

Terms and Conditions for Modern Foreign Language Courses 2010 - 2011

Please note that you must agree to these Terms and Conditions if you wish to study on a course at The Northern School of Languages. If any of the Terms and Conditions are broken you may be asked to leave the course with no refund.

Registration

- (a) Before the start of your course, we must have received your completed Application Form and full course payment.
- (b) NSL accepts students from the EU and Visa students from outside the EU with valid visas.

Attendance and Absenteeism

- (a) Students are expected to attend **all** their classes, in order to progress effectively through your course.
- (b) You will not be refunded for any days you miss due to absence.

Course Fees

- (a) Full course fees must be paid once your application has been accepted and before your course starts.
- (b) Course materials are not included in course fees. NSL will inform you what is required before your course starts.

Cancellations/Changes to course/Refunds

- (a) All cancellations must be made in writing.
- (b) Students cancelling their course more than 14 days before the start date will be refunded 100% of their course fees.
- (c) Students cancelling their course less than 14 days before the course start date will be refunded 50% of their course fees.
- (d) After the course has started there can be no refunds.
- (e) There will be no refund for late starters. Fees are charged from the agreed start date on application.
- (f) The school reserves the right to change or cancel a course at any time. Reasonable efforts will be made to inform the student in due time, and an alternative course may be found for the student if applicable.
If no alternatives can be arranged, the school may choose to refund any course fees paid.
- (g) Fees cannot be transferred to another student or another course at a different time.
- (h) Refunds can only be made to the person whom the funds originated from.
- (i) Students will not be refunded for days they missed due to absence.

General

- (a) You may occasionally be photographed while attending the school or during social activities for inclusion in the school literature and website, please inform us if you **do not** wish these images to be published.
- (b) The school provides no parking for students. Pay and display parking is available near the school but vehicles are left at the owners risk. There is also street parking. Bicycles may be left outside the school premises at the owner's risk.
- (c) The school accepts no responsibility for loss or damage to personal property whilst on school premises.

Behaviour

- (a) It is the student's responsibility to treat the school with respect, to report any breakages, clean any spillages and behave in a way that does not damage the property of the school in any way.
- (b) Students will not abuse or threaten other students or any staff verbally, physically, sexually or in writing. Students found abusing any member of staff or students may face expulsion from the school.
- (c) Theft from Students, Staff or the School will result in expulsion and involvement of the Police.
- (d) Mobile phones must be switched off or on silent during class times.

Holidays

- (a) Foreign Language courses will not run during school holidays. Please ask for dates.

Certificates/Letters

- (a) Students receive an end of course certificate when they leave the school. It is the student's responsibility to make sure they have this certificate when they leave. The school cannot produce certificates after 1 month of students leaving.
- (b) Any letters required by students must be requested before the end date of their course.
- (c) Duplicate letters may be requested but will be charged for.