



CONDITIONS OF ADMISSION

STUDENTS SHOULD READ THE FOLLOWING CONDITIONS BEFORE SUBMITTING AN APPLICATION.

1. A deposit of £250 must be paid as soon as you have received your letter of admission. You will then receive further details from our Admissions Office regarding your final enrolment and payment of fees. Cheques should be made payable to 'LONDON CITY COLLEGE'. **Students who require a visa must pay a minimum of one term's fee before the visa letters are issued.**

2. Having enrolled, students are liable to pay their full fees.

3. REFUNDS – Full Time Students

(i) Under no circumstances is the application fee of **£50** or the deposit of **£250** refundable or transferable.

(ii) Students who withdraw from a course will receive refunds based on the tuition fee minus the £250 non-refundable tuition deposit. Refunds, **irrespective of whether the student has attended**, are as follows:

- **withdrawal** during the **first two weeks** of the course 70%
- **withdrawal** during the **third and fourth weeks** of the course 50%
- **withdrawal** after the **fourth week** of the course 0%

4. A certificate of inability to attend the College from an approved doctor is necessary in making claims for a refund where a student withdraws because of serious illness.

5. Refunds are only given in keeping with any exchange or immigration regulations, or an Embassy, Consulate, High Commission or parent or guardian rules or instructions which may apply and are normally refunded to the student's overseas address. Where a student withdraws to attend another college LCC will only transfer the student's funds to **BAC accredited colleges, public funded colleges/universities or college/universities accredited** or recognised as efficient by the department of education of the country by whom accreditation/recognition would be confirmed. LCC will not transfer funds to colleges outside the UK.

6. There is no refund of Accommodation Fees for students living at the Waterloo Centre or deposits made for Family Accommodation.

7. LCC reserves the right to inform a student's sponsor(s) of the academic or attendance performance of the student only if requested by the sponsor(s).

8. Students who change their mind and wish to change to another LCC course, within the first two weeks of commencing at the College may do so. However, if a student chooses to change to another LCC course he/she will be considered to have started his/her second choice at the time that course commenced and will be expected to catch up on any work missed with the guidance of the tutors and/or course tutor.

9. Students who arrive late for their intended course of study must nevertheless pay the full fee for the course.

10. LCC reserves the right to change the syllabuses of its internal certificate and diploma courses, and the dates of courses.

11. Irrespective of any information provided verbally by the staff or agents of LCC, all applicants and students will be subject to the conditions stated herein, as well as regulations provided in the College's Prospectus and Student Manual. These documents are available on request from the Admissions Office of LCC and are given to each student at the start of his/her course.

12. In the event of closure of the College through an Act of God, War or Political or Industrial unrest that may cause temporary cessation of class schedules, LCC will endeavour to ensure students recommence studies at LCC or one of its associated colleges.

13. LCC reserves the right:

(a) to revise class schedules or rearrange classes where this is considered necessary.

(b) to cancel at its discretion, classes of less than eight students.

Should situation (b) occur, the College will endeavour to place the student (if requested by the student) on a similar or identical course at another college.

14. LCC will not be responsible for any mail or money sent to students who use LCC as an accommodation address for mail that they may receive.

15. False information on the application form may render the student liable to dismissal.

16. Any monies received by LCC from the student's parent, guardian or sponsor on his or her behalf will, after clearance through the bank used by LCC, be paid to the student only and not to any other person and will be paid via a non-negotiable crossed cheque.

17. Each course or part thereof ends no later than the commencement of examinations.

18. Should tuition fees be delayed beyond the date of Registration or a specific agreed time authorised by the LCC Bursar a 2% monthly compound interest will be charged on the outstanding balance.

19. While students' files are generally treated as confidential, LCC will not be liable for any information intentionally or unintentionally provided to, or obtained by, any third party.

20. LCC reserves the right to change the location of its centres within the cities in which centres may be located or add additional centres.

21. The above conditions will be governed by, and subject to interpretation and operation by the Law and Law Courts of England at the discretion of LCC.

London City College reserves the right to add, withdraw or revise any programme of study described within this website, as may be deemed necessary. While every effort is made to ensure the accuracy of this website, LCC will not be liable for any error or omission.

