

## Mayfair School of English Terms and Conditions

- 1) Students must be 18 years of age or older to study at the school or book accommodation through the school.
- 2) Please make sure you have adequate health and travel insurance before you come to Britain.
- 3) If you cancel your course due to a visa refusal:
  - We will refund any course fees paid when our original visa letter is returned to us in addition to the original letter from the Embassy or Consulate stating that your visa application has been refused.
  - We will not refund course deposits, administration fees or accommodation deposits.
- 4) If you cancel your course due to any other reason, we will not refund any course fees paid. However, you can postpone the start of your course for up to one year.
- 5) There is no reduction in fees where your period of study includes a public holiday. Students studying on an English Language Academic Year programme or *Mayfair College* ABE programme are required to take holidays at fixed periods during their course. The exact dates of these holidays will be fixed when the student enrolls at the school and may not be changed subsequently. For students on all other programmes holidays can be taken at any time, providing this allows the student to complete the course within the period of their leave to remain (visa) where applicable; however, the holiday must be booked at least two weeks in advance.
- 6) Students must attend classes regularly and on time. Students will lose their course fees if they are frequently late, absent or leave before the end of their course. Students must purchase a textbook in order to follow their course. Students who do not purchase a textbook, or behave in a manner that causes disruption to the learning of others, will be excluded from lessons.
- 7) **General Payments:**
  - a) Please note all charges for transferring money to the school must be paid by the student. Credit cards are subject to a 4% handling charge.
  - b) Students requesting changes to their course start date will be charged £20 for the issue of new course documentation.
  - c) Bookings for English language courses from EEA citizens are accepted on payment of a non-refundable £100 deposit or the full programme fee. These bookings are subject to a £45 registration fee, which, in the event of cancellation, forms part of the £100 deposit.
  - d) Bookings for English language courses from non-EEA citizens are accepted on receipt of the full programme fee only. These bookings are subject to a non-refundable administration fee of £100 and a £45 registration fee, which, in the event of cancellation, forms part of the £100 administration fee.
  - e) Bookings for *Mayfair College* ABE courses are accepted only on receipt of the full programme fee. These bookings are subject to a non-refundable administration fee of £250. All such bookings also require a £100 registration fee, which, in the event of cancellation, forms part of the £250 administration fee.
  - f) Course payment must be made in full before the start of the course or on the start date. Failure to pay the full amount will delay the start of your course.
  - g) Prospective students applying for a GSV (General Student Visa) will be issued with a CAS (Confirmation of Acceptance for Studies) after submitting an \*ASES Form (\*Assessment of Student's Eligibility for Sponsorship). Mayfair School reserves the right to refuse to issue CAS, cancel course applications and refund fees in the event of prospective students failing to meet the criteria for sponsorship, subject to the terms of cancellation referred to above.
  - h) Mayfair School of English reserves the right to alter course fees.
  - i) All courses are subject to availability.
  - j) Included in your course fees: Placement test, your lessons, use of school library and internet facilities, course certificate and course report, social programme activities (except where otherwise stated).
  - k) Students wishing to obtain a full end-of-course certificate must request this with at least 2 weeks' notice; where less than 2 weeks' notice is given before the end of the course a £10 administrative fee will be charged to cover the cost of processing/ mailing the certificate to the student's home address. Students are entitled to one end-of-course certificate per registration fee applicable to each programme. These certificates are issued subject to satisfactory attendance (see: 10).
  - l) Not included in your course fees: insurance, course books and examination fees.
  - m) Accommodation bookings are accepted on payment of a £150 deposit.
  - n) Refunds of accommodation fees are not given unless three weeks' notice is provided.
  - o) All accommodation payments must be made to Mayfair School of English Ltd.
  - p) All types of accommodation are subject to availability.
  - q) The accommodation booking can only be confirmed when the student's visa has been granted at which point the address will also be provided.
  - r) In the case of Tier 4 students applying to UKBA to extend their leave to remain less than 3 weeks prior to its expiry, in order to ensure 'evidence of posting' as a Tier 4 Highly Trusted Sponsor, the school will send the application documentation via courier for which a nominal charge of £25 will be added to the course fee.
- 8) Sometimes Mayfair School of English or our representatives take photographs and videos during our courses that may be used for promotional purposes. Please advise us at the time of booking if you do not wish to appear in any promotional material.
- 9) In order to fulfil our obligations to you and, in some cases, to the British authorities, it is necessary for us to see and copy your passport (and visa documentation if appropriate). We also require contact details for you in London (including a mobile phone number and email address if you have one), and details of your next of kin in your own country. You therefore agree to provide these and keep them up to date if they change.
- 10) All students will be issued with an identity card at the start of their course, which will be used to accurately record their attendance in lessons. Cards will be electronically scanned at each student's point of entry and exit from lessons. Students who forget/lose their card will not be allowed into lessons, but a replacement card can be provided at a cost of £10. All students are expected to maintain an average attendance of 80% in accordance with Mayfair School's *Policy on Attendance*. Failure to maintain a satisfactory level of attendance may result in students' courses being curtailed (see: 6 above) or, in the case of students with Tier 4 General Student Visas, reported to the UKBA.

I have read and accept the terms and conditions.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_