

Terms & Conditions of Admission & Payment of Fees

Definitions:

- i)** 'The College' - Cambridge School of Visual & Performing Arts (CSVPA)
- ii)** 'The Student' - the person who is studying their academic programme at CSVPA
- iii)** 'Fee Payer' - person responsible for the payment of fees. Hereafter the 'Fee Payer' may be the parent, guardian or their designated Agent acting on their behalf.
- iv)** 'Parent' - all natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person or any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that the child lives with and is looked after by that person, irrespective of what their relationship is).
- v)** 'Guardian' - a person who has been appointed by a judge to take care of a minor child personally and/or manage that person's affairs
- vi)** 'Carer' - someone who cares for a child under 18 years of age
- vii)** 'Agent' - the person or organisation that the Parent, Guardian, Carer or Student has entered into a contract with directly for the provision of services relating to educational choices advisory.

1 Important

Please read these conditions carefully as they shall form part of the contract between the Fee Payer and the relevant Cambridge School of Visual & Performing Arts ('the College'). It is important that you make sure that you have read and understood all of these conditions as confirm that you accept these conditions when you sign the registration form. The terms and conditions apply regardless of changes made to a student's study programme or as originally stated on the Application form, subject to the College giving reasonable notice of such changes wherever possible. Note: any reference to 'term' includes 'semesters'.

2 Application and enrolment

- i)** To enrol a student at the College, the application form must be completed, signed by the Student and Fee Payer. Send your application directly to Admissions with the following items:
 - a) The student's full academic transcripts/reports and evidence of English language level
 - b) Four passport-size photographs
 - c) A copy of the student's passport and all prior UK visa pages if applicable. Students are required to fully disclose any prior application to enter the UK, including any visa refusals received, together with information about the level and content of any prior

studies undertaken in the UK, as this is an immigration requirement before we can sponsor any student.

d) Payment of £2,500 to cover the registration fee (£100) and the initial deposit (£2,400) is required from the Fee Payer.

ii) The College will confirm as soon as possible whether or not the enrolment has been accepted.

iii) Formal enrolment documentation will be sent to you once the application has been accepted.

3 Payment of fees for tuition and accommodation

i) The fees can be paid by termly instalments at the applicable termly rate for the Programme for which the student is enrolled by the Fee Payer. Termly payments must be made at least 2 weeks before the start of the relevant term. An annual advance payment discount is available on programmes of 2 terms or more if fees are paid in full at least 2 weeks before the start of the programme academic year.

ii) Tuition and accommodation is dependent upon the fees for the relevant term being paid in full. If payment of the relevant term's fees has not been made in full on the due date, by the Fee Payer, the College will charge interest at the rate of 2% per month on the outstanding balance until it is paid. If payment becomes overdue the College reserves the right to suspend or cancel tuition and/or accommodation. In cases of extreme or repeated failure to make payment by the due date, the College may require payment of the fees for the remainder of the academic year, including fees for future terms which may not yet be due. The student may be prevented from sitting examinations or the results of examinations and/or College references or other information may be withheld where fees remain unpaid in whole or in part.

iii) Fees may be paid in three ways:

a) **By bank transfer to the following account.** An additional GBP 12 must be transferred with the fees to cover bank charges.

Important: A payment reference must be provided by the Fee Payer so that the College can identify funds on safe arrival into our account. The reference must be the student's CEG reference number and full name as written in English.

Bank name & address: Natwest Cambridge, 23 Market Street, Cambridge CB2 3PA

Sort code: 60 - 04 - 23

Account number: 59812796

Account name: Cambridge Arts & Sciences Limited

Swift code (BIC): NWBKGB2L

IBAN: GB42NWBK60042359812796

b) **Via our online payment partner, peerTransfer**

- For payments made from outside the UK
- Most local currencies available as well as GBP,

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USD and EUR

- Competitive foreign exchange rates
- No bank charges

Simply visit <http://csvpa.peertransfer.com>

c) **By credit/debit card**

subject to a 2% surcharge for credit card payment.

4 Provision of tuition

The College reserves the right to withdraw from offer a Programme or subject within a Programme at any time, giving reasonable notice wherever possible, and will provide a suitable alternative Programme or subject wherever possible.

5 Fee increases

The College reserves the right to increase the fees at any time but fee increases will not apply in cases where the fees have already been paid.

6 Expenses

The College regrets that it cannot extend credit to students. All additional services (trips, examination fees, materials, etc) must be paid for in advance in cash if the College so requests. Any invoiced expenses will be due for payment within fourteen days by the Fee Payer.

7 Cancellation

i) The acceptance of a student's enrolment at the College means that a place has been reserved for the student at the College. In cases where that place is cancelled by the Fee Payer, the following charges shall apply:

- a) 12 weeks or more before the Programme starts - £100 administration fee
- b) 8 - 12 weeks before the Programme starts - £2,400
- c) 1 - 8 weeks before the Programme starts - half a term's fees
- d) 1 week before the Programme starts or after it has started - the full applicable termly fee. Written cancellation must be given to the Head of the College and receipt will be acknowledged in writing. Failure to provide written cancellation will incur the full termly fee applicable.
- e) If cancellation is due to visa refusal through no fault of your own, in normal circumstances the college will refund all fees paid excluding the £100 registration fee. Full written details including evidence of refusal will be required.

8 Late arrival

Students are expected to make travel arrangements to ensure they can attend from the first day of term. The UK Border Agency restrict entry to the UK for late

arrivals in certain circumstances. The College requires all late arriving students to provide regular updates on their expected arrival dates and may in certain cases have to defer a student's entry to a subsequent term, usually if a student does not arrive within one month of the course start date. In such cases the cancellation and withdrawal policies will continue to apply.

9 Withdrawal

i) In order to withdraw a student from a Programme, or from part of a Programme that has already started, the Fee Payer is required to give notice, in writing, at least 12 weeks before the start of the term in which the withdrawal takes effect. Failure to give such notice will oblige the Fee Payer to pay the College the remainder of the academic term's fees plus one term's fees in lieu of notice. In the event of a student being withdrawn without a 12 weeks' written notice being provided to the Head of the College and receipt acknowledged in writing, fees will be charged for the remainder of the current term plus a full term's fees. Any students withdrawing from a Cambridge School of Visual & Performing Arts Programme of study will be reported to the UKBA and potentially to the British Embassy / High Commission in their home country as a curtailment of their Programme. Any student withdrawing will be required to provide documentary evidence of their return to their home country (eg visa stamp) or their sponsorship by a new educational establishment (eg CAS documents from new sponsor).
ii) If a student wishes to transfer from a Programme that has already started onto another the Fee Payer is liable for the full academic year's fees amounting to the higher of the two programmes.

10 Medical provision

i) The College is unable to refund fees when the student is absent (from Programmes) due to illness or injury or other emergency, unforeseen event or change in personal circumstances. The Fee Payer is therefore advised to arrange adequate insurance to provide cover for the refund of fees in such cases of illness or injury or other emergency, unforeseen event or change in personal circumstances.
ii) If, as a result of illness or injury or other emergency, unforeseen event or change in personal circumstances, a place at the College is cancelled, or a student is withdrawn from a Programme, then the relevant charges or fees, set out in sections 7 and 9 above, will apply.
iii) The College does not provide or insure for the provision of medical or dental treatment whilst in the UK. Students are advised to check eligibility for free of charge emergency NHS treatment and to obtain

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adequate insurance prior to travel for all other medical care.

iv) Students studying for less than 6 months are not eligible for NHS treatment above accident and emergency and should ensure they obtain appropriate medical cover prior to their arrival.

v) All students on courses lasting 6 months or more will be offered registration with an NHS doctor. Appointment times can be 24/48 hours and the waiting time to see a hospital consultant is up to 6 months. If this is unacceptable then you will need to organise private health insurance and inform the Client Care office of the details. The cost to see a private doctor is between £30 - £80 pounds and can be requested via the College's medical centre. The Fee Payer will be expected to pay this cost. All routine medical checks including dentists should be organised by yourselves during college holidays. Emergency dental treatment is on a private basis, appointments can be made via the College's medical centre and there will be a cost charged dependent on the treatment required.

11 Grounds for exclusion

i) The student must abide by the College's rules as set out in the prospectus and the Student Handbook (located at <http://www.csvpa.com/en/downloads/>) or as may be published or announced by the Head of the College from time to time.

ii) The College reserves the right to require a student's withdrawal including immediate withdrawal from a Programme, or part of a Programme, for a serious or aggravated disciplinary or behavioural matter including continued or repeated misconduct, or if it is considered by the Head of the College that such a withdrawal is in the best interests of the student or the study group.

iii) In the event of a student's temporary or permanent exclusion from a Programme, or expulsion from the College, no refund of tuition or accommodation for the current academic year, or deposit, will be made.

iv) In the event of a student being excluded from a Programme or part of a Programme arrangements will be made for the student to return home at the earliest possible opportunity, and the student will be required to confirm their safe arrival to their home country. Their visa sponsorship will be withdrawn. In this event, any relevant costs and expenses incurred by the College, including the costs of shipping/storing personal property, shall become payable by the Fee Payer.

v) Attendance is monitored in two ways, by overall percentage and by "contact points" in accordance with UKBA regulations. Students are required to maintain

appropriate levels of attendance and may be expelled and/or reported to the UKBA should this fall below the required level.

vi) It is important that the College is made aware of any welfare or medical conditions or disabilities. If a student arrives at College with a pre-existing condition which was not declared at the time of application, the College reserves the right to either ask the student to leave the College or to send the student for private medical or psychological treatment or for tests, which will be at the student's expense.

vii) Substance Misuse: the Parents, Guardians or Carers for the student consent to them providing samples that maybe required, adhering to the College substance misuse policy.

12 Academic performance

i) The student is accepted at the College on the understanding that progression through the relevant Programmes is conditional upon satisfactorily attending lessons and attaining reasonable performance targets. English for Academic purposes will form part of a student's study Programme until such point as they reach IELTS 7.5.

ii) If, in the reasonable opinion of the Head of the College, the student has not satisfactorily attended lessons or has achieved below 95% attendance including authorised absences (minimum 80% actual attendance), or has failed to attain reasonable performance targets, the College may not enter the student for public or internally accredited examinations or allow the student to continue with the programmes for which they are enrolled. In such circumstances the student may be offered suitable alternative Programmes or asked to withdraw from the College. In the event of a student being withdrawn no refund of the term's fees or deposit will be made. See sections 7 & 9.

iii) Any student found to have misled the College as to their qualifications, medical or psychological history, learning difficulties, prior UK Visa history or suitability for entry will be subject to expulsion from the College without recourse to refund of tuition fees already paid. Should an alternative Programme be more suitable, a student may be counselled on to such a Programme, however this may also require changes to their visa status which may need to be communicated to the UKBA.

13 Accommodation

i) The student under the age of 21 is expected to live in College accommodation unless either living at home with a Parent or Guardian aged at least 21 years (subject to College approval), within reasonable

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travelling distance of the College unless agreement otherwise is made with the Head of the College, or where there are exceptional health or welfare circumstances.

ii) While the College will use its reasonable endeavours to provide a student with the accommodation requested on the application form, their preference is not guaranteed and confirmation will be made prior to arrival.

iii) The student may at any time be asked to change accommodation where this is due to misbehaviour, miscreant or otherwise, due to the negligence, act or omission thereof of the student. Any additional supplement shall become immediately payable.

iv) Should the student wish to change or move out of College accommodation Fee Payer, is required to submit a request for approval from the Head of the College, in writing, at least 12 weeks before the start of the term in which the change takes effect, otherwise, they will be charged the normal accommodation fees in lieu of notice for the remainder of the current term plus one full academic term. Should a student move out of college accommodation without prior approval from the Head of the College, accommodation fees will be charged for the remainder of the academic year.

v) Students who begin their studies in January may be required to change their accommodation in Summer Term 2.

vi) Students in college owned accommodation are not charged during half term although most students return home. Students under 18 remaining in college during half terms or holidays may be required to be supervised during the day. All students of CSA age will undertake supervised revision work or other designated activities during half term or holiday times they are at college and there is a charge for all CSA and homestay students at half terms.

14 Penalties and fines

i) The student is liable for any breakages, loss or damage caused by the student to the premises in which the student is being taught or is living.

ii) Breakages, loss or damage in shared rooms or communal living areas are considered the joint responsibility of the students in occupation, and will be recovered as such, unless an individual student accepts responsibility for such damage caused.

iii) The College may impose a reasonable penalty or fine for other forms of misconduct such as contravening health & safety regulations or infringing College policy.

15 Personal property

The College does not accept responsibility or liability whatsoever, including liability through the acts, omissions or negligence of its employees, agents or assignees for the student's personal property, and the student is advised to take out personal insurance to cover any loss or damage to personal property which may occur while the student is at the College although the Student, Parents, Guardians or Carers for the student, and the Fee Payer should take independent advice on the content of such policies before committing themselves.

16 Publicity

By enrolling with the College, the Student, Parents, Guardians or Carers for the student, and the Fee Payer, consent to the reasonable use of the student's details and academic achievements, including images or recordings of the student howsoever made, for promotional purposes.

17 Data protection

Any information provided to the College may be held on computer and shall be used by the College in accordance with its data protection registration and the data protection principles. Details of these are provided in the Student Handbook which is accessible at: <http://www.csvpa.com/en/downloads/>

18 Liability

The College shall not be liable for either death or personal injury suffered by any student except as may arise through the negligence of the College. Parents and the student agree to notify the College of special dietary needs, allergies or other medical conditions where special arrangements have to be made. Parents and students also agree that the College may administer any non-prescription medication or first aid as is deemed appropriate and to seek medical, dental or optical treatment when required.

19 Reservation of rights

The College reserves the following rights:

i) to alter the content, nature and venue of a Programme at any time

ii) to alter the details of any published information at any time

iii) to alter method of payment if deemed necessary at any time

iv) to assign the whole or any part of the agreement between the Fee Payer and the College, to any person or body, at any time.

20 Refund of deposits

The initial deposit cannot be used by the student to

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pay for expenses or cover shortfall in fees. The deposit that is required by the College cannot be refunded until the final account has been settled in full, around 3 months after the end of the student's course of studies. Only once a student's account has been fully settled will any remaining deposit funds be returned to the student or Fee Payer, as applicable. Advice will be sought, from the Fee Payer as to the account details to be credited.

21 Vacation charges

- i) Charges will be made should the student remain in College accommodation during vacation periods.
- ii) Charges will be made if the student leaves belongings in College accommodation during vacations in such a state that it is not possible to clean, maintain or repair their room.

22 Payment to agents

Before applying to study with us you may have engaged an agent to offer you advice and support in applying for Programmes of study, and you may in some cases also have agreed to pay a fee to your agent for those services. We further understand that you wish us to pay that fee to your agent on your behalf (up to maximum limits as stated on www.ceg-uk.com/servicefees). Where this is the case we acknowledge that your tuition fees payable may include a sum owing by you to your agent up to a maximum limit as referred to above. We agree, at our discretion, to pay this sum to your agent up to a maximum limit per term. We agree, at our discretion, to pay this sum to your agent on your behalf and reduce your tuition fees owing to us accordingly provided that the following conditions are met:

- You enrol at Cambridge School of Visual & Performing Arts;
- You correctly complete the application form to authorise us to make these payments to your nominated agent;
- You pay all relevant academic fees to the College as they become due
- Your agent has achieved Approved Agent status, an Approved Agent being an agent that has entered into a contract with you directly for the provision of services that are of a level and nature which satisfies Cambridge Education Group's internal policies and expectations of an agent, and who has been confirmed by Cambridge Education Group as being such an agent. Provided the above conditions are met and if for any reason we decide not to pay an amount due to your agent on your behalf, then we will refund to you the amount owing to your agent up to the maximum limit, for you to pay across directly. If you have agreed with your agent that you will pay more than the maximum

limit, then you will remain liable to pay any excess to your agent. Having satisfied the above conditions should you NOT wish us to make an automatic payment to the Agent used please notify Central Admissions on admissions@ceg-uk.com

23 School trips and off-site activities

By enrolling with the College the Parents, Guardians or Carers for the student consent to the student participating in all college trips and other activities off college premises and to be given first aid or urgent medical treatment during the activity or college trip.

24 Jurisdiction

These terms and conditions, and any disputes arising from contracts or agreements with the College shall be governed by and construed in accordance with English Law under the non-exclusive jurisdiction of the English Courts.

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