

## Application for enrolment

Please complete all pages of this form in BLOCK capitals and return it to the Student Enrolment Advisers, by fax to +44 1273 339398, or to the address shown overleaf, at least one month before the start of term. Every section must be filled in. Tick boxes where appropriate.

Students are usually 17 years of age on commencement of the International Foundation Year at University of Surrey International Study Centre (SISC).

<b>STUDENT DETAILS</b>	FAMILY NAME		RELIGION	
	OTHER NAMES		COUNTRY OF BIRTH	
	TITLE		COUNTRY OF NORMAL RESIDENCE	
	DATE OF BIRTH		HOME ADDRESS	
	AGE		CITY	
	SEX	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	COUNTRY / ZIP OR POST CODE	
	NATIONALITY		HOME TELEPHONE	
	MARITAL STATUS		MOBILE	
	FIRST LANGUAGE		FAX	
	LANGUAGE OF INSTRUCTION TO DATE		EMAIL	
	ETHNICITY		<small>TICK THIS BOX IF YOU WOULD LIKE TO RECEIVE PERIODIC SPECIAL OFFERS AND NEWS FROM SISC. YOU CAN UNSUBSCRIBE AT ANY TIME, AND YOUR EMAIL ADDRESS REMAINS CONFIDENTIAL.</small> <input type="checkbox"/>	

<b>PARENT/GUARDIAN</b>	NAME		HOME ADDRESS	
	RELATIONSHIP TO STUDENT		CITY	
	EMAIL		COUNTRY / ZIP OR POST CODE	
	MOBILE		HOME TELEPHONE	
	BUSINESS TELEPHONE		FAX	

<b>PREVIOUS EDUCATION</b>	PLEASE GIVE DETAILS OF YOUR CURRENT OR MOST RECENT SCHOOL, COLLEGE OR UNIVERSITY. ENSURE OFFICIAL TRANSCRIPTS, LATEST AVAILABLE RESULTS OR FORECAST RESULTS ARE ATTACHED, IN ENGLISH.	
	NAME OF SCHOOL/COLLEGE/UNIVERSITY	
	ADDRESS	
	COUNTRY / ZIP OR POST CODE	
	TELEPHONE	
	FAX	
	EMAIL	

<b>ELP*</b>	ENGLISH LANGUAGE PREPARATION (ELP). PLEASE NOTE, YOU WILL NEED THE EQUIVALENT OF IELTS 5.0 (WITH A MINIMUM OF 5.0 IN WRITING) TO COMMENCE THE INTERNATIONAL FOUNDATION YEAR. CURRENT ENGLISH LANGUAGE PROFICIENCY: PLEASE TICK APPROPRIATE BOX AND ENTER SCORE OR GRADE IF APPLICABLE.			
	CURRENT LEVEL OF ENGLISH	IELTS <input type="checkbox"/>	TOEFL <input type="checkbox"/>	GCSE 'O' LEVEL <input type="checkbox"/>
		COMPLETION OF ISC ENGLISH TEST <input type="checkbox"/>	PEARSON TEST OF ENGLISH <input type="checkbox"/>	
	REQUESTED LENGTH OF ENGLISH LANGUAGE PREPARATION	1 TERM <input type="checkbox"/>	2 TERMS <input type="checkbox"/>	ELP NOT NEEDED <input type="checkbox"/>
DATE YOU WISH TO START YOUR ENGLISH COURSE. IF YOU HAVE THE EQUIVALENT OF IELTS 3.0 YOU WILL NEED AT LEAST 2 TERMS OF ELP AND AT LEAST 1 TERM IF YOU HAVE THE EQUIVALENT OF IELTS 4.0.	JUNE 2011 <input type="checkbox"/>	SEPT 2011 <input type="checkbox"/>	JAN 2012 <input type="checkbox"/>	JUNE 2012 <input type="checkbox"/>

<b>COURSE SELECTION*</b>	INTERNATIONAL FOUNDATION YEAR SUBJECT ROUTE	BUSINESS, ECONOMICS, LAW AND POLITICS <input type="checkbox"/>	ENGINEERING, SCIENCE AND MATHEMATICS <input type="checkbox"/>
	DATE YOU WISH TO START YOUR ACADEMIC COURSE	SEPT 2011 <input type="checkbox"/>	JAN 2012 <input type="checkbox"/>
	INTENDED UNDERGRADUATE DEGREE AT UNIVERSITY OF SURREY (GENERAL SUBJECT AREA OR SPECIFIC DEGREE PROGRAMME)		

<b>INSURANCE</b>	<b>ACCIDENT &amp; MEDICAL INSURANCE</b> THE FULL COST OF STUDYCARE INSURANCE WILL AUTOMATICALLY BE ADDED TO YOUR INVOICE UNLESS YOU CAN PROVIDE PROOF OF ALTERNATIVE ADEQUATE COVER.
	I ATTACH PROOF OF MY ALTERNATIVE POLICY <input type="checkbox"/>

DO YOU HAVE ANY CRIMINAL CONVICTIONS	YES <input type="checkbox"/>	NO <input type="checkbox"/>	IF YES, PLEASE PROVIDE DETAILS ON A SEPARATE SHEET.
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\*PLEASE NOTE, FEES MAY BE SUBJECT TO INCREASE IN 2012.

# Application for enrolment continued

<b>MEDICAL / DISABILITY / SPECIAL NEEDS</b>	PLEASE GIVE DETAILS OF SUCH CIRCUMSTANCES, INCLUDING ALLERGIES AND ANY RELIANCE ON PRESCRIPTION MEDICINES. CONTINUE ON A SEPARATE SHEET IF NECESSARY.	
	COMPLETION AND SIGNING OF THIS FORM GIVES PROFESSIONAL STAFF FIRST AIDERS PERMISSION TO ADMINISTER FIRST AID TO YOU IF REQUIRED. IF YOU INDICATE THAT YOU HAVE A MEDICAL CONDITION, DISABILITY OR SPECIAL NEED THIS INFORMATION WILL BE PASSED TO THE STUDENT SUPPORT OFFICE AT THE UNIVERSITY WHICH MAY REQUIRE FURTHER DETAILS. PLEASE NOTE THAT CONSIDERATION OF HOW WE CAN MEET ANY SPECIAL NEEDS IS SEPARATE FROM THE ASSESSMENT OF YOUR ACADEMIC ABILITY.	

<b>ARRIVAL</b>	STUDENTS SHOULD ARRIVE 24 TO 48 HOURS PRIOR TO COMMENCEMENT OF THE COURSE.
DO YOU REQUIRE AIRPORT COLLECTION?	YES <input type="checkbox"/> NO <input type="checkbox"/> IF REQUIRED, THIS WILL BE INVOICED AS AN EXTRA CHARGE

<b>PASSPORT</b>	PASSPORT NUMBER	
	EXPIRY DATE	
	NAME AS SHOWN ON PASSPORT	

<b>PAYMENT DETAILS</b>	WHO IS RESPONSIBLE FOR PAYMENT OF YOUR TUITION FEES?					
	WHO IS RESPONSIBLE FOR PAYMENT OF YOUR ACCOMMODATION FEES?					
	ONCE AN OFFER OF A PLACE HAS BEEN ACCEPTED WE REQUIRE A DEPOSIT OF £500, TOGETHER WITH £500 ADVANCE PAYMENT OF FEES. YOU WILL ALSO BE REQUIRED TO PAY IN ADVANCE THE STUDY CARE INSURANCE FEE UNLESS YOU HAVE PROVIDED PROOF OF ALTERNATIVE COVER. PAYMENT CAN BE MADE EITHER BY STERLING BANK DRAFT, CREDIT CARD, DEBIT CARD OR BY DIRECT BANK TRANSFER. PAYMENT BY VISA, MASTERCARD OR AMEX IS SUBJECT TO A SURCHARGE OF 2%. PAYMENT BY DEBIT CARD HAS A £1 SURCHARGE. OUR BANK DETAILS ARE AS FOLLOWS:					
	BANK ADDRESS	NATIONAL WESTMINSTER BANK, HOVE TOWN HALL BRANCH, 103 CHURCH ROAD, HOVE BN3 2BS. ENGLAND.				
	ACCOUNT NAME	INTERNATIONAL STUDY CENTRE	SWIFT CODE	NWBK GB 2L	ACCOUNT NUMBER	60060832
	SORT CODE	53-61-02	IBAN NUMBER	GB92 NWBK 5361 0260 0608 32		

<b>SPONSOR/PAYEE</b>	PLEASE GIVE DETAILS OF THE PERSON/ORGANISATION RESPONSIBLE FOR PAYMENT OF FEES FOR FINANCIAL INFORMATION (INVOICES, STATEMENTS, ETC).		
	NAME		HOME ADDRESS
	RELATIONSHIP TO STUDENT		CITY
	EMAIL		COUNTRY / ZIP OR POST CODE
	MOBILE		FAX
	CONTACT TELEPHONE		

<b>UNDERTAKING</b>	<b>BY THE PARENT, LEGAL GUARDIAN OR SPONSOR</b>	
	I APPLY TO ENROL THE PERSON NAMED AS A STUDENT OF SISC*. I UNDERTAKE TO PAY ALL TUITION AND ACCOMMODATION FEES INCURRED BY THE STUDENT AS THEY BECOME DUE IN ACCORDANCE WITH THE TERMS & CONDITIONS AND EITHER TO GIVE THE REQUIRED NOTICE OF CANCELLATION OR TO PAY THE REQUIRED FEES IN LIEU OF NOTICE. I AM THE PARENT OR LEGAL GUARDIAN NAMED.	
	FULL NAME	
	SIGNED	
DATE		

<b>FORM OF INDEMNITY</b>	<b>BY THE PARENT, LEGAL GUARDIAN OR SPONSOR</b>	
	THIS INDEMNITY IS TO BE SIGNED BY THE STUDENT, AND ALSO BY HIS/HER PARENT OR LEGAL GUARDIAN IF THE STUDENT IS UNDER EIGHTEEN YEARS OF AGE. UNTIL THIS INDEMNITY HAS BEEN SIGNED AND RETURNED TO THE SISC*, THE STUDENT MAY NOT TAKE PART IN AN EXPEDITION ORGANISED BY SISC*.	
	IN CONSIDERATION OF THE PRINCIPAL/HEAD TEACHER/DIRECTOR OF SISC* AGREEING TO MAKE ARRANGEMENTS FOR AND TO AUTHORISE MEMBERS OF THE STAFF OF SISC* TO TAKE ME/MY SON/DAUGHTER/WARD FROM TIME TO TIME ON EXPEDITIONS OUTSIDE THE PREMISES OF SISC*.	
	I HEREBY UNDERTAKE TO INDEMNIFY THE PRINCIPAL/HEAD TEACHER/DIRECTOR AND SUCH MEMBERS OF THE STAFF AGAINST:	
	A) ANY CLAIMS, DAMAGES OR COSTS WHICH THEY OR ANY OF THEM MAY BE, OR BECOME, LIABLE TO PAY IN CONSEQUENCE OF ANY INJURY OR DAMAGE TO OR ILLNESS OF ME/MY SAID SON/DAUGHTER/WARD OCCURRING DURING OR AS A RESULT OF ANY OF THE SAID EXPEDITIONS.	
	B) ANY CLAIMS BY ANY THIRD PARTY WHICH MAY BE MADE AGAINST THEM OR ANY OF THEM IN CONSEQUENCE OF ANY ACT OR DEFAULT OF ME/MY SAID SON/DAUGHTER/WARD DURING OR AS A RESULT OF ANY OF THE SAID EXPEDITIONS.	
C) ANY OTHER COSTS AND EXPENSES REASONABLY INCURRED BY THEM OR ANY OF THEM ON BEHALF OF ME/MY SAID SON/DAUGHTER/WARD DURING OR AS A RESULT OF ANY OF THE SAID EXPEDITIONS. PROVIDED THAT THE INDEMNITY HEREIN SHALL NOT EXTEND TO ANY CLAIMS, DAMAGES, COSTS OR EXPENSES IN RESPECT OF AND TO THE EXTENT TO WHICH SISC* AND MEMBER(S) OF THE STAFF OR ANY OF THEM SHALL BE ENTITLED TO BE INDEMNIFIED UNDER ANY POLICY OF INSURANCE.		
SIGNED (STUDENT)		DATE
SIGNED (PARENT, LEGAL GUARDIAN)		DATE

<b>CHECK THAT YOU HAVE</b>	
<input type="checkbox"/>	COMPLETED THE FORM IN FULL AND CHECKED FOR ACCURACY
<input type="checkbox"/>	ENCLOSED PROOF OF ALTERNATIVE INSURANCE POLICY, IF RELEVANT
<input type="checkbox"/>	ENCLOSED FULL TRANSCRIPT OF ALL YOUR RELEVANT QUALIFICATIONS, TRANSLATED INTO ENGLISH
<input type="checkbox"/>	ENCLOSED ISC ENGLISH TEST OR IELTS/TOEFL CERTIFICATE

## For applications

Student Enrolment Advisers, 1 Billinton Way, Brighton BN1 4LF, United Kingdom. T +44 1273 339333 F +44 1273 339398

\* THE SISC IS ADMINISTERED AND TAUGHT BY A STUDY GROUP COMPANY, BELLERBYS EDUCATIONAL SERVICES LIMITED FROM BRIGHTON.

## Application for accommodation

Please complete in capital letters. Accommodation is subject to availability.

Please return this form as soon as possible. Tick boxes where appropriate.

This form should be returned to the Student Enrolment Advisers (SEA), by fax : +44 1273 339398

<b>OFFICIAL USE ONLY</b>
DATE RECEIVED:

<b>PERSONAL DETAILS</b>	FAMILY NAME		TITLE	
	OTHER NAMES			
	DATE OF BIRTH		AGE	
	SEX	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	
	NATIONALITY			
	CORRESPONDENCE ADDRESS			
	COUNTRY / ZIP OR POST CODE			
	CONTACT TELEPHONE NUMBER			
	EMAIL			
	COURSE APPLIED FOR			

<b>EMERGENCY CONTACT</b>	EMERGENCY CONTACT NAME	
	RELATIONSHIP TO STUDENT	
	ADDRESS	
	COUNTRY / ZIP OR POST CODE	
	TELEPHONE NUMBER	
	MOBILE	

<b>RESIDENCE</b>	PLEASE READ THE CONDITIONS OF RESIDENCE AND SEE FURTHER DETAILS ABOUT ACCOMMODATION AT <a href="http://WWW.SURREY.AC.UK/ACCOMMODATION">WWW.SURREY.AC.UK/ACCOMMODATION</a>			
	IF YOU WISH TO APPLY FOR A ROOM, PLEASE NUMBER YOUR CHOICES IN ORDER OF PREFERENCE (I.E 1, 2, 3).			
	PLEASE NUMBER ALL THE BOXES AS WE CANNOT GUARANTEE TO GIVE YOU YOUR TOP FEW CHOICES.			
	TWIN DUPLEX (BAND A)	STANDARD (BAND B OR C)	EN-SUITE (BAND D)	
PLEASE NOTE THAT ACCOMMODATION OPTIONS WILL BE LIMITED FOR JANUARY ENTRY. A BEDDING PACK WILL BE PRE-ORDERED FOR YOU UPON CONFIRMATION OF YOUR APPLICATION. ANY ASSOCIATED COST FOR THE BEDDING PACK WILL BE CHARGED TO YOUR STUDENT ACCOUNT.				

<b>SPECIAL NEEDS</b>	IF YOU HAVE A SPECIAL MEDICAL NEED WHICH AFFECTS YOUR ACCOMMODATION REQUIREMENTS WE WILL MAKE EVERY EFFORT TO ALLOCATE YOU TO SUITABLE ACCOMMODATION. PLEASE PROVIDE DETAILS OF YOUR NEEDS.	

<b>OTHER INFORMATION</b>	PLEASE NOTE HERE ANY OTHER INFORMATION WHICH YOU WOULD LIKE US TO TAKE INTO ACCOUNT BEFORE ALLOCATING YOU A ROOM. ALL ACCOMMODATION IS NON-SMOKING

<b>DECLARATION</b>	IN SIGNING THIS APPLICATION YOU SHOULD BE AWARE THAT YOU ARE AGREEING TO ABIDE BY THE CONDITIONS OF RESIDENCE THAT CAN BE VIEWED AT <a href="http://WWW.SURREY.AC.UK/ACCOMMODATION">WWW.SURREY.AC.UK/ACCOMMODATION</a> . THE KEY POINTS ARE DETAILED BELOW:
	<ul style="list-style-type: none"> <li>STUDENTS LIVING IN UNIVERSITY OWNED ACCOMMODATION ARE LICENSEES. YOUR LICENCE IS GRANTED BECAUSE OF YOUR INTENTION TO FOLLOW A COURSE OF STUDY AT THE UNIVERSITY. IF YOU CEASE TO FOLLOW A COURSE OF STUDY AT THE UNIVERSITY YOU WILL BE REQUIRED TO LEAVE RESIDENCE.</li> <li>YOUR LICENCE IS FOR A FIXED PERIOD AND THERE ARE FINANCIAL PENALTIES IF YOU DECIDE TO LEAVE BEFORE THE END OF THE PERIOD.</li> <li>YOU ARE REQUIRED TO CONDUCT YOURSELF IN A RESPONSIBLE AND SAFE MANNER AND NOT TO DISTURB OTHER RESIDENTS.</li> <li>THE ADDRESS IN ENGLAND AND WALES AT WHICH NOTICES (INCLUDING NOTICES IN PROCEEDINGS) MAY BE SERVED ON THE LANDLORD BY THE TENANT OR LICENSEE IS: THE ACCOMMODATION OFFICE, UNIVERSITY OF SURREY, GUILDFORD, GU2 7XH.</li> <li>ALL RESIDENCES, INCLUDING BEDROOMS ARE NON-SMOKING.</li> <li>YOU MAY NOT SUB-LET YOUR ROOM OR LET ANYONE ELSE LIVE THERE.</li> </ul>
	I AGREE TO ABIDE BY THE CONDITIONS OF RESIDENCE

SIGNATURE		DATE	
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IF YOU ARE A PARENT/GUARDIAN COMPLETING THIS FORM ON BEHALF OF A STUDENT, PLEASE SIGN ON THEIR BEHALF.

# Terms and Conditions

## Important

Please ensure you read these Terms and Conditions carefully and understand them before signing your final acceptance of a place at University of Surrey International Study Centre (hereafter referred to as SISC). These Terms and Conditions referred to herein constitute the entire agreement between the parties and shall supersede any and all promises, representations, warranties or other statements whether written or oral made by or on behalf of one party to the other of any nature whatsoever or contained in any leaflet brochure or other document given by one party to the other concerning such subject matter. The SISC is administered and taught by a Study Group company, Bellerbys Educational Services Limited from Brighton. By signing these Terms and Conditions you give permission for your son/daughter to participate in outings arranged by the SISC.

## Application and confirmation payment

If the application is accepted, a written Offer of a Place will be made. To accept this Offer a confirmation payment is required consisting of £500 fees in advance and a security/ disbursements deposit of £1,000. This deposit is primarily held against any damages and other incidental expenses, and if at the end of a course there are any monies left these can be offset against disbursements, otherwise an invoice will be issued for any damages/ disbursements in excess of the deposit. Any monies left will be refunded within 28 days of completion of the final term less any deductions made for any amount outstanding at that time. No other refunds will be made. All payments are refundable in the event that a student is unable to meet visa entry requirements, except in the case where fraudulent documents have been submitted, subject to receipt of an official visa rejection letter. All offers are made subject to availability. To hold your place until the fee deadline, we need to receive your confirmation payment, together with any accommodation confirmation payment that may be required. To secure your place, we need to receive fees as per terms and conditions. Non-payment by the fee deadline may put your place at risk.

Additional charges may be made for such items as accommodation security deposits, bedding packs, accommodation specific insurance, University administration fees and other sundry expenses. These items may be charged either to your ISC student account or your University student account. Residential accommodation is subject to availability and early confirmation is advised.

## Cancellation

The following charges apply for courses cancelled before arrival in the UK where visa entry requirements have been met:

### Cancellation fee

8 weeks or more before commencement = £500  
Less than 8 weeks before commencement = £1,000

Cancellations must be made in writing and the period of cancellation applies only from the date upon which the SISC receives the written notice of cancellation. If cancelling the course, students must also confirm if they are cancelling StudyCare insurance.

## SISC tuition fees

Fees are payable termly to the SISC, one month before term starts. Termly payment will be subject to any increase in tuition or accommodation fees which may be announced during the course. Admission to classes is dependent on fees having been received by the SISC.

Reasonable efforts are always made to keep fees to the minimum that is consistent with the provision of a modern and efficient teaching programme. However, fee increases may become necessary from time to time in order to maintain standards and will become effective immediately they are notified.

If payments become overdue, the SISC reserves the right to suspend or cancel tuition and to charge interest on the balance at the rate of 2% above the base rate of Barclays bank per month or part thereof.

Fees remain payable if Notice of Withdrawal has not been given in accordance with these conditions.

## Provision of tuition

### Pre-arrival

The SISC reserves the right to withdraw programmes, if the number of student applications for those programmes fall below the minimum required to run the programme. Under such circumstances students will be given the opportunity to either change their programme of study or withdraw from the SISC with no liability for cancellation fees.

### Once the student has commenced the course

The SISC reserves the right to withdraw academic programmes if student numbers drop below the minimum number required to run the programme. If this occurs, the student will be offered an alternative academic programme, or enrolment at another ISC (visa regulations permitting).

## Undergraduate Programme Preparation Fee

Should the student be successful in progressing to the University of Surrey Undergraduate programme, an amount equivalent to 15% of that Undergraduate programme's first year's fees will be payable by the student to Bellerbys Educational Services Limited as a degree programme preparation fee. At the same time, the student will be entitled to receive a 15% discount from the University in respect of its first year's fees. The student will pay the Undergraduate Programme Preparation Fee directly through their first year's University fee.

## Academic criteria

Students who do not yet meet university criteria for English Language proficiency will be expected to take an appropriate English Language course at the SISC.

Students are accepted into the SISC on the strict understanding that progression through the course is conditional upon satisfactory and required attendance and successful attainment of prescribed performance targets. Students are formally assessed at least twice a year. The assessment will take into consideration:

- Course work
- Internal 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 an alternative course or invited to withdraw from the SISC without refund.

## Study plan changes

All students' English and numeracy skills will be tested on arrival. Should standards not be met the centre may be required to alter the student's study plans to one more appropriate to their academic level. This may incur additional costs.

## Progression

Progression at the end of any given term is dependent on successfully passing all modules in that term.

## Personal insurance

### Accident and Medical Insurance

It is necessary that all students have appropriate accident and medical insurance. Students must either take out the StudyCare insurance policy or provide proof of adequate cover at enrolment. Cover under the StudyCare insurance policy does not commence until the insurance fees have been paid in full, which are non-refundable.

### Personal belongings and contents insurance

While the University takes all reasonable precautions to ensure the safety and security of students on the campus and in University-managed accommodation, the University cannot accept responsibility, and expressly excludes liability, for loss or damage to students' personal property (including computer equipment and software), including any financial or other consequential loss, where such loss or damage is as a result of theft, fire, flood, computer virus or any cause relating to University computing facilities, or any other cause, except where such loss or damage is caused by the University's negligence.

The University does not insure students' personal possessions and cannot be held liable for loss or damage should individuals fail to arrange their own insurance cover. All students are, therefore, strongly advised to take out a contents insurance policy. If our StudyCare insurance is taken out, loss or damage to personal property which may occur is covered within the terms of the policy.

## Breakages

Students are responsible for payment for any damage caused by them to SISC/University property, including fixtures and fittings in University-managed accommodation. Occupants of shared accommodation are jointly and severally liable for the proper care of rooms, fixtures and fittings and the University reserves the right to recover costs for damage or exceptional cleaning.

## Campus services not provided by the University

Some facilities, services or equipment are provided on campus by third parties and not by the University (e.g. the Health Centre, or the Students' Union). Whilst the University will endeavour to ensure that those facilities and services are delivered to a reasonable standard, it can accept no responsibility for the nature of, and reserves the right to withdraw or change such facilities, services and equipment.

## Withdrawal from SISC

Once a student has arrived in the UK, a minimum of one term's notice (in writing) is required, or payment in lieu, whether or not the student continues to attend lessons.

Students following the English Language Preparation courses are enrolled to progress on to the academic programme assuming a satisfactory level of English has been obtained. The student must therefore give the standard term's notice if they do not wish to progress further at the SISC.

If withdrawal is due to refusal of a visa extension then less notice may be accepted (at the SISC's discretion) as long as full written details are provided before a course recommences.

Where withdrawal is due to illness, if the student has taken out the comprehensive StudyCare plan insurance scheme (details of which are available on request), subject to the terms of the scheme the student may be able to claim a refund.

Notice of withdrawal must be given in writing and is effective from the date it is received by the SISC. Enrolment is for the SISC only and is non-transferable.

## Withdrawal/variation of degree programmes

If, after a SISC applicant has indicated an intention to progress onto a particular degree programme, but prior to the student completing the SISC foundation programme, the University discontinues the nominated degree programme, the student may either: (1) withdraw without liability for fees other than the fee liability for the SISC programme, or (2) transfer to such other programme (if any) as may be offered by the University for which the student is qualified. If in these circumstances the student wishes to withdraw from the University and to enrol in a course at a different University, the University shall use its reasonable endeavours to assist the student.

Once the student has commenced the first term of degree-level study, if:

(a) the University's ability to deliver programmes or other services in accordance with the descriptions provided is compromised by circumstances beyond the control of the University (e.g. third party industrial action), the University will use all reasonable endeavours to minimise disruption as far as it is practical to do so;

(b) the programme is cancelled or substantially varied from that described in the prospectus for reasons other than circumstances beyond the University's reasonable control, the University will use reasonable endeavours to provide a suitable replacement programme, but cannot guarantee to do so. If the student does not wish to accept the replacement programme, the student shall be entitled to withdraw from the programme. In the event of such withdrawal the University shall make an appropriate refund of tuition fees. Depending on the point at which the withdrawal takes place, the University reserves the right to retain fees or charges to cover the tuition or services which the student has actually received.

## Enrolment conditions for progress to degree programme

Students are required as a condition of enrolment to pay all fees due to the university according to fee status and published fee rates.

Enrolment also entails the student's agreement to abide by the provisions of the current Charter, Statutes, Ordinances, Regulations and Handbooks, including the general Student Handbook and the Examination and Assessment Handbook for undergraduates. (Current versions viewable at: [www.surrey.ac.uk](http://www.surrey.ac.uk)).

The provision of a facility or service may attract an additional charge (i.e.: separate from tuition fees). The University will make this clear in advance. If a student contracts voluntarily to receive an extra facility or service from the University, but subsequently fails to pay all or part of the agreed charge, the University maintains the right to withdraw the service and to recoup the outstanding charge.

## Accounts procedures

### Payments

Payment can be made to the SISC by cheque, Sterling bank draft, telegraphic transfer or credit card. Please ensure that the student's name and customer reference are always included on the transfer document, indicating that the transfer is in respect of fees.

Bank charges and commission for both the sending and receiving banks should be paid by the sender of funds or they will be applied to the student's account. Payment by credit card is subject to a surcharge of 2%. Payment by debit card is subject to a surcharge of £1. Accounts communications will be sent both to the person responsible for paying the fees and to the student unless written instructions are received to the contrary.

## Sundry charges

Any incidental costs incurred on behalf of the student will be charged to their account, for example taxi charges, fax costs, field trips, text books and vacation accommodation.

## Refunds

Refunds will only be made to the person responsible for the fees unless written authorisation is provided to the contrary from that person. Refunds will be made within 28 days of the end of the relevant term. Refunds are made after calculating any damages or disbursements due, or any other incidental fees or charges.

## Accommodation

### Provision of Accommodation

The University offers university-managed accommodation to applicants who firmly accept an offer of a place on the International Foundation Year and who send in a completed Accommodation Application Form by the published accommodation deadlines.

If you miss your start date for any reason, we reserve the right to change your accommodation.

### Length of Tenancy

Students taking up accommodation with the University will be required to sign a tenancy agreement for a period which may include the Christmas and Easter vacations, if these fall between the start and end dates of their course. Students starting their course in January in certain types of housing may be asked to move to alternative university accommodation for July and August.

### Students under 18 years

The University will provide additional information to the parents or guardians of students under 18 years of age advising them of the steps the University takes with regards to students under 18 years of age. The parents or guardians of a young person under the age of 18 will be required to sign and return this document to confirm receipt of the information.

### Rent

Rents vary according to the type of accommodation offered. Students pay in equal instalments.

### Room swaps and terminating a tenancy

Although we do our best to allocate students to their preferred choice of accommodation, it is not possible to meet everyone's needs. The University's stock of accommodation is varied and some areas are more popular than others. If a student is unhappy with his or her room allocation, there is normally an opportunity to swap later on. An administration fee will be charged for any room changes. If a student decides to move out of University accommodation for any reason, he or she will be asked to pay a termination fee and will be liable for rent until another acceptable student is found to take the room. Vacation accommodation is available on request to the Housing Office. The appropriate fee will be added to the student's account.

### Behaviour in University residences

All residents are expected to behave in accordance with commonly accepted rules of good behaviour and to abide by the Conditions of Residence. All students will also be required to abide by and submit to the procedures of the University's disciplinary rules and regulations as amended from time to time. A copy of the current disciplinary rules and regulations is available on request from the University. Residents may be subject to disciplinary action and/or legal possession proceedings if they breach the terms of their tenancy agreement.

### Car parking

Parking on campus is restricted. Charges apply to all students (and staff) who are allowed to park on campus. Students living on campus are not allowed to park on campus unless they have a need based on a disability or a family living with them on campus.

## Publicity

Students and their parents or guardians agree that the students' images and sound, details and achievements may be used for promotional purposes without written consent or notification.

## Data protection

Any information provided to SISC may be held on computer and shall be used by the SISC in accordance with its Data Protection registration and the UK Data Protection law. Information provided to SISC is held and processed for the purpose of administering your application, and may be carried forward to your official student record, which holds data in electronic and paper form on your personal details, academic and administrative history and on relevant financial transactions. Once you progress to a degree programme, the University is required to provide information to UK agencies including the Higher Education Statistics Agency. After you leave, the parts of your student record which the University needs to retain will be archived. Some information will also be processed for the purpose of managing our relationship with you as an alumnus. Other information will be destroyed. Throughout, your personal data will be held in accordance with current UK data protection law.

## Liability

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.

## Variation

No variation to these conditions is valid unless agreed in writing by the Centre Head provided always that the SISC reserves the right to make any addition, amendment or alteration to these conditions upon giving one term's written notice of such change to all affected parents, guardians and students.

## UK government bodies

SISC is obliged to report, on request, visa status, attendance records and UK contact details to relevant UK government bodies.

## Communication

Please supply the SISC with personal e-mail addresses and mobile telephone numbers prior to arrival, in order that communication, to include transmission of student reports, may be maintained at all times. Please also advise of any changes as they occur.

*These Terms and Conditions apply to all bookings now made for courses commencing from January 2011.*