

Terms and Conditions

Age

All ages below refer to the age of the student on the first day of the course or the day accommodation is booked if this is earlier. The minimum age for students is 16 (except on certain courses where it may be specified as 18). It is the responsibility of the student or their agent to inform UIC of the age of the student if the student is under 18. UIC reserves the right to teach an underage student separately and to charge additionally for this if accurate information is not given.

All students under 18 requiring accommodation must stay in Homestay accommodation. The only exception to this is where students under 18 have written permission from parents or legal guardians giving permission to stay in other accommodation

Timetable

The times of each lesson are clearly stated in the school brochure and on the school website.

Students can begin classes on any Monday and study for any duration, finishing on a Friday except when specific dates are given. The school is closed on Mondays which are public holidays in the UK and on these days courses begin on the Tuesday following the public holiday. Dates of public holidays are published in the school brochure and on the school website.

UIC reserves the right not to run an advertised course if there are fewer than 5 students enrolled for that course. Wherever possible an alternative course will be offered, if this is not possible a refund of fees paid will be made.

UIC reserves the right to refuse entry to an examination class, to a Business English class or to a Work Experience program if the level is not of the required standard. The required standard is published in the school brochure and on the school website.

In such cases an alternative course of equal value will be offered for the duration booked except in the case of Work Placements where it may be necessary for the student to purchase additional classes in order to reach the necessary level of English.

Course Fees

A Registration Fee of £40 is payable on enrolment and includes: welcome pack, student card, use of UIC facilities including internet access, membership of International Student House club, leaving certificate and academic reports.

Course Fees include: placement tests, tuition as advertised, use of self study facilities (at published times) progress assessments and tests, access to school social programme (additional charges may be made for some activities).

Course Fees do not include: examination fees if applicable, insurance, bank charges, student travel photocard, course books, accommodation and some social activities.

Course books are invoiced separately at rates advertised in the school brochure and on the school website. Students must have the appropriate course book to be able to study. The school will not provide photocopies of parts of course books and reserves the right to ask a student to leave a class if they do not have the appropriate course book.

E-learning is charge at 25 GBP. This gives students access to guided e-learning, library and online materials while in the school and for a further 12 months after the course have finished.

Students are responsible for their own study materials such as pens and notebooks and for having adequate funds for living expenses and transport.

Public and School holidays

UIC is closed on the following public holidays 2012

2012: 2 January, 6 April, 9 April, 7 May, 4 June, 5 June, 27 August, 25 December, 26 December

In addition UIC is closed from 21 December 2012 to 2 January 2013.

There is no reduction in course fees when a course includes a public holiday.

One-to-one lessons will be rearranged if they are scheduled to take place on a public holiday.

For courses booked which start before, and finish after the Christmas holidays, the finishing date will be extended to take account of the period of closure.

Student Holidays

Students on courses of 12 weeks or more may take 1 week's holiday for every 12 weeks study, up to a maximum of 4 weeks and the course will be extended accordingly. This holiday is in addition to any Christmas holiday when the school is closed.

Summer

During the summer period (usually July and August) UIC may use additional facilities and extra classrooms in a summer centre. Facilities will be of a similar standard to those in the main school and all UIC facilities including welfare and information services will be available for use.

Attendance

Students are expected to attend regularly and punctually and to behave in an appropriate manner. UIC reserves the right to dismiss a student for improper behaviour and in these circumstances no refund or credit will be given. UIC will not refund fees for students who start their booked courses late, finish early or miss lessons.

UIC has a sponsor licence from UKBA, and has responsibilities with this licence. Attendance for students from non EEA countries may change from time to time depending on regulations from the UKBA. In principle you are expected to attend 100% of the time unless agreed in advance with UIC. Being awarded a certificate at the end of your course depends on satisfactory attendance. The current position on attendance can be found on our website under FAQs.

Visas

You are only allowed to study at UIC if you have the correct visa. For accurate and up to date information on this please refer to the FAQs on our website which will be updated regularly. UIC is not responsible for any errors in the visas issued by the UKBA.

You are required to show your passport or official id when you register at the school on the first day. We have to take a copy of your passport or id and a copy of any visas in your passport and make sure that you have the right permission to study in the UK. If you do not give us a copy of these documents you will not be allowed to study.

If you have any questions about visas please contact us.

Booking Changes and Cancellations

Before arrival

We require a minimum of one week's notice for any changes to a course booking. One change can be made free of charge, however every additional change will be charged at £30.

If you cancel your course more than 7 days before your course begins we will refund tuition fees, minus the non-refundable deposit (£120). Alternatively, the deposit may be used towards a future course commencing within 12 months of the original start date.

If a visa application is refused and a course cancelled as a result, we will refund fees excluding a £50 administration charge. For a refund of fees in cases where a visa has been refused, a signed visa refusal letter from the British Embassy or consulate must be provided and original copies of letters returned to the school.

Course start dates may be delayed to allow for visa re-applications but UIC must be informed in writing before the planned starting date. If a student does not inform UIC in advance that they will not be arriving the deposit or any fees paid will be forfeit and no refund made.

If you have already entered the UK and have obtained a student visa, there is no refund available. If you have obtained a visa through submitting documents provided by UIC and you do not attend classes at UIC the Home Office in the UK will be informed that you are not following a course of study at UIC.

If a course is cancelled by UIC we will refund payment in full.

After arrival

Once your course has started, no refund of fees is available. If a course is cancelled or curtailed by United International College, tuition fees will be calculated up until that date and in certain circumstances and at the discretion of the Principal credit tuition may be given for fees remaining. No cash refunds are given. We strongly recommend that you take out student insurance to cover you in case you have to shorten your course. The school cannot arrange insurance but we can introduce you to specialist insurance companies.

If you wish to make any changes to your course after arrival, an administrative charge of £35 will be payable.

Accommodation Changes and Cancellations

Before arrival

If you cancel or change your accommodation booking at least 2 weeks before you are due to arrive, we will refund all payments received except for the £40 Accommodation Finding Fee which is non-refundable.

If you cancel your accommodation less than 15 days before arrival you will be charged the Accommodation Finding Fee (£40) plus the £200 non-refundable deposit.

Please note that for students requiring a visa, no accommodation will be booked until we receive notification that the visa application has been successful. UIC accepts no responsibility if the requested accommodation is not available at that time but will endeavour to find a suitable alternative. If a student insists on a firm accommodation booking before a visa application is made and that application turns out to be unsuccessful then cancellation fees will apply.

If we have arranged your accommodation and you wish to delay your arrival, a second accommodation Finding Fee (£40) may be charged. In this case we must receive sufficient notice (2 weeks) to cancel the accommodation. If this does not happen you may have to pay for this period before you arrive.

In some cases there are no cancellation arrangements possible. If the school is asked to arrange accommodation in a hostel or hotel with no cancellation policy the student or their agent will be notified in advance and before any booking is made.

Please note that UIC can accept no responsibility for the availability of requested accommodation.

After arrival

If you cancel your accommodation less than 15 days before you arrive or during your course, you will lose your accommodation finding fee of £40 plus you will have to pay cancellation fees, which will vary according to the type of accommodation booked. Please note that some residences do not allow cancellation after arrival.

Airport Transfers

UIC will provide airport transfers to meet students at airports or rail stations if this is requested and provided we have information of flight or train arrivals. We will wait for the student at the airport for a maximum of 2 hours after the plane has landed and this is included in the fee. Any additional waiting time (however caused unless the direct responsibility of UIC) will be charged to the student at £10 for each hour or part of an hour.

If UIC is not able to provide Accommodation or Airport Transfers as requested, we will refund any payment made in full.

Insurance

UIC strongly recommends that you arrange full insurance for health, possessions, travel and cancellation or curtailment of your course. UIC cannot arrange insurance but we can introduce you to specialist insurance companies.

In these terms and conditions UIC (or 'the school') is United International College, the trading name of Languages in London Ltd and UIC Foreign Languages Ltd.

By applying for a course at UIC you agree to these terms and conditions. If you do not understand anything or would like to see these terms and conditions in a different language please contact us.



Visit us at:

www.uiclondon.com

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All information is correct at the time of going to print. Always check our website for current information and prices.