

Reservation and Payment Adult Courses

--Reservation and Payment All Locations

Reservation: Return your completed enrolment form to the College where you wish to begin your course, with the following payments:

	Registration Fee	Course Deposit	Accommodation Deposit	Accommodation Placement Fee	UK Visa Fee* (if applicable)	Guardianship Fee (if applicable)	Volunteer Placement Deposit (if applicable)	Express Mail Service (if applicable)
UK	£50	£100	£100	n/a	£10*	n/a	£125	£34
USA	US\$100	US\$125	n/a	US\$65	n/a	n/a	US\$200	US\$80
Canada	C\$100	C\$150	n/a	C\$220	n/a	C\$100	C\$200	see page 24

The Course Deposit (all locations) and Accommodation Deposit (UK) are part of the course fees and are deducted from the total fees payable.

*Non-EEA Students applying for a General Student Visa (GSV) must pay the UK Visa Fee (£10) in addition to any local charges.

Payment: When we receive your Registration Fee, Course Deposit and UK Visa Fee (if applicable), we send a **Confirmation of Acceptance for Studies (CAS)** with an invoice for the balance of fees payable. No documentation will be issued until we receive these deposits. The total amount due must be received by the College or by our bank at least **21 days before your course begins** in order to guarantee your place. You can send payments to the College by cheque, bank draft, or credit/debit card, or your bank can send fees to our bank accounts in London, San Francisco or Vancouver. Please allow up to 28 days for funds to be transferred via a bank. Cheques must be made payable to **St Giles College** and must be drawn in £ sterling for the UK, US\$ for the USA, or CAD\$ for Vancouver. UK, USA or Canadian bank charges (if any) must be paid by you on arrival.

Bank accounts for St Giles Colleges UK are held at:

National Westminster Bank, Bloomsbury Parr's Branch, 214 High Holborn, London WC1V 7BX

Sort Code: 60-30-06

Account numbers:	Brighton	90126068	IBAN: GB21 NWBK 6030 0690 1260 68	SWIFT NWBKGB2LXXX
	Eastbourne	90126041	IBAN: GB71 NWBK 6030 0690 1260 41	SWIFT NWBKGB2LXXX
	London Central	90126092	IBAN: GB52 NWBK 6030 0690 1260 92	SWIFT NWBKGB2LXXX
	London Highgate	90127714	IBAN: GB05 NWBK 6030 0690 1277 14	SWIFT NWBKGB2LXXX

Bank accounts for St Giles US Colleges are held at: Bank of America, One Powell Street, San Francisco, CA 94102, USA

SWIFT Address: BOFAUS3N **Routing/Transit (ABA) Number:** 0260-0959-3

Account numbers: New York City 121000358 00668-54869 San Francisco 121000358 00661 05249

The bank account for St Giles Vancouver is held at: National Bank of Canada, 555 Burrard Street, Vancouver BC, Canada V7X 1M7.

Account number: 05-94021 **Routing/Transit(ABA) Number:** 14021-006 **SWIFT Address:** BNDCCAMMINT

Terms and Conditions of Enrolment Adult Courses pages 1-28

NB. All courses and accommodation are offered subject to availability. St Giles reserves the right to cancel a course or make changes to course arrangements without liability if obliged to by circumstances beyond its control. In such cases St Giles would seek to offer alternative arrangements, dates or venues, or a full refund of fees for tuition and accommodation.

Postponement of courses: the office must receive written notification at least 21 days before your course begins if you wish to transfer the Deposits to a later course date. Non-EEA students on a General Student Visa must pay the UK Visa Fee (£10) each time a change in dates is requested.

Changes before arrival: Students must ensure that there is time to re-apply for a visa if changes affect their visa provisions. Except for course upgrades, requests for changes less than 7 days before the course begins are subject of an Amendment Fee of £25 (UK), \$40 (USA), C\$50 (Canada). Non-EEA students on a General Student Visa must pay the UK Visa Fee (£10) each time a change in dates is requested.

Cancellation before arrival: You must inform the office in writing. Cancellation fees are charged as follows, and any balance is refunded:

Cancellation received	Cancellation fees
More than 21 days before the course begins	Registration Fee £50 (UK), \$100 (USA), C\$100 (Canada) <i>plus</i> Course Deposit £100 (UK), C\$150 (Canada) The UK Visa Fee (£10), Guardianship Fee and Express Mail Fee are not refundable.
Less than 21 days before the course begins (including students who fail to arrive without notice).	Tuition fees for 2 weeks plus Accommodation Deposit £100 (UK) or Accommodation Placement Fee \$65 (USA), C\$220 (Canada). Students booked in to residence halls must also pay 2 weeks' accommodation fees. The UK Visa Fee (£10), airport transfer charges, Guardianship Fee and Express Mail Fee are not refundable.

Visa refusals: In the case of visa refusals, we aim where possible to pass on only direct costs incurred by our Colleges. We must receive your refusal letter before the course begins. Refunds and charges are as follows:

Tuition fees: these will be refunded in full, together with the Registration Fee, Course Deposit, Accommodation Deposit or Accommodation Placement Fee (see table above).

Accommodation charges: these will be charged (if applicable) as stated on page 30 overleaf under Accommodation, Cancellation or Changes, and the balance will be refunded.

Non-refundable charges: these payments (if applicable) will be retained: UK Visa Fee, Airport Transfer charges, Guardianship Fee, Volunteer Placement deposit, Express Mail Fee.

Cancellation or changes on or after scheduled arrival date - UK & Canada

Except for course upgrades, requests for changes after the course has begun are subject to an Amendment Fee of £25 (UK) or C\$50 (Canada). Changes must comply with the student's conditions of stay as expressed in their visa (where relevant). The UK Colleges are obliged by UK law to notify the relevant authorities if visa nationals drop out or cancel their course at any time before completing the programme for which they are enrolled. Students will receive refunds only after their return to their home country. For students under the age of 18, the office will check with agents, parents or guardians before arranging any refunds, as our policy is to refund only to the person from whom the funds originated. For all students booking through agents, the office will check with agents before arranging any refunds, as refunds can only be made after receipt of funds paid via an agent. There is no Amendment Fee for students requesting an upgrade to a more expensive course. Students on a General Student Visa must pay the UK Visa Fee if they extend their course.

Students entering on a **General Student Visa (GSV)** for courses longer than 24 weeks must be at the language level outlined by UKBA. All students complete a level placement test on arrival at St Giles, and any GSV students at a lower level will be obliged to return home. Tuition fees will be retained as a credit (but not refunded) for a new course on a (Extended) Student Visitor Visa, with any balance refunded after the deduction of non-refundable charges (if applicable): UK Visa Fee, Airport Transfer charges, Express Mail Fee, Accommodation cancellation charges.

Courses of 1-8 weeks: Courses cannot be cancelled or shortened, or lessons reduced in number, and no tuition fees are refundable. There is no amendment fee for students requesting an upgrade to a more expensive course. Students on a General Student Visa must pay the UK Visa Fee if they extend their course

Courses of 9+ weeks: For cancellations or changes to be effected from the 9th week onwards students must give 4 weeks' written notice from the following Monday. Tuition fees will be calculated to the end of the week when the cancellation or change takes effect, and 50% of any balance will be refunded, less the Amendment Fee. There is no Amendment Fee for students requesting an upgrade to a more expensive course. Non-EEA students on a General Student Visa must pay the UK Visa Fee if they extend their course

International Semester Courses (24+ weeks): Students requesting changes must check with the office that their proposals comply with their visa status. Students must give 4 weeks' written notice from the following Monday in order to cancel or change their course, or to move to another St Giles college. If you decide to leave before the end of your period of study*, or downgrade to a less expensive course, tuition fees are not refunded, nor are they transferable to another student. Students changing to a more expensive course must pay the additional balance, but there is no Amendment Fee.

*If your visa is issued under Tier 4 of the Points Based system (General Student Visa or Child Student Visa) we are required to inform the UK Border Agency of the early termination of your course

Course breaks for long-stay students: Students taking courses of 24 weeks or more can arrange a break of 1 week per 12 weeks of study (maximum 2 weeks at any one time) with a corresponding extension of their course ending date. All breaks must be taken at least 4 weeks before the course ending date. Students requiring a visa for study in the UK must ensure that their visa is issued for the correct dates to include any breaks. Students requesting changes after arrival in arrangements for breaks must give 4 weeks' notice of changes, which are subject to availability. One change can be made free of charge, but for any subsequent change students must pay an Amendment Fee of £25 (UK) or C\$50 (Canada).

Cancellation or changes on or after scheduled arrival date - USA

Except for course upgrades, requests for changes after the course has begun are subject to an Amendment Fee of US\$40. If you cancel your course at any time before completing the programme for which you enrolled, the school is required by US law to notify immigration authorities that you have dropped out of your course. You will not be eligible to transfer to another school and you must leave the country within 15 days. For students under the age of 18, the office will check with agents, parents or guardians before arranging any refunds, as our policy is to refund only to the person from whom the funds originated. For all students booking through agents, the office will check with agents before arranging any refunds, as refunds can only be made after receipt of funds paid via an agent. There is no Amendment Fee for students requesting an upgrade to a longer course or an increase in the number of lessons.

Courses of 1-4 weeks: Courses cannot be cancelled or shortened, or lessons reduced in number, and no tuition fees are refundable.

Courses of 5+ weeks: For cancellations or changes (e.g. to a cheaper course) to be effected from the 5th week onwards students must give 4 weeks' written notice from the following Monday. Tuition fees will be calculated to the end of the week when cancellation takes effect. If less than 50% of the course is completed, 100% of the balance is refunded, less the Amendment Fee. If more than 50% of the course is completed, no fees are refunded.

International Semester Courses (24+ weeks): Students must give 4 weeks' written notice from the following Monday in order to cancel or change their course. If less than 24 weeks are completed before the date of departure, the tuition fees due will be recalculated at the full price for General English Courses to the end of the week when cancellation takes effect. If less than 50% of the course is completed, 100% of the balance is refunded, less the Amendment Fee. If more than 50% of the course is completed, no fees are refunded.

Course breaks for long-stay students: Students taking courses of 24 weeks or more can arrange a break of 1 week per 12 weeks of study (maximum 1 week at any one time) with a corresponding extension of their course ending date. All breaks must be taken at least 4 weeks before the course ending date. Students requiring a visa for study in the USA must ensure that their visa is issued for the correct dates to include any breaks. Students requesting changes after arrival in arrangements for breaks must give 4 weeks' notice of changes, which are subject to availability. One change can be made free of charge, but for any subsequent change students must pay an Amendment Fee of US\$40.

(Students in San Francisco must sign a California State Enrolment and Refund Agreement. Refunds for San Francisco will be processed according to those terms and conditions, and will be made within thirty days of written cancellation).

Accommodation (all locations)

All accommodation charges must be paid direct to the College and all prices are per person per week unless stated otherwise. Accommodation is reserved from the evening on the Sunday before the course begins, until 10.00 on the Sunday at the end of the course, unless agreed otherwise.

NB. Dates are Saturday to Saturday at Phoenix Hall (Brighton) and Welkin Hall (Eastbourne).

Cancellation or changes: Students staying in a New York City Homestay must give the office 15 days notice of cancellation, or pay for up to 15 days in lieu. Students staying at a New York City Residence Club or Hotel must give the office 21 days notice of cancellation or pay for up to 21 days in lieu. Students at other Residence Halls must give the office 14 days notice of changes or cancellation, or pay up for up to 14 days in lieu. Students in all other accommodation must give the office 7 days' notice of changes or cancellation, or pay for 7 days in lieu. All changes/cancellations must be notified in time to take effect from a Sunday, and cannot be effected from midweek. For students in homestay accommodation at concessionary rates, standard rates will apply for stays of less than 24 weeks at the time of departure. Any balance of accommodation charges can be used for new accommodation, or can be refunded if the student is leaving the College. Students requesting changed accommodation arrangements must pay an Amendment Fee of £25 (UK), \$40 (USA), C\$50 (Canada).

Students must pay a retaining fee of 50% of the weekly charge if they leave their possessions in their room in homestay accommodation during absence on holiday.

Accommodation in Guest Houses or Hotels is best suited to students over the age of 18. Students under 18 must send the College evidence of parental consent if they request such accommodation. NB. In Canada the minimum age for renting a hotel room is 19.

Tuition fees insurance: Deposits and fees are not transferable from person to person. Students are advised to insure themselves against loss of fees through non-arrival, absence for any reason, or unexpected termination of their course. St Giles International can offer a competitive insurance package, which can be booked at the same time as the student's course.

The Colleges reserve the right to terminate without notice the course of any student who seriously or persistently misconducts himself/herself during his/her stay in the UK/USA/Canada.