

Terms and Conditions (Updated November 2024)

The term 'College' means 'The City College'. The following terms and conditions of admission apply to all applicants for class-based courses (full-time or part-time).

An application is not considered valid unless it appears on the College application portal. It should be accompanied by a current photograph, copies of recent qualifications listed on the application form, an up-to-date curriculum vitae, a recent proof of address letter, supporting statement where required (giving reasons why the applicant wishes to follow the chosen course, their aspirations etc.), proof of residency status if necessary and a copy of the photo page of their passport. Applicants may be **required** to provide additional supporting documentation (as **required** by the qualification awarding body) or as dictated by the course structure for the chosen course. This will be advised to applicants upon application and/or at the interview stage of the Admissions procedure.

All declarations made and information provided by applicants in this application form are accepted in good faith. Any false declarations about qualifications held or personal details for the applicant or failure to produce documentary evidence of qualifications held, may render a student liable to exclusion from the course to which they have been admitted. Applicants who have used fraudulent documentation to gain admission onto a course will render their admission null and void.

The College reserves the right to make changes to the teaching structure and content of courses, including the amalgamation or withdrawal of courses if deemed necessary.

Students are required to attend classes regularly and punctually. Those arriving late for class or leaving early will be noted. All students' attendance and assessment submissions will be monitored during the course as well as engagement during classes. Students who miss classes are responsible for informing the College and catching up on all material from the missed sessions. Poor attendance or non-submission of assessments may have serious repercussions for funding and/or progression. **The City College reserves the right to remove/suspend/withdraw a student if they are not engaging with the course in line with college policy as well as requirements of the awarding body and the Student Loan Company.**

Important notices, such as college calendars; assessment submission dates, changes to time-tables etc., are displayed either on SharePoint and/ or the main notice board. Students should check these regularly to ensure they are aware of any issues affecting their studies. All email communication with students will be via their City College email account, and students are responsible for checking it regularly. GDPR replaced the previous Data Protection Act (DPA) to clarify how people's data is managed and make the processes clearer and more transparent. Please read the Privacy Policy [here](#).

Unless otherwise stated, fees quoted are for **Tuition**, and assessments only. Books and other study materials are not included. The registration fee of £150 is a separate fee and is non-refundable if a student has been accepted on the course and an offer of a place is confirmed on the course.

The College makes every effort to ensure that the information contained on its website www.citycollege.ac.uk is up-to-date. Where the College produces printed promotional material, the details given on the website will prevail over any contained in the printed material.

The College does not take responsibility for any incorrect information provided by unauthorised parties. The College reserves the right to terminate a student's enrolment if they have breached any of the above terms and conditions and/or the Code of Conduct.

Funding your studies

If a student is self-funding, they may pay the year's tuition fee in full before study commences or arrange to pay their fees in a maximum of three instalments.

If a student is funded through the Student Finance England loan system, they should apply before the start of the course so that their application has time (4-6 weeks) to be processed and approved. If they have previously applied and received any payments from Student Finance in an academic period (including maintenance payments), they may have lost a year or more of funding. If they are unclear, please ask us for advice.

Enrolling on a course at the College constitutes a binding agreement on the student to follow the course applied for and to abide by the Code of Conduct and any course regulations. The Code of Conduct is contained in the Student Handbook, which is given to all students at the beginning of their studies.

Cancellation, withdrawal & refunds

If the College cancels a course, every effort will be made to offer an alternative. If no suitable alternative is available, a full refund will be given.

If the student wishes to withdraw, they must notify the college in writing (email or letter). The College will make every effort to contact a student before suspending or withdrawing a student if they are not engaging or attending their course.

Where tuition fees are wholly or partially paid by the Student Loans Company (SLC), the amount to be refunded is based on the tuition fee liability formulae used by the SLC. Any **Tuition fees** received by the college from the SLC will be adjusted with the SLC through the SLC's payment recovery procedure, **this process does not involve the student**. Any payments made by SLC to the student direct can only be dealt with by the SLC and the student, this does not involve the College.

The City College will notify the Student Loan Company (SLC) when the student withdraws and SLC will be responsible for recovering any fees.

BTEC students Self-funding

Students who notify the College about withdrawing, need to give at least 14 days' notice before the course starts to receive a full refund of tuition fees. Students who withdraw with less than 14 days' notice before the course starts, will be liable for the full semester, and any tuition fee payments made in advance for the second and third terms will be refunded.

Furthermore, when a student attends one day of the term and they have officially been marked with an attendance record for that day, they will not be eligible for a refund of that term's fees, if they wish to withdraw.

This means that students who have paid in full and who withdraw during or at the end of the first term in any academic year are only entitled to a refund for their second and third terms.

Students who have paid in full, and who withdraw during, or at the end of the second term in any academic year are only entitled to a refund for their third term.

Students who have paid in full, and who withdraw during, or at the end of the third term in any academic year are not entitled to any refund.

If a student has agreed to pay by pre-arranged instalments and the tuition fees are not received before the start of the term, the student will not be allowed to attend classes until the payment has been made.

There is no entitlement to a refund resulting from absence (unless at the discretion of The City College) because of changes in:

- Students work commitments
- Personal circumstances
- Health circumstances
- Financial Circumstances

In such circumstances, any outstanding fees will remain payable.

All refunds will only be made to the holder of the bank account (or other financial institution) that originally paid the fees.

Where payment of tuition fees is split between more than one payer, any refund due will be made in proportion to the original split. The College will not refund in cash under any circumstances.

Acupuncture & Tui Na Self-funding students

Students who notify the College about withdrawing, need to give at least 14 days' notice before the start of the course, in order to receive a full refund of tuition fees. Students who withdraw with less than 14 days' notice before the start of the course, will be liable for the full semester, and any **Tuition fee** payments made in advance for the second semester will be refunded.

The £150 registration fee is non-refundable and is not part of the Tuition fees.

Furthermore, when a student attends one day of the semester and they have officially been marked with an attendance record for that day, they will not be eligible for a refund or transfer of that semester's fees.

This means that students who have paid in full, and who withdraw during, or at the end of the first semester in any academic year are only entitled to a refund for their second semester and at the discretion of the college.

Students who have paid in full, and who withdraw during, or at the end of the second semester are not entitled to any refund or transfer of that semester's fees.

If a student has agreed to pay by pre-arranged instalments and the tuition fees are not received before the start of the semester, the student will not be allowed to attend classes until the payment has been made.

In such circumstances, any outstanding fees will remain payable.

Any debt or charges owed to the College in respect of **Tuition Fees** will be deducted from any refund of fees.

All refunds will only be made to the holder of the bank account (or other financial institution) that originally paid the fees.

Where payment of tuition fees is split between more than one payer, any refund due will be made in proportion to the original split. The College will not refund in cash under any circumstances.

There is no entitlement to a refund or transfer of fees resulting from absence because of changes in:

- Students work commitments
- Personal circumstances
- Health circumstances
- Financial circumstances

****Registration fee** : Paid by the student when they have been accepted on the course and an offer of a place is confirmed on the course. This is a non refundable fee and does not form part of the tuition fees which are quoted separately.