

TERMS AND CONDITIONS

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1. INTRODUCTION

These are the Terms and Conditions to be read and agreed to before accepting an admission offer to the Wadham College of Science.

2. DEFINITIONS

The following definitions have been provided for commonly used terms in this document or during the course of a program at the School:

In the following content, these Terms and Conditions will be referred to as the “**Terms**” and Wadham College of Science, the “**School**”.

“**CAS**” is an abbreviation for Confirmation of Acceptance regarding student’s documents needed by the Home Office/UKVI in order to process student’s visas. The School will issue one (1) CAS per student. Every CAS has an expiry date after which it becomes invalid. Parents/ Guardians/Students are therefore responsible for ensuring the CAS is used for the intended purpose before it expires. Negligence to use the CAS before expiry leads to a forfeiture of the funds paid, and a new CAS will not be issued by the School.

“**Acceptance Deposit**” refers to the admission fees indicated in the offer letter sent to the intending students from the School. After accepting admission into the School, fees must be promptly paid to secure admission.

“**Director/Principal**” is the title given to the Head staff at the School.

“**Force Majeure Events**” refers to circumstances that exceed the reasonable control of the School or Parents/Guardians/Students. This may include, but is not limited to: events caused by forces of nature (flood, fires, storms), war, riot, civil unrest, acts of terrorism, industrial disputes, strikes, epidemic outbreaks/pandemic diseases, chemical or biological contamination.

“**IELTS,**” is the abbreviation for the International English Language Testing system, which is an official system to test the English language competency for non-native English language speakers.

“**Parents/Guardians**” in this context refers to an adult who signs the application form indicating a level of responsibility for the student involved.

“Scholarship Conditions” refers to the conditions agreed upon by the School and student as specified in Annex 2.

“Senior Leadership Team” or **“SLT”** refers to the top members of staff who manage the affairs of the School at any given time.

“Summer Exeat Form” is a form used to document a student’s plans regarding travel and accommodation during the summer period when they are away from the School.

“Student” is the individual named in the application form who will directly participate in the accepted academic course.

“Student Handbook” is a publication created by the School containing the School policies and other essential information for students.

“UKVI” is an abbreviation for UK Visas and Immigration. It is a department at the Home Office established to organise UK visa services, immigration applications, and other related matters.

3. USAGE OF TERMS AND SCHOOL INFORMATION

These Terms have been offered along with the following documents:

- Offer letter for admission
- Conditions of the offer (if applicable)
- A comprehensive schedule for fees

Collectively, these documents are to be regarded as the comprehensive agreement between all parties involved. They shall hereby be presented as the sole source of information over any other statements—that is either oral or written—made by the party or on behalf of the party directly or indirectly involved in the agreement. The content of these documents will also be recognised as the sole source of applicable information that supersedes the content in any prospectus, brochure, or documents presented by the School or its representatives. These Terms are applicable in every case of admission for courses offered in the School. The information contained in this document supersedes any previous publication or statement (written or oral) regarding Terms for admission into the School.

The School Prospectus and Website

Information detailing the procedures employed in running the School can be found in the School prospectus. The publication also contains details such as the study programs available and ethos in the School. The information in the prospectus is accurate at the time of publication. Every detail in the prospectus, however, is subject to review and amendment. Hence, the details in the prospectus must not be regarded as part of the agreement between Parents/Guardians and the School during the admissions process or after an offer for admission is granted. Parents/Guardians who wish to act based on any information printed in the prospectus must write a letter to the School stating their intention in a detailed manner and wait for a written response from the School before acting on any such information.

The School website serves strictly as a source of information about the School, its curriculum and facilities, and other practical information for Parents/Guardians and students. No part of the information published on the website must be considered as a promise or fact relating to admission into any of the programs offered in the School.

4. SCHOOL POLICIES

The School has key policies to uphold its ethos and vision, and to cover all academic, pastoral and organisational processes. The aim of the policies is to define procedure, to set and maintain standards of excellence and to ensure the wellbeing of all members of the School community. A full list of the School's policies follows:

ACADEMIC

- Academic Misconduct
- Admissions
- Assessment and Monitoring
- Attendance
- Curriculum
- Governance
- Learning Outside the Classroom

PASTORAL

- Accommodation
- Anti-Bullying
- Behaviour

- School Life
- Safeguarding and Child Protection
- Student Services

HEALTH AND SAFETY

- Accidents and Incidents
- Fire
- First Aid
- Health and Safety (General)
- Medical
- Site Safety

ADMINISTRATIVE

- Data Protection
- Finance
- IT
- Media
- Procurement
- Sustainability

HR

- Complaints
- DBS and Vetting
- Equal Opportunities
- Recruitment
- Training and Development

Any member of the public interested in obtaining a copy of the School policies should write a request to the School. All students must abide by the School policies as clearly defined in the Student's handbook and Accommodation handbook, or as presented in oral or written form by the School's Principal.

5. APPLICATION AND ADMISSION

Final Information Form

This form is issued to students during the registration process for an academic program at the School. The form must be completed by every student. It features information such as the student's intended course of study and banking information to enable a refund from the School if necessary.

6. FEES

Tuition and Accommodation fees

The fees for each academic year are published for the public and payable in full or biannually. Students will be eligible to resume for their academic program only after the fees have been paid according to the payment option chosen by the student. The school currently does not offer any scholarships, but once it does, there will be scholarship conditions for students receiving a school scholarship.

The School reserves the right to review fees when necessary. Students who make biannual payments are bound to pay any differences if the fees are increased before their next payment during the academic year. Any adjustments in the fees will be broadcast to every party involved. The announced changes will be effective from 1st December in a situation where fees have been reviewed between the 1st of January and 31st of July. Subsequently, adjustments in fees made between 1st of August and 31st of July will be effective on the 1st of December. Changes in fees made between 1st August and 31st December will be effective by September the next year. These conditions have been made according to the academic calendar and can be reviewed at any time.

Payment Procedure

The following payment options are accepted at the School: cheque, or bank/electronic transfer. For every transaction, the student's name and reference code must be highlighted on the transfer document with an indication that the payment has been made to the School. The sender is responsible for all charges that apply during such transactions. The cheques received as payment will be immediately presented at the bank and payment will only be acknowledged when the cheque is cleared by the bank. Failed bank transactions done by Students/Parents/Guardians to pay for School fees will be subject to a GBP 25 administrative charge for each case. All communications regarding fees will be sent to the person responsible for the payment, except a written instruction is sent to make exceptions. All payments should be made in Pounds Sterling.

Acceptance Deposit

Acceptance Deposit must be paid as a confirmation of accepting the School's offer for admission. Details of the fees can be found in the fee structure. The Acceptance Deposit is refundable at the end of the comprehensive A-Level or GCSE course. Refunds are made without interest.

The Acceptance Deposit is regarded as financial security against damages, deductions, disbursements including but not limited to outstanding accommodation fees, voluntary and compulsory trips, exam fees, account deficits, credit charges for late payments and other related cases. At the completion of the course (A-Level or GCSE) any outstanding charges will be offset with the Account deposit. An invoice will be issued to cover the balance for charges that exceed the value deposited. This must be paid in full fourteen days after receiving the invoice. Failure to make this payment will be regarded as a late payment as detailed in the 'Late Payment Charges' section below.

Any excess value from the Account Deposit will be refunded at the completion of the course.

Admission offers made to students are subject to availability for the particular courses. A student can only be confident of their admission to study in the institution after the required fees have been fully paid and the School notified of this payment.

Refunds

Refunds will be made entirely at the School's discretion and may be issued under the following circumstances:

- Withdrawal of the admission offer for any reason, which may or not be divulged by the School.
- Cases where a student's visa application has been denied

There will be no refund if a Parent/Guardian or student presents fake or forged documents or provides misleading information. Payments made during the registration process such as Acceptance Deposit, CAS fees, and the application registration fees will not be refunded. All payments made will only be refunded to the source of the funds (the account from which the funds were paid), unless the person who made the payment writes to the School with different instructions.

Fees paid for private lessons will not be refunded if the student misses the class or cancel less than 24-hours before the lecture starts. However, cancellations made with a 24-hour notice are subject to a refund.

Students who have been advised to withdraw from the school due to poor academic performance at the end of the first year of study are eligible to receive the Acceptance Deposit. Any outstanding charges, however, as described above, will be deducted before this refund is made. Every student is provided with the School's standard academic criteria with the offer letter. Students must meet the minimum criteria at the end of every study year to continue the program. Students who are expelled from the School for breaking any of the regulations are not entitled to refunds. Students who decide to leave the School before the end of the study year for any reason can evacuate their things and leave. There will be no refund in this situation.

There will be no refund regardless of the emergency or unforeseen event in a situation where a student is unable to resume for registration and studies after payments have been made. It is therefore important that the Parent/Guardian responsible for the fees should ensure the process is insured as an assurance for the refund of all fees that have been paid.

Regardless of the case, all issues related to refunds will be decided at the sole discretion of the School. The decision-making process involves a review by the Senior Leadership Team during which each case is reviewed independently based on the agreements made with the Principal and Founder at the School.

Late payment charges

Such charges will apply for fees that are not paid two weeks after the due date specified on the invoice. The standard late payment fee is GBP 200 in a situation where other plans have been made regarding payment as indicated below. The charge of GBP 200 will apply if any of the instalment payments previously agreed are missed.

In the case of late payments (termed overdue) the School will exercise its right to take either or both of the following actions:

- The suspension or cancelling of tuition on top of charging of interest. The interest would be based on the outstanding balance rate of 5% which is above the base rate of the central bank per month or part thereof.
- Execute the right to keep in possession of all property belonging to the Student/Parent/Guardian or in possession of the same at the School.

Defaulting students will be able to make outstanding payments before a notice of withdrawal is issued. Parents/Guardians who may not be able to meet deadlines for the biannual payment must contact the School's financial department to explore other options regarding the payment. If alternatives such as instalments are agreed, the new conditions must be documented in writing.

The School is not obliged to issue any price concession in fees for any reason. Parents/Guardians will indemnify the School regarding all expenses (including any legal costs on indemnity basis) by the School in sums without prejudice to any other rights available to the School.

7. WITHDRAWAL / TERMINATION

Students who decide to withdraw from the School voluntarily must give a notice that indicates the period when outstanding biannual payment will be made. Alternatively, the biannual payment notice may be issued as debt and calculated at the rate indicated on the invoice. It will be documented that students who choose to withdraw voluntarily proceeded with this decision with the support of Parents/Guardians. A written notice in this regard will thus be expected from the Parents/Guardian.

Students who decide to discontinue any subject due to extra tuition fees will be required to notify the School one term in advance to avoid the billing for the next term. This notice must be sent in writing to the School.

Withdrawals due to the rejection of visa applications for an extension must be presented to the School in addition to all necessary details. The School will review such cases; however, the Acceptance Deposit will not be refunded. The withdrawal notice must be presented before the start of the new session.

All details of international students who decide to withdraw from the School will be reported to the UKVI in accordance with their recommendations. The student will be required to present documented evidence of their arrangements to return to their home country or sponsorship by another educational institution.

All contracts and agreements made with the School will never be terminated without a good reason. Terminations can occur due to reasons such as breaching the regulations and School policies, failure to pay fees, ignoring advice to choose an alternative course due to poor academic performance, and

other circumstances. A documented report will be sent to the Parent/Guardian describing the review made by the Senior Leadership Team and notification of the final decision to expel the student. Any termination to an agreement will be subjugated to the School's appeal procedure. A copy of which can be forwarded if a written request is received. All cases regarding refunds will be subject to the School's discretion.

8. ACCOMMODATION

It is essential that students living in the School's accommodation and their Parents/Guardians comply with the terms indicated in Annex 1 and the School's Accommodation Policy.

An accommodation choice must be made by the Parents/Guardian of the student before enrolment. The School offers different accommodation options. It is, however, not guaranteed that the Parent/Guardian's preference will be available. Invoices will be prepared and sent to Parents/Guardians for the chosen accommodation allocated by the School. Accommodation for students is reserved after the Acceptance Deposit is paid. The School reserves the right to allocate accommodation to students below the age of sixteen years without the involvement of the Parent/Guardian. Students may lose their right to a reserved accommodation if accommodation fees are not paid when due.

Accommodation arrangements can only be changed by notifying the School in writing after which approval may be granted. Students who make accommodation changes without the permission of the School will be liable for the full payment as indicated on the invoice which was reserved at the time of enrolment.

Students can be instructed by the School to change accommodation for reasons including, but not limited to: misbehaviour, negligence, or an error in the arrangement. Additional fees may apply depending on the situation. The School reserves the right to provide alternative accommodation to students for reasons such as building maintenance or other unforeseen circumstances.

Accommodation fees cover only the period when a session is active. In the case of a holiday, students will be allowed into their rooms from 5.00 pm a day before the term begins. The School provides summer accommodation for students who need AS boarding during the summer holidays where this offer is subject to availability. The fees for this service are paid weekly. Pastoral care is not available during the summer holiday. All invoices for the summer accommodation must be paid on the due date. There is no provision for accommodation during the Christmas break. Students who

wish to stay in the School during the Easter period will be accommodated. The accommodation arrangement during Easter is charged at £20 per night for full boarding. A small charge will apply to students who have luggage. Students who apply for the Easter academic session at The Wadham College of Science may get a discount on accommodation depending on the process at that time and the School's discretion. Students who enrol for the summer courses may be given accommodation options at other affordable locations. Students boarding during Easter and Christmas period will not be served meals.

9. PERSONAL PROPERTY

Students are responsible for the security and safe use of personal property. The only items allowed on the School premises are items that are not prohibited by the current UK Health and Safety regulations. A charge is issued by the School when a student leaves their properties in the School accommodation during vacations. Leaving property behind can hinder renovation and maintenance projects.

10. COMMUNICATION

All students must provide the contact details of their Parents/Guardians. This information may include email addresses or telephone numbers. The contact information required must be received before the commencement of the session. This information will only be used to communicate student's reports and other essential information. Changes in contact information must be reported promptly to the School. In a situation where a student's parents are divorced or separated, reports and other information will be sent to one parent as agreed by the Student/Parent/Guardian.

Data protection

Every student is offered a Pre-arrival form which must be endorsed by the Parents/Guardians. Signing this form is regarded as a confirmation that under the General Data Protection Regulations, the School may publish materials showing a student's images. These materials will be processed and used by the School or its affiliated educational partners for legitimate educational purposes only. The information will be converted to digital files and stored in the School until it is needed in accordance with the General Data Protection Regulation (2016).

Confidentiality

The School is committed to protecting the private information of students and parents in line with the General Data Protection Regulation (GDPR). Accepting an admission offer is confirmation that Parents/Guardians give consent on behalf of themselves and students that the School can obtain

and store confidential information. Such information will only be used for legitimate and necessary School business, for example, academic affairs and the safety and welfare of the students. Parents/Guardians also consent to share confidential information with any other educational institution which the student attends or plans to attend in cases related to late or non-payment of fees. The materials shared will be transferred in electronic form.

UK Government agencies

The School is required by law to present reports regarding visa status, attendance records, and contact details of the students when a formal request is made by UK Government agencies.

11. MEDIA USAGE AND COPYRIGHT

The School or its authorised partners may use visual materials such as students' photographs, audio content, or video recordings for promotional purposes. Such materials will, however, be used according to reasonable precautions in the case of sensitive data or visual content, and only with the consent of the author(s).

Intellectual property

The School reserves all rights and interests to intellectual property developed, or in development, due to collaboration between the students, School staff or third parties affiliated with the School. Students may use such intellectual property according to the terms of the license as agreed between the School and Student/Parent/Guardian. It should be noted that students will be given due recognition for their role in any achievements.

12. EDUCATIONAL MATTERS

Provision of tuition

Undersubscribed courses will still be offered by the School if there are as many as four students who are interested in the course. However, an additional fee will be charged to cover the individual tuition and the hours of tuition every week may be reduced based on the class size. Before these steps are implemented, Parents/Guardians will be notified. Fourteen days will be allowed for decision making to confirm they give consent and the student can proceed to take the undersubscribed course. Consent should be sent in writing. Subsequently, invoices to cover the extra costs will be sent to the Parents/Guardians. The School reserves the right to reduce the hours for individual tuition for small groups of students, and the fees will be charged accordingly.

Examinations

The tuition fees are not inclusive of fees for public examinations needed for the A Level course. In addition, courses such as IELTS, Native language, August UCAS programme, EPQ, Duke of Edinburgh, and Goodwill Ambassador Programme are not included in the tuition fees; hence students will pay for these courses separately. The School reserves the right to deny any student who has defaulted in fees payment a chance to participate in public examinations. It is the responsibility of students to ensure they have been registered for the correct examinations at the School.

Academic Criteria

International students interested in studying at the School must attend IELTS/English language classes during A Level courses. This is to ensure all students have the required grade points needed to gain University admission. The fees for these classes will be added to the invoice. Students who do not meet the minimum requirements for the English Language at the School may also receive an offer for study at the School. These students will, however, be required to take a few sessions with our English tutor. The fees will be set at the School's discretion.

The Director/Principal and Education Officer are responsible for deciding which students are qualified to be enrolled for examinations. In the event of a dispute the decision reached by the Director/Principal and Education Officer is final. Attaining the minimum academic points is the School's criteria for progression through the course; all students accepting offers must understand and comply with this.

Students are formally assessed by academic staff, following a regular schedule throughout the course. Assessments will take the following factors into consideration:

- Coursework and assignments
- Examinations results (mocks, internal and external)
- Mid-term reviews
- Attendance and punctuality
- General effort and conduct

Progress reports are sent to Parents/Guardians via email. Students who fail to attain the minimum academic points after the first year of study will be advised to repeat a year, change courses, or withdraw from the School.

Holidays and leave

The School publishes standard term dates during which students can attend their courses. At the School, term holidays will not be granted. Term leave will only be permitted in exceptional circumstances and decisions will be made at the sole discretion of the Director/Principal and Education Officer.

Students with additional needs

Parents/Guardians must notify the School promptly if the student has any additional needs, or if these needs change during the course. The Staff of the School are not qualified to make medical or psychological diagnoses and may therefore recommend a professional evaluation, especially in cases where the student's academic performance is below the expected standard. Parents/Guardians will be responsible for the fees if such an evaluation is necessary.

Examinations, reports, and references

Information related to examinations, reports, and references will be sent to Parents/Guardians in a conscientious manner without any liability on the part of the School.

13. LEARNING OUTSIDE THE CLASSROOM

The following indemnity automatically applies when students formally accept the School's study offer. Regarding the compulsory expeditions outside the School premises which will be organised by the School and supervised by its staff, Parents/Guardians hereby indemnify the School and its entire staff against the following:

- Claims and damages due to injury, illness, or losses involving the students during the expedition.
- Third party claims against the School or its staff for any reasons related to an expedition organised for students
- Additional costs and expenses deemed necessary while making plans for the expedition for the concerned students.

This list is not exhaustive and the School reserves the right to apply this indemnity to other related and reasonable circumstances. This indemnity herein shall not extend to any claims, damages, costs or expenses regarding the School, its staff or affiliated members and other stakeholders who are indemnified of any insurance policies for cases associated with negligence.

Accepting the study offer from the School is a confirmation that Parents/Guardians consent to the participation of the student in extra-curricular activities, sports, and field trips organized by the School within or outside the School premises. Any concerns regarding this aspect should be presented in writing to the School. Further information can be found in the School's Learning Outside the Classroom Policy.

14. HEALTH AND MEDICAL

Accident and Medical Insurance

International students on Tier 4 visas are expected to pay the National Health Surcharge (NHS) to access NHS healthcare. The School permits Parents/Guardians to make arrangements for private healthcare insurance if they feel it is necessary. Parents/Guardians responsible for fees payments are advised to provide an insurance cover as protection if it is necessary for a refund of fees when students fail to resume because of an illness.

First aid

Accepting the study offer from the School is a confirmation that Parents/Guardians consent to the administration of first aid and non-prescription medication to students when necessary and the decision to seek advice regarding dental, medical or optical advice when necessary.

Existing conditions

Parents/Guardians are expected to inform the School of special dietary needs, or medical conditions the student is managing. This essential information will be taken into account if first aid is to be administered. This information is necessary to avoid aggravating allergies in students. The School reserves the right to decide if fees should be waived, reduced, or refunded if a student misses a course because of an illness.

Drug/Alcohol Testing

The School reserves its full rights to collect biological samples from students for testing if they are suspected of being under the influence of drugs or alcohol. Biological samples to be collected include urine, oral swab or the use of a breathalyser to test for drugs or alcohol. The tests results will not be included in a student's permanent medical record. Failure to cooperate with the School may require disciplinary actions.

15. BEHAVIOUR AND DISCIPLINE

The School has comprehensive policies on Behaviour, Anti-Bullying and Academic Misconduct. Acceptance of these Terms implies that the Parent/Guardian and student agree to comply with these policies in full. The School reserves the right to impose a reasonable penalty or fine for misconduct by students such as breaching regulations related to health and safety, and the School policies.

Attendance and monitoring

All students are expected to attend classes and other compulsory activities. The School has an attendance benchmark, which all students must adhere to. Failure to comply with the attendance policy may result in disciplinary action. The School also reserves the right to notify the UKVI of the student's attitude towards the School's academic activities.

Expulsion or required removal

The agreement between the School and the Student/Parent/Guardian may be terminated within a period less than one term if it is necessary to proceed with an expulsion. Parents/Guardians will be notified of this decision through the standard communication channels. The School will explore all possible means of avoiding an expulsion which involves a comprehensive consultation with Parents and the student (if necessary). All reports regarding investigations and how decisions were made will be sent to the Parent/Guardian for clarity.

Students and Parents/Guardians will be given a fair hearing according to the School's policies. It must be noted that decisions taken by the Senior Leadership Team are final. If it is determined that the expulsion of a student is in the best interest of the School and other students, the expulsion process will be completed in line with the School's commitment to promoting discipline and good behaviour. An expulsion case means the affected student is not eligible for a refund of fees or the Acceptance Deposit.

Drugs and alcohol

The School's behaviour policy has clear and strict rules against the use of drugs and alcohol by students. This zero-tolerance approach also applies to sales, possession or supply of drugs/alcohol/harmful substances at the School or by students affiliated with the School. The School reserves the right to expel students found guilty of this offense immediately, and if necessary, the relevant agencies and the police will be notified. Students expelled for drug and alcohol-related offenses are not eligible for a refund of fees or the Acceptance Deposit.

Damage to property

Parents/Guardians will be held responsible for any damages their wards cause to School -owned properties including, but not limited to School accommodation, School teaching facilities, and property located within and outside the School premises. An assessment of the damage will be done, and Parents/Guardians requested to pay the value to replace damaged property.

16. EXCEPTIONAL CIRCUMSTANCES

In the event of a Force Majeure which prevents the School or Students/Parents/Guardians from meeting their obligations, the party negatively affected will notify the relevant party in writing, and an exception will be made regarding their responsibility to perform the obligation due to the on-going Force Majeure. In the event of a Force Majeure over a prolonged period of 90 days, the party who notifies others is required to initiate plans to proceed with accomplishing its obligations as agreed. In the event of an on-going Force Majeure for a period longer than 120 days, the agreement can be terminated with a three working days' notice to all the parties involved. A Force Majeure event must not be regarded as a mandate on the School to refund, waive or offer concessions for fees, or additional charges. Such decisions will be made at the School's discretion.

17. LIABILITY AND INSURANCES

The School shall not be liable for acts or omissions regarding injury or loss of property concerning the students except in situations where the acts or omission/injury or loss happens, due to negligence by the staff, or other members affiliated with the School. The insurance cover provided by the School is in accordance with the law. If necessary, all other forms of insurance must be arranged by Parents/Guardians to cover students' property during the course or while they participate in programmes organised by the School. The School is not affiliated with any extra arrangements made regarding insurance for students. The School will not make any arrangements regarding the provision of insurance to cover the personal property of students. These details are clearly indicated in the pre-arrival documents endorsed by Parents/Guardians.

Joint and Several Liability

References in this T&C to liability involving students also indicate the Parents/Guardians are bound by such agreements.

Variation

The School reserves its rights to make variations to the Terms in this document. In such situations, every party required to study this document will be promptly informed of the alterations, or modifications made on this document. Parents/Guardians/Students are advised to disregard any variations as invalid except a formal notification is received from the School.

Third party rights

These Terms are binding on only the School, Parents/Guardians, and students. Third parties have no right to apply or demand any of the Terms stated in this document.

Law and Jurisdiction

These Terms have been written with full consideration of the laws of England and Wales. All parties should, therefore, be bound by these Terms and submit to the exclusive jurisdiction of the courts of England and Wales.

Consumer protection

In view of promoting clarity, the language used in writing these Terms has been carefully selected to avoid bias. If any part of this document (words, phrases) infringes Consumer Rights Act 2015, or other legal provisions, they shall be promptly reviewed and rewritten to promote fairness.

Interpretation / Accessibility

Terms written in this document supersede the information in the School's prospectus, and other publications hence should be regarded as a comprehensive reference for the entire public.

In the instance of citing bona fide errors or omissions in any part of these Terms, it should not be regarded as prejudice or an attempt to override the rights of any party concerned. Such oversight will be reviewed and rectified promptly.

18. COMPLAINTS

The School has a comprehensive Complaints Policy, which should be viewed and accepted in conjunction with these Terms. The School must be promptly notified in writing if Parents/Guardians have any concerns regarding safety, the standard of education, or student welfare. The School is not liable for loss or damage of possessions owned by students, their Parents/Guardians or other people, regardless of how the damage or loss happened.

Annex 1

Accommodation Conditions

Definitions

‘the Building’ refers to the Accommodation for students including the gardens, courtyard, parking areas, and general areas such as the land within the accommodation premises

‘the Contents’ refers to the content of the inventory which includes the furniture and items within the premises

‘the Property’ is the student’s accommodation

‘the Term’ refers to the period during which the property is let out to tenants

“the Landlord” in this context is the School

“the Tenant” in this context is the Student/Parent/Guardian

Interpretation

In situations where the “Landlord” and “Tenant” involve multiple parties, the terms written or implied in this document is binding on all parties involved.

The Tenant consents responsibility for all acts and omissions, due to negligence or otherwise, by the student and takes the responsibility of ensuring students do not break the rules and terms stated in this Annex. In this context, the “Tenant” refers to the student involved.

A reference to one gender should be regarded as all other genders, in addition, singular or plural words, or mentions that indicate persons should be regarded as a reference to a corporate body or a partnership.

Agreement to Let

This is an agreement between the Landlord and Tenant to accept the content of the Terms when the Tenant makes an offer to let the Landlords property.

The Landlord’s Obligations

Landlords willing to let must follow the legal process defined in the Landlord and Tenant Act 1985, regarding the responsibility of Landlords such as property maintenance.

Alterations

The Tenant is bound by the agreement to refrain from damaging or compromising the property, making alterations to the property, or combining the structure with another property in close proximity. Tenants are also bound by the agreement to avoid any alteration on the property regarding services or media content in the property.

Contents

The tenant must maintain good condition of the content—except they undergo normal stages of deterioration due to fair and proper use—and ensure they are not damaged or removed from the property.

Blocking of pipes

The tenant must ensure all types of service media are kept within the premises of the property at all times and protected from compromise. All lavatories must also be properly maintained and cleaned.

Rights of Entry

The landlord reserves the right to enter the property accompanied by contractors or workers when necessary after giving a 24-hour notice in writing. The actions must be done in a manner to cause the Tenant minimal inconvenience while avoiding the damage of the Tenant's property. Entry into the property may be for the following reasons:

- Inspection of the property and contents to ascertain its condition and when there are reasonable concerns.
- To carry out necessary repairs in accordance with the Landlord's responsibilities as stated by the laws.

The Landlord reserves the right to conduct inspections and assessment of the room conditions without prior notice (written or verbal). The Tenant hereby gives consent to allow the Landlord to enter the accommodation using a master key and fob without the presence or knowledge of the Tenant.

Physical features of the Property

The Tenant must never make structural modifications of other changes that can alter the physical appearance of the property such as erecting poles, displaying signs on the property or installing cables/wires intentionally or instruct other people to do these things.

Agreements between Tenant and other parties unknown to the Landlord

Tenant must never sublet or invite other parties to share the use of the property or any part of the accommodation.

Use and Nuisance

The property is for residential student use only. The Tenant is required to comply with the agreement and use the accommodation only as a single private residence while studying a course offered by the Landlord. The Tenant must not constitute any behaviour or action that can be construed as a nuisance while occupying the property. Reasonable actions and behaviour must be expressed at all times to the convenience of other occupants in the accommodation building.

Noise and disruption

The Tenant must not use musical instruments or sound devices capable of causing loud noise or disruption that can be heard outside the property in a disruptive manner before 08:00 and after 22:00.

Auctions, trades and immoral purposes

The Tenant is not allowed to use the property or arrange any space within the premises for an auction sale, dangerous disruptive or noisy performances. All forms of acts that may be regarded as commercial, immoral, or illegal are prohibited while occupying the property.

Pets

No Tenant is allowed to keep any type of animal on the Property.

Returning Possession at the End of the Term

Tenants are mandated to return keys to the accommodation to the Landlord by 12:00 noon on the day the Term ends. The property must be vacated, and all Contents handed over to the Landlord after properly cleaning the space. This is in accordance with the provisions of the accommodation agreement. Items such as furniture and other valuables must be left in their original positions at the end of the term when the Tenant evacuates.

Forgotten Items

Tenant is responsible for ensuring all items and valuables are removed from the accommodation when leaving the accommodation. Items left behind will be removed by the Landlord and stored for a maximum period of one month. The Tenant will be notified about the storage via a message sent to the Tenant's last known address. After one month, the Landlord may dispose of the stored items at a cost charged to the Tenant. The cost will be deducted from the proceeds of sales and the balance will be forfeited.

Non-Disturbance agreement

The Landlord agrees to give the Tenant permission to hold and comfortably live in the Property during the tenancy period without unnecessary interruptions or disturbance from the Landlord or their representatives.

Recovery of Possession

The Landlord can exercise their rights if and whenever, during the term:

- A breach by the Tenant of any obligation or other Terms of these conditions
- The Property remains vacant for more than four weeks otherwise than by prior agreement with the Landlord
- The Tenant ends a course of study provided by the Landlord

Application for possession

If and whenever during the Term any breach of these Accommodation Conditions occurs, the Landlord may proceed to obtain a court order to repossess the accommodation and enter the Property to serve notice on the Tenant stating the breach, requiring its remedy if it is capable of remedy, and requiring the Tenant to pay compensation in any case, and to allow the Tenant a reasonable time to remedy a breach that is capable of remedy.

Effect of order for possession

Following an order for possession, the tenancy agreement is rendered invalid; however, the rights and actions taken by the Landlord against the Tenant or vice versa regarding a breach of conditions remain valid and subject to further scrutiny.

Annex 2

Scholarship Conditions

Definitions

“You” refers to the Student receiving the School scholarship.

The acceptance of scholarships awarded to you by the School requires you to meet conditions mentioned below:

- You must achieve a 95% attendance from the start to end of the academic session, and a high punctuality record.
- You are expected to maintain a high standard of academic points during the course. The minimum academic attainment of 85% is stated as the average for each course in the internal and external examinations.
- You are expected to attend the School’s annual leavers’ event.
- You must show a willingness to participate in School activities.
- Your efforts to actively promote the School’s scholarship system must be apparent.
- You must strive to represent the School by being a role model in terms of attitude and behaviour.

In addition, all academic records will be monitored throughout the course duration.

These Scholarship Conditions are subject to regular review. All through the year, the School will hold interactive meetings with students to ensure individual progress is in view and the conditions stated in paragraph 2 of this Annex are met.

The School reserves the right to revoke, void, withhold the scholarship or its benefits, or reclaim already issued benefits in the following situations:

- The Parent/Guardian and/or the Student breach any of the School Terms
- The Parent/Guardian and/or Student does not abide to the Scholarship Conditions which have been expressed or implied
- The Student is unable for any reason—including but not limited to exclusion or expulsion—complete his or her course.
- A formal warning is issued to the student.

This is not an exhaustive list. Cases will be reviewed and decisions made at the School’s discretion.

The role of Parents/Guardians in supporting students to meet scholarship conditions are as follows:

- To offer support during exhibitions to promote the School’s interests
- To provide opportunities where necessary for students to gain work experience in the interests of the School.