

TERMS & CONDITIONS OF ADMISSION

This offer is made on the assumption that you have provided the College with all the relevant information about yourself for your application for admission to be considered fully and fairly. Should it subsequently come to the light that you have withheld or misrepresented any material information, that you have made any false statements during the application and selection process, or that you are unable provide full documentary evidence of your qualifications when you start the course, the College reserves the right to revoke your admission or registration and enrolment as a student. If you are an overseas student and have obtained a visa to study at Britannia College Of Excellence, then under no circumstances you can:

1. Claim for a refund/transfer of your fee paid to the College either in full or partly.
2. Get an admission in any other Institute for studies without notifying us two weeks in advance. If you do not attend the classes for a continuous period of two weeks, then the College may be under obligation to report the **Immigration Services non-attendance**.

Should you become a student at Britannia College Of Excellence, it will be a term of your contract with the College that it will take all reasonable steps to provide the educational services described in its current Prospectus and other promotional material. However, the College cannot guarantee to provide these services to you, since industrial action or circumstances beyond the College's control may from time to time interfere with its ability to provide educational services. In such circumstances, Britannia College Of Excellence will take reasonable steps to minimise any disruption to your education.

Britannia College Of Excellence reserves the right, at all times and without notice:

1. To make changes to the details of the course advertised in the current Prospectus as it considers reasonable in all circumstances, including changes in award title content or personnel and
2. To cancel the course where the number of persons enrolled for it at any time is insufficient for the College to justify providing the course.

PAYMENT OF FEES

As a prospective student you should be aware that you yourself are responsible for meeting your fees, any additional costs related to your studies and your living expenses throughout your course. You should begin to make necessary financial arrangements now if you have not already done that. The following information about paying fees represents only the part of the College's regulations most relevant to the students.

OVERSEAS STUDENTS

- All the overseas students applying for admission in Britannia College Of Excellence in any course have to pay the minimum initially agreed fee in order to issue them the admissions.
- A non-refundable administration fee will be retained by the College whether or not the student obtains the visa. Under no circumstances, can the students claim this fee back.
- The refundable part of the fee will be paid to the student if he/she provides a complete evidence of his/her visa refusal. The College can process it quickly, only if the student provides the evidence as soon as possible. The College reserves the right to retain the fees if it is not claimed back in four months time of issuing the final acceptance letter. The fees can be re-adjusted in the next semester if advised so by the student.
- If a student gets a visa, under no circumstances is he allowed by the College to claim back his fee either in full or partly.
- All the overseas students must report to the College reception the next working day after arriving here in the U.K. Failing to do so will allow us to take necessary legal action against him. This can be either informing the Home Office about the absence of the student or expelling the name of the student.

ACCOMMODATION

If you are applying for an accommodation to be provided by the College, you have to confirm your booking at least three weeks prior to coming here. A minimum of one week deposit is required to confirm the booking of a room in one of our private hostels. More over, after arriving here in the U.K, the student has to give another deposit of three weeks before starting living in the accommodation. Students can reserve the accommodation and confirm their bookings by e-mailing their queries to accommodation@bcoe.co.uk

AIRPORT PICK-UP

Britannia College Of Excellence can provide its students a pickup service from the airport provided if the student informs us in advance at least two weeks before his/her arrival. This is usually charged on a cost to cost basis. Queries can be submitted at the College telephone number or at pickup@bcoe.co.uk

DECLARATION:

I, hereby declare that I have thoroughly read and understood all the terms and conditions described above. Failing to fulfil any of the above can lead me to a legal action taken by the College.

Signed _____ Dated: _____

****Note:** This document has to be signed by every student applying for admission in Britannia College of Excellence.