

## Terms & Conditions

### Fees

A deposit of 100 pounds (NB. If you need a Visa Letter for Student Visitor Visa, Child Visitor and Extended Student Visitor Visa and CAS for Student Visa then the deposit will be a minimum of £500 which is required prior to enrolment. Once the deposit has been received, CIE will forward a Home Office letter of acceptance to facilitate Visa and Immigration applications. The Full payment is required 2 weeks before the student arrives.

### Course Participation

Course Participation may take place once CIE is in receipt of all fees, completed application forms, and a signed copy of Student terms and conditions. Course Participation will take place in CIE from 0900 every Monday.

### Payment

Payment must be made in Pounds, either by cheque or by Bank Transfer. Cheques are payable to CIE; Bank Transfers are subject to a £12 surcharge.

### Bank details

Account holder: College of International Education. Account number: 87339714. Sort code: 54 21 23. IBAN number: GB 25 NWBK 54 21 23 87339714. Swift Code: NWBKGB2L. Bank name: NatWest Bank. Bank address: 32, Cornmarket Street, OXFORD, OX1 3HQ, United Kingdom

### Services

When there is no alternative, CIE reserves the right to alter courses and course dates without notice. In such cases, alternative arrangements will be made of equal or greater value than the original course booking.

### Refund and cancellation policy

#### Deposit:

The deposit of £100, which becomes a part of the programme fee, is non-refundable. CIE won't be able to refund the deposit in any circumstances.

#### The Programme fee (Tuition, Accommodation, Transfer and Social Activities fee)

- No refund is available to students who cancel the course less than 2 weeks prior to course commencement. (However, the credit may be substituted for a future course within an agreed period.)
- No refund is available to students who reduce the length of their course, after course has started, unless there has been an agreed arrangement.
- CIE will refund the full amount you have paid of the programme fee, except the deposit of £100, in the case where your visa has been refused (subject to confirmation of the original visa refusal letter by the UK Embassy). Students must apply for a refund within 4 weeks of refusal date.

### Medical and travel insurance

Students must obtain medical and travel insurance prior to enrolment.

### Student Conduct, Liability, and Complaints

Students are required to adhere to the rules of CIE given out at enrolment and elsewhere. The College reserves the right to suspend or dismiss any student, without refund, who behaves in a manner which is deemed to be unsatisfactory. In all such cases, the Home Office and the student's family will be informed.

CIE is not liable for any damage sustained by students, or their property, howsoever caused, while enrolled at the College. Complaints about any aspect of CIE should be addressed directly to the Principal.

### Declaration

I (the student, and my parent/guardians, if I am under 18) have read and fully understand the terms and conditions. ( If the student is under 18, the parents or guardian, give permission for my child to travel unaccompanied to the UK to follow an English course at CIE Oxford. Please make sure the student bring this document with them when travelling. ) Any queries please CIE Oxford on 07963905355.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature parent/guardian (if under 18) \_\_\_\_\_ Date \_\_\_\_\_