the final examination for each module upon satisfactory performance and attendance and completion of all coursework.

If you do not meet the academic attainment standards or English language proficiency requirements you will not be allowed to proceed with your original course but may be offered an alternative course or required to withdraw from the College without refund. If

you successfully graduate to a course at the University you will be subject to the university's Terms and Conditions at that time.

4 Attendance

You must meet a minimum class attendance of 80% to meet the requirements of a visa to study in the UK. You will, however, be expected to attend 100% of your classes and tutorial sessions as failure to attend is likely to have a serious impact on the performance of your studies and ability to successfully complete your programme of study.

5 Refund Policy

5.1 Pre-Registration

Payment of a tuition deposit reserves your place at the College and is required upon acceptance of your offer. The tuition deposit is applied towards your tuition fees and is non-refundable except in the event of your being refused a visa.

All requests for refunds must be submitted in writing to the Application and Admissions Centre and will normally be processed within 28 days from receipt of the written request and a copy of the visa refusal letter and passport (showing both the photograph and signature). Where the payor was not the student, an authority letter from the student authorising the repayment to the payor must be provided.

Request for refunds must be submitted within four weeks after the commencement of the programme (published date). Letters for immigration use can be issued only after the College has received the tuition deposit and the academic conditions of the offer have been met.

5.2 Post-Registration

Payment of tuition fees is non-refundable after the commencement of studies with the exception of the circumstances outlined below. Any students withdrawing from their programme of study will be reported to the UK Home Office and British Embassy/High Commission in their home country.

Resort	Refundable amount	Non-refundable amount ¹
Transferring to recognised UK education institution	Tuition fees paid for any remaining terms will be transferred directly to institution on proof of unconditional offer for full-time programme of study	Tuition fees for current and previous term(s)
Returning to home country in extenuating circumstances, where withdrawal from the College has been approved at the College's discretion	Tuition fees paid for any remaining, uncommenced terms will be sent back in the form of a bankers draft to be collected in person in home country ² , minus any deductions ¹	Tuition fees for current and previous term(s)

¹Any outstanding amounts due to the College, or to any agents, or by the College with respect to any accommodation cancelled, plus any courier and transfer charges, will not be refunded.

² Under no circumstance can the bankers draft be collected by a person other than the original payor.

5.3 Unused amounts

Any amounts carried forward and not applied in accordance with these terms and conditions will be forfeited to the College.

6 Deferment

Applicants are allowed to defer up to a maximum of one academic year where they are still overseas awaiting their student visa at the time of the initial published programme commencement date. Applicants may only be granted such permission to defer when they have paid the first term's tuition fee. Requests to defer must be made in writing to the Application and Admissions Centre who will issue a confirmation of deferral for the relevant intake.

7 Variation

No variation to these conditions is valid unless agreed in writing by the College's Director, Admissions provided always that the College reserves the right to make any addition, amendment or alternation to these conditions upon giving one term's written notice of such change to all affected students, parents and guardians.

The College may by written notice vary conditions of enrolment with immediate effect as may be necessary to comply with any law, regulations or amendment thereof, of the Government of Great Britain.

8 Termination

Your admission to the College is conditional on acceptance of these Terms and Conditions and on acceptance of the rules published by the College from time to time. The College may at its reasonable discretion impose sanctions, including suspension or termination. The College reserves the right to terminate the enrolment of any student whose standard of conduct is unsatisfactory. There will be no refund of fees in cases of expulsion.

9 Data Protection

Any information provided to the College is provided subject to the College's Data Protection Policy appearing at www.kic.org.uk. The policy is deemed to be incorporated into these Terms and Conditions.

10 Liability

Any reference in these Terms and Conditions to liability of the student shall also infer liability on the parents or guardian of the student and such liability is joint and several.

Liability of the College and the Kaplan group will, in all circumstances (except in the case of death or liability for death or personal injury) be limited to the fees paid by the student for the relevant college programme.

11 Governing Law

Students' arrangements with the College are governed by English law (except at Glasgow International College where Scots law applies) and the parties submit to the exclusive jurisdiction of such courts.

12 Contracting Parties

The Kaplan group companies who own the Colleges are as follows:

Glasgow International College
Kaplan Glasgow Limited (Reg No. SC312176)

Kaplan International College London
Kaplan International College London Limited (Reg No. 06533974)

Liverpool International College
Kaplan Liverpool Limited (Reg No. 06225445)

Nottingham Trent International College
Kaplan NT Limited (Reg No. 05281459)

Sheffield International College
Kaplan Sheffield Limited (Reg No. 05589519)

All the above companies have their registered office at 7th Floor, 100 Cannon Street, London EC4N 6EU. Any correspondence should, however, be addressed to the address specified on the application form.