

Terms and conditions

Important

Students should ensure they read these terms and conditions before signing their application for enrolment.

These terms and conditions constitute the agreement between the parties concerned and shall supersede any promises, representations, warranties whether written or oral made by or on behalf of one party to the other.

All students agree to be bound by the regulations of Newcastle University as amended from time to time.

Any reference in these terms to liability of students shall also infer liability on the parents or guardian of the student and such liability is joint and several.

Application and confirmation payment

Students should complete their application and submit it to the INTO Newcastle University Admissions Office.

If the application is accepted, a written offer of a place will be issued. The applicant's acceptance of this offer should be accompanied by a payment of £1,000 tuition fees in advance plus the Uniplan Insurance premium or proof of alternative cover. The balance of fees payable should be paid eight weeks prior to commencement.

The deposit is refundable in the event that a student is unable to meet visa entry requirements, subject to the receipt of an appropriate visa rejection letter.

Cancellation

If visa entry requirements have been met, the following charges apply for courses cancelled before arrival in the UK.

Language programmes

- 30 days or more before commencement: key deposit and Uniplan Insurance premium are forfeit.
- 7-29 days or more before commencement: key deposit, Uniplan Insurance premium plus four weeks accommodation fees are forfeit.
- Less than 7 days before commencement: key deposit, Uniplan Insurance premium plus four weeks accommodation fees, plus four weeks tuition fees are forfeit.

Academic programmes

- 8 weeks or more before commencement, cancellation fee, £500
- Less than 8 weeks before commencement, cancellation fee, £1,000

Cancellations must be made in writing and the period of cancellation applies only from the date upon which we receive the written notice of cancellation.

Cancellation of a course includes cancellation of Uniplan Insurance. Refunds will be made for the unexpired period of cover.

Tuition and accommodation fees

All fees are payable in full and in advance. The due date will be set in the fee invoice.

All payments should be made including bank or credit card charges. If incurred, these will be re-invoiced to students' accounts.

Any variation to standard payment terms must be by prior arrangement and agreed in writing.

In cases of overdue payment INTO Newcastle University reserves the right to suspend or cancel tuition and to charge interest on the outstanding balance. Interest will be charged at the rate of 2.5% above the base rate of **Barclays Bank** per month or part thereof.

Fees remain payable if a 'notice of withdrawal' has not been given in accordance with these conditions.

Key deposit

A £200 key deposit will be added to the invoice (or final invoice) for each accommodation booking. This deposit will be returned to the student after the room has been vacated and inspected and all room and door keys returned. INTO Newcastle University reserves the right to use this deposit to pay for any damages caused by the student.

Accommodation changes or cancellation

One term's notice (University residence) or 4 weeks' notice (Homestay) in writing must be given by any student wishing to change or cancel an accommodation booking. Full accommodation charges will apply during the notice period.

Airport pick up

Airport pick-ups will be booked for the passenger named on the application form only. Additional passengers will be charged additional fees. The first 60 minutes of waiting time is included in the fee, additional fees will apply for waiting periods longer than 60 minutes.

Fees will only be refunded for missed pick-ups if the student contacts the INTO Newcastle University Emergency number before leaving the arrival airport.

Accommodation type

On enrolment, students are invited to select their preferred accommodation and INTO Newcastle University agrees to use its reasonable endeavours to provide the accommodation as requested. If this is not available INTO Newcastle University reserves the right to provide an alternative type of accommodation and this will be charged at the published rate.

Academic criteria

Students are accepted onto the programme on the strict understanding that progression through the course is conditional upon satisfactory attendance and successful attainment of prescribed performance targets.

The assessment will take into consideration:

- course work;
- internal centre examination results;
- attendance;
- effort in class and in homework.

Students who do not meet the attainment criteria will not be allowed to proceed with their original course but will be offered advice on suitable alternative study options which may include retaking modules.

Behaviour and welfare

By signing the application form, the student agrees that INTO Newcastle University may receive any relevant information from any Newcastle University school or centre concerning the student's behaviour and welfare.

Class times and sizes

For all English language courses, classes will normally be held between 9am and 5pm Monday to Friday. Maximum class size is 16 students.

For academic courses, classes will normally be held between 9am and 5pm Monday to Friday. Lessons will take place in the form of classes, seminars and workshops. Average class size is 16 students. Where appropriate, classes may be combined for university style lectures.

University placement guarantee

Students who successfully complete the INTO Foundation course will receive a refund of all tuition fees paid if, having complied with INTO Newcastle University staff advice with regard to their university application, they have not been offered a place at a UK university on a course appropriate to their qualification.

University progression guarantee

Progression to undergraduate or postgraduate degree programmes at Newcastle University is subject to students successfully completing the appropriate INTO Newcastle Foundation or INTO Newcastle Pre-Master's programme and achieving specified grades for entry to their selected degree programme. Students who successfully complete the INTO Foundation or INTO Newcastle Pre-Master's programme and meet the individual entry requirement of Newcastle University for their chosen degree are guaranteed a place on that degree programme in accordance with their conditional offer.

Medical and accident insurance

All students must maintain a valid and comprehensive medical and accident insurance policy for the duration of their stay.

Students unable to provide evidence of adequate cover at time of their application are required to take up the Uniplan Insurance cover as a condition of enrolment.

Guardianship

It is a requirement that all students under the age of 18 on the first day of their course must have a legal guardian in the UK. INTO Newcastle University can supply a list of guardianship providers who can undertake this responsibility, at additional cost, if required. Evidence of a suitable guardianship arrangement must be supplied before the course commences.

INTO Newcastle University will also require the parents of any student aged under 18 years to sign a consent form authorising Senior INTO Newcastle University staff and/or the UK guardian to act on behalf of the student or parent in certain emergency circumstances.

Notice of withdrawal

Once a student has arrived in the UK, there is no refund.

Holidays

INTO Centres are closed on all recognised UK public holidays. Term dates are published in this brochure and no classes will take place outside these dates.

Liability

Neither INTO Newcastle University nor its staff or representatives be liable for any loss, damage or injury to persons or property, except where the liability is specified by law. INTO Newcastle University will not be liable in the event that for any reason it is not able to supply a service due to circumstances beyond its control.

Student information

Students agree that regular reports on their academic progress and performance can be supplied to parents, sponsors or agents without notification.

Students and parents/guardians/ sponsors agree that students' records and achievements may be used for promotional purposes without notification.

INTO Newcastle University is obliged to report visa status, attendance records and UK contact details to relevant UK government bodies when requested. Any information provided may be held on computer and shall be used in accordance with its data protection registration and UK data protection law.

Prices

The prices stated in this brochure are valid for students starting courses **on or before 31 December 2007**.

Disclaimer

We have taken great care in compiling the information contained in this prospectus, which we believe to be accurate at the time of going to press. However, the provision of courses, facilities and other arrangements described in the prospectus are regularly reviewed and may be subject to change without notice. Applicants to INTO Newcastle University programmes will be notified immediately of any material changes likely to have a bearing on their application, such as cancellation of, or major modification to programmes offered, changes to accommodation provision or fees and charges to be levied by the University.

INTO Newcastle University aims to comply with the British Code of Advertising Practice issued by the Advertising Standards Authority.

Equal opportunities

INTO Newcastle University LLP operates an equal opportunities admissions policy. It aims to ensure that no applicant will receive less favourable treatment on the grounds of sex, marital status, race, colour, nationality, ethnic origin, sexual orientation, or political or religious belief. INTO Newcastle University welcomes applications from candidates with disabilities.