

Terms and Conditions and College Regulations

The student, by signing this application form, agrees to abide by the College's regulations and policies, which are displayed on the college website as updated from time to time. An abbreviated summary of the main points of relevance to applicants follows below.

College rights and responsibilities

1. The College reserves the right to assess applications and to offer admissions or reject applicants as it deems appropriate, in line with course entry requirements and the responsibilities placed on the College by the UKBA. Accordingly, the College may ask applicants to provide additional information where necessary.
2. The College reserves the right to alter dates, fees and any particulars in published material (in prospectus, brochures, or on the website) without prior notice. Equally, the College reserves the right to vary, amend or introduce regulations, terms, policies and procedures without prior notice, within reason. This does not affect students' statutory rights.
3. The College accepts no legal liability in the case of accidents, illness, loss of or damage to personal effects or mail, or for any damages or accidents caused through negligence or otherwise of a third party.
4. The College reserves the right to contract any third party to provide services, including enforcing any terms of this agreement, and to store and share with any parties as appropriate, students' personal information
5. The College reserves the right to conduct and provide its services from premises within reasonable commuting distance of its current campus.
6. The College reserves the right to initiate the recovery of all outstanding fees or College property from the students, such recovery may require legal action as appropriate.
7. The College will adhere to and implement good practices as advocated by the relevant accrediting and awarding bodies.
8. The College reserves the right to change a student's fee status classification in light of changes in relevant legislation or where the student has withheld relevant information.
9. The College reserves the right to make special arrangements to cover exceptional/extenuating circumstances, at the discretion of the College.

Financial regulations, refunds and transfers

1. Students must pay the full tuition fees to enrol for a specific course. Students are required to re-enrol, and pay fees, at the beginning of each successive year of the course, and are liable on enrolment for the fees for the whole year, and will remain liable unless a refund is granted. For Cancellations which are received more than four weeks before the course commencement date, an administrative charge will be deducted from the deposit and any cancellation within four weeks may be subject to a penalty of up to 50% of the deposit subject to the college discretion.
2. Where cancellations are received after the course commencement date, for whatever reason, no refund will be given. In addition, any balance of outstanding fees on the student's account must be paid in full.
3. Course fees may be paid by instalments at the discretion of the College. Overseas students are not normally eligible for this facility for their first year at the college.
4. The College reserves the right to make the following charges, at the rates detailed in College regulations as updated from time to time:

Instalment payment administrative charges; Late payment penalty charges; Administrative charges for costs of dealing with missing payments, such as dishonoured cheques; Administrative charges for refunds including transfers to other colleges; Transfer charges for students who have already arrived in the UK and who defer their studies to a later session of their course or to another course starting at a later session; Accommodation charges including non-refundable deposit of two weeks rent on accommodation arranged by the college in advance at the student's request; late submission penalties, assessment re-takes and any other such charges

5. Students are contractually entitled under the terms of this agreement to a full refund of all tuition fees paid, minus a refund administrative charge, in the following circumstances:
 - i. if the college is unable to offer an advertised course on the advertised start date or within a reasonable period thereafter;
 - ii. if a student applying from overseas is refused a visa and is thus unable to come to the UK to take up his/her course of study.

Students are eligible for a discretionary full or partial refund of tuition fees, minus refund administrative and other charges, to be granted at the discretion of the college, if they meet the following requirement: that they, through no fault of their own, through circumstances beyond their control, are unable to follow the course.

Refunds will be granted according to the college's Transfer and Refunds Policy. All applications for refunds, whether contractual or discretionary, must be on the college's refund forms and must have the required documentation attached.

6. Students are expected to attend the course they enrolled for from the start date applied for. Students applying from outside the UK can transfer their application to a later session without penalty, but once they have obtained a UK student visa or entered the UK they cannot defer their admission to a later intake, except in extreme situations and if permitted by the UK Borders Agency. After arrival in the UK, students can transfer to a different course at the discretion of the College, in accordance with the college's Transfer and Refunds Policy. A transfer charge of 25% of course fees is chargeable and may be reduced or waived at the discretion of the College if the student has good reasons for deferral or transfer.
7. Students are advised that the full College regulations, procedures and policies are available on the College website and can be provided upon request. For further information on the points above, students should consult:
 - The Schedule of Fees and Charges for current fees and charges; College Disciplinary Regulations for student responsibilities and disciplinary requirements
 - College Refund and Transfer Policy for refunds, transfers, deferrals of study, and transfer to another college.

Points Based System – Tier 4 Application Check List

Applicants must provide the following documentation and information. For overseas students, all this information is mandatory, in line with the UK Border Agency's rules for student visa applications. Documents provided must be originals. Where the original documents cannot be sent, notarised copies or copies attested by the issuing authority are acceptable. The documentation required must be clear, legible and where necessary translated into English language by an approved translator.

Applicants:

	Applicant to Tick	Office Use
For conditional offers, information in section 1 & 2 below are required:		
1) Personal & Identification		
● Full completed Application Forms (signed & dated)		
● Copies of current valid passport id pages (clearly showing photo and signature). Where a student does not have their passport at the point of application, copies of the passport pages can be provided later. Without this, the College will be unable to issue the CAS.		
● Copy of national ID card (where available)		
2) Academic & Professional		
● Comprehensive CV/resume		
● High School education and transcripts		
● Statement of Purpose (SOP) - explaining reasons for choosing Queensland College and how the course will be of benefit		
● IELTS or TOEFL test result sheets		
For unconditional letters (CAS), the information specified below is required:		
3) Financial & Sponsorship		
3a) If self financed (your bank statement)		
Bank account statements as per the UKBA requirements, which are published on their website - http://www.bia.homeoffice.gov.uk . Currently students must possess a minimum of £7200 (or equivalent using prevailing exchange rates) for a minimum duration. The account must be in the student's name or be an account where the student is a named joint holder.		
3b) If sponsored by a Government, an organisation or the British Council		
● The sponsor's bank account statements, as per the UKBA requirements		
● Affidavit of sponsorship		
● Clear explanation of applicant's relation to sponsor		

Monitoring of Ethnic Origin

As part of its equal opportunities policy, the College monitors the origins of its students. Participation is voluntary and information is confidential. Please tick if you are :

- | | | |
|--|--|--|
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Indian | <input type="checkbox"/> Nepalese |
| <input type="checkbox"/> Black African | <input type="checkbox"/> Mixed White/Asian | <input type="checkbox"/> Other White |
| <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> Mixed White/Black African | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Black Other | <input type="checkbox"/> Mixed White/Black Caribbean | <input type="checkbox"/> White British |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Other Asian | <input type="checkbox"/> White Irish |
| | <input type="checkbox"/> Prefer not to say / unknown | <input type="checkbox"/> Other |

Applicant Declaration

I have read and agree to abide by the terms of this agreement and the college regulations, policies and procedures as above. I also confirm that the information in this application and all documents attached with it are true and valid. I hereby also grant Queensland College authority to seek information about me from the UK Border Agency or British Embassy/High Commission and other individuals or organisations to verify any information about this application.

Signature of Applicant: Date of application

After completing and signing this form please return to:

Queensland College London

Reading Campus: 63 London Street, Reading, RG1 4PS **or**

London Campus: 3 The Mount, Acton, London W3 9NW

Email: info@qcol.co.uk **web:** www.qcol.co.uk