

Mayfair School of English Terms and Conditions

- 1) Students must be 16 years of age or older to study at the school. Students must be over 18 to book accommodation.
- 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. Holidays can be taken by arrangement but at least two weeks' notice must be given. Academic Year students are required to take holidays during their course.
- 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:**
 - 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.
 - Students requesting changes to their course start date will be charged £20 for the issue of new course documentation.
 - Bookings for English language courses are accepted on payment of a £100 deposit or full fees. These bookings are subject to a £40 registration fee, which forms part of the £100 deposit.
 - Bookings for *Mayfair College* courses from overseas 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 £85 registration fee, which, in the event of cancellation, forms part of the £250 administration fee.
 - 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.
 - Mayfair School of English reserves the right to alter course fees.
 - All courses are subject to availability.
 - Included in your course fees: Placement test, your lessons, use of school library and internet facilities, course certificate and course report, social programme activities.
 - Not included in your course fees: insurance, course books and examination fees.
 - Accommodation bookings are accepted on payment of a £150 deposit.
 - Refunds of accommodation fees are not given unless three weeks' notice is provided.
 - All accommodation payments must be made to Mayfair School.
 - All rooms are subject to availability.
 - The accommodation booking can be made when the visa has been granted at which point the address will also be provided.
 - Laptop offer only applies to courses booked directly through the school.
- 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: ____/____/____

