



ESSEX INTERNATIONAL COLLEGE

TERMS AND CONDITIONS

Tuition fee liability for students starting before 1st September 2012

- 1.1 If Student Finance informs you that they will not cover your full tuition fees, you must pay the difference within 6 weeks of enrolling on to the course.
- 1.2 If you fail to pay the difference referred to in 1.1, the college has the right to withdraw you from the course and notify Student Finance. This will stop any further payments being made to you and you may also be liable to repay Student Finance immediately.
- 1.3 If you are withdrawn from the course, or if you decide to leave the college before the end of the course, you will be required to pay any outstanding course fees which are payable.
- 1.4 50% of the course fees become payable once you are enrolled on to the course, the remaining 50% of the course fees becomes payable after 3 months from the day you enrol.
- 1.5 You are required to pay for your own Edexcel registration fees if we do not receive your tuition fees within 3 months of enrolment. These fees will be refunded to you upon receiving your tuition fees.

Tuition fee liability for students starting on or after 1st September 2012

- 1.6 If Student Finance inform you that they will not cover your full tuition fees, you must pay the difference within 6 weeks of enrolling on to the course.
- 1.7 If you fail to pay the difference referred to in 1.6, the college has the right to withdraw you from the course and notify Student Finance. This will stop any further payments being made to you and you may also be liable to repay Student Finance immediately.
- 1.8 If you are withdrawn from the course, or if you decide to leave the college before the end of the course, you will be required to pay any outstanding course fees which are payable.
- 1.9 25% of the course fees become payable once you are enrolled on to the course, a further 25% of the course fees becomes payable at the start of your second term and the remaining 50% become payable at the start of your final term of study.
- 1.10 You are required to pay for your own Edexcel registration fees if we do not receive your tuition fees within 4 weeks of your enrolment. These fees will be refunded to you upon receiving your tuition fees.

Enrolment

- 2.1 You must be at least 19 years of age to enrol with the college
- 2.2 You are required to produce the following documents in order to enrol:
 - Valid passport and/or full birth certificate
 - Proof of current address
 - 1 x passport size photograph
- 2.3 Any student without the relevant identification may be refused entry on to the course until we receive the relevant documentation.

Attendance and absence conditions

- 3.1 You are required to maintain a minimum of 85% attendance. All genuine reasons for non-attendance must be reported in writing as soon as possible and accompanied by supporting evidence. Medical evidence will be required for prolonged period of absences due to illness.
- 3.2 Students who miss 8 consecutive contact points without a valid reason may be terminated from the college.
- 3.3 Holidays will not be granted during the college term time except in emergency situations (proof is required).

Behaviour and misuse of college resources

- 4.1 You are not permitted to drink alcohol or be in possession of, deal with, or consume illegal drugs on college premises or while participating in any activity associated with the college.
- 4.2 Any act of theft, attempted theft, vandalism, graffiti or posting of offensive materials will lead to immediate disciplinary action being taken against you. All fraudulent acts will be treated very seriously and may be referred to the police.
- 4.3 You must not use your own or illegal software on any of our computer systems, you must not interfere with the college's software, hardware or data belonging to, or used by the college.



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- 4.4 Eating, drinking and smoking are strictly prohibited on college premises, except in designated areas.
- 4.5 You must not use your mobile phone during class time except in case of emergency.
- 4.6 You are required to comply with reasonable request or orders by authorised college staff or representatives acting on behalf of the college.

Rights reserved

- 6.1 EIC reserves the right to search bags or other college property when deemed necessary to uphold the basic responsibility of the college regarding discipline, safety, and the maintenance of an educational atmosphere.
- 6.2 EIC may alter classes, class time, classrooms, tutors, merge or split classes, at any time if deemed necessary for the proper performance of the College's services.