

## Terms and conditions

### Enrolment:

1. You are responsible for taking reasonable steps to ensure that the level of course on which you enrol is appropriate for you.
2. We reserve the right to transfer students to a different course we feel more appropriate.
3. We process enrolments on a first-come, first-served basis.
4. We only process enrolments when we receive a completed online application and full payment by you if applicable.
5. We reserve the right to refuse enrolments for Level 1 and level 1.5 courses after the first lesson of the course.
6. We reserve the right to accept enrolments for courses higher than level 1.5 after the interview.

### Attendance:

1. You may withdraw from the course free of charge up to the end of the first week of the course. After this date, we reserve the right to withdraw you from the course and charge you an administration fee of £100.
2. If you do not attend the first session of the course and did not notify us, we reserve the right to withdraw you from the course and charge you an administration fee of £100.
3. You may withdraw from the course at any time but after the end of the first week, you must submit documentary evidence to excuse their absence from the course. If satisfactory evidence is not submitted, students may be charged an administration fee of £100. Please refer to our mitigating circumstances on our website Please read these terms carefully before you submit your enrolment to us.
4. If your attendance falls below 30% by the end of term 1, we reserve the right to withdraw you from the course and charge you an administration fee of £100. In the case of online classes, this requires attendance at the live class.
5. It is your responsibility to inform your tutor of any absence before or as soon as possible after the session so that your absence can be authorised.
6. You are only permitted to attend lessons of the specific class in which you are enrolled on. You cannot attend lessons of another course or in another class on an ad hoc basis unless this has been negotiated with your tutor.

### Certificates:

1. You will receive a certificate for successful completion of the course. You will be required to attend regularly (at least 70% of the classes) and pass the assessments.
2. You will receive a certificate of attendance if you have attended regularly (at least 70%) and opted not to sit the final exams Please refer to the Frequently Asked Questions on our website for more information.