

Proposed Career/Degree Course:

I wish to enrol at Cardiff Sixth Form College in order to study (please enter details below):				
GCSE	AS/A2	A2 (One year course)	Subject	Date

I would like to join the Oxbridge preparation group: Yes No

I would like to join the Pre-Medical school group: Yes No

I would like to study Cambridge Pre-U Diploma: Yes No

I would like to study CSFC Healthcare/Academic Diploma: Yes No

I would like to take IELTS training (for International applicants only): Yes No

English Language Proficiency

How long have you been studying English (International Students Only):

TOEFL / IELTS / O Level Result(s):

How did you hear about Cardiff Sixth Form College?

Health Details

To ensure that the college is able to provide any additional support that you may need it would be helpful if you could indicate below any special/health needs that are relevant to you.

- | | |
|--|---|
| <input type="checkbox"/> Visual Impairment | <input type="checkbox"/> Unseen Disability (ie. Asthma/Epilepsy/Diabetes) |
| <input type="checkbox"/> Hearing Impairment | <input type="checkbox"/> Emotional/Behavioural Difficulties |
| <input type="checkbox"/> Medical health issues | <input type="checkbox"/> Severe Learning Difficulties |
| <input type="checkbox"/> Dyslexia | <input type="checkbox"/> Other Specific Learning Difficulties |

Any other issues that you wish the college to be aware of:

The information you have provided above will be treated in the strictest confidence. Should you wish to agree for the college to take any emergency steps such as medical or surgical treatment by medical authorities, you will need to sign the declaration below:

Declaration :- I agree to receive treatment instructed by medical authorities should an emergency situation arise.

Students Name: _____ **Students Signature:** _____ **Date:** _____

Parent/Guardian name: _____ **Parent/Guardian Signature:** _____ **Date:** _____

Accident & Medical Insurance (for International Students only)

The full cost of Study Insurance will automatically be added to your invoice unless you can provide proof of alternative adequate cover.

I attach proof of my alternative policy Yes No

Guardianship Service (for International Students only and compulsory for students age 18 and below)

I wish to apply for Guardianship Services Yes No

For more information on Guardianship Services please contact the Associate Principal.

Form Indemnity

This indemnity agreement is to be signed by the student and if the student is under the age of eighteen years by the parent/legal guardian also. Until this indemnity has been signed and returned to the college, the student may not take part in any expeditions organised by CSFC. In consideration of the principal/head teacher/director of CSFC agreeing to make arrangements for and to authorise members of the staff of CSFC to take me/my son/daughter from time to time on expeditions outside the premises of CSFC I hereby undertake to indemnify the principal/head teacher/ director and such members of the staff against:

- 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 occurring during or as a result of any of the said expeditions.
- 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 during or as a result of any of the said expeditions.
- any other costs and expenses reasonably incurred by them or any of them on behalf of me/my said son/daughter 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 CSFC and member(s) of staff or any of them shall be entitled to be indemnified under any policy of insurance.

Signed (student)	Date
Print name (student)	Date
Signed (parent/legal guardian - applicants aged under 18 years only)	Date
Print name (parent, legal guardian - applicants aged under 18 years only)	Date

Details of person responsible for paying fees:

Name of Signatory:	Tel No Daytime:
Address:	Tel No Evening:
	Mobile Tel No:
	Fax No:
Email:	

I have read and I agree to the Terms and Conditions of Cardiff Sixth Form College*. I undertake to pay the fees as they are due and either to give the required notice of cancellation or withdrawal, or to pay the required fees in lieu of notice.

Signature:

Home / EU student : Please enclose your enrolment fee of £150 (cheques are to be made payable to "Cardiff Sixth Form College") together with your two recent Passport-sized photographs.

International Student : Please enclose your enrolment fee of £175 (cheques are to be made payable to "Cardiff Sixth Form College") together with your two recent Passport-sized photographs.

Payment Details

Once an offer of a place has been accepted we require a deposit (please see fee structure). You will also be required to pay in advance the Study Insurance fee (for international students only) unless you have provided proof of alternative cover. Payment can be made by sterling bankers draft, cheque or by direct bank transfer.

Bank address LLOYDS TSB, 1, Queen Street, Cardiff CF10 2AF

Account No 00122109

Account name Cardiff Sixth Form College

Iban number GB15 LOYD 3091 6300 122109

Sort code 30-91-63

BIC LOYDGB21143

Check that:

- the form is fully and accurately completed
- the enclosed proof of alternative insurance policy, if relevant
- the enclosed full transcript of all your relevant qualifications, translated into English

Representative's Stamp (if applicable)

I confirm that the details I have provided are accurate and complete. By signing this document I am confirming that I am aware of the colleges Terms and Conditions* and agree to abide by them.

Signature of Student:

Signature of Parent/ Guardian:

Date:

*The Terms and Conditions documentation can be downloaded from our website www.ccoex.com

OFFICE ONLY: Registration Fee: _____ Date Received: _____ Deposit Fee: _____ Date Received: _____



Accommodation & Airport Transfer

97-99 Newport Road, Cardiff CF24 0AF
Tel: +44 (0)29 20493121
Fax: +44 (0)29 20493122
email: enquiries@ccoex.com
www.ccoex.com

Name of Student:	Surname :	
Title:	Date of Birth:	Nationality:
Address of student (Home Address):		Name and Address of Parent/Guardian:
_____		_____
_____		_____
_____		Profession(s):
_____		_____
Home Telephone:	Telephone (Daytime):	
Mobile Telephone:	Telephone (Evening):	
Fax No:	Mobile Telephone:	
E-mail:	Fax No:	
_____	E-mail:	
_____	_____	

Accommodation Type

(Please Tick Appropriate Box For Your Desired Accommodation)

- | | | |
|---|--------------------------------------|--|
| College Residence | <input type="checkbox"/> Single Room | <input type="checkbox"/> Twin Room |
| College Housing | <input type="checkbox"/> Single Room | <input type="checkbox"/> Twin Room |
| College Host Family | <input type="checkbox"/> Single Room | |
| - Pet Preference | <input type="checkbox"/> Dogs | <input type="checkbox"/> Cats <input type="checkbox"/> No Pets <input type="checkbox"/> Don't mind/No preference |
| - Do you Smoke | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| - Special Dietary requirements (eg. halal, vegetarian, no pork, food allergies) | | |

Notes: The Accommodation will only be reserved when enrolment has been confirmed and full deposit paid. Please see the Fees documentation for full details on accommodation including cost.

Airport collection

Students should arrive 24 to 48 hours prior to commencement of the course. Flight details including date and flight number should be sent to the UK International Admissions Centre as soon as possible to arrange the airport collection.

Do you require airport collection? (This will be invoiced as an extra charge where applicable) Yes No

Airport: Heathrow Gatwick Stansted

Signature of Student: _____ Signature of Parent/ Guardian: _____ Date: _____

*The Terms and Conditions documentation can be downloaded from our website www.ccoex.com



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Tuition & Accommodation Fees Information

Tuition Fees (September Intake - 2011/2012)

Tuition Fees - UK & EU Students

Registration Fee	£150
Acceptance Deposits	£350*
Fees for year 10 & 11 per term	£4000
Fees for A Level Studies per term	£4000

* Fees are refundable upon completion of the course.

Tuition Fees - International Students

Registration Fee	£175
Acceptance Deposits	£2750*
Fees for year 10 & 11 per term	£4000
Fees for A Level Studies per term	£4000

* Fees are refundable upon completion of the course.

Accommodation & Fees

The college will make every effort to allocate you with your preferred type of accommodation but please be aware that this is not guaranteed.

UK & EU Students

College Residence

Single Room; En-suite; Full Board
Twin Room; En-suite; Full Board

Tuition Fee & Boarding (Per Term)

£7,000.00
£6,500.00

College Housing - House

Single Room; En-suite; Full Board
Twin Room; En-suite; Full Board

Tuition Fee & Boarding (Per Term)

£7,000.00
£6,500.00

College Host Family

Single Room

Boarding (Per Term)

£6,500.00



HOMESTAY ACCOMMODATION

97-99 Newport Road, Cardiff CF24 0AG
Tel: +44 (0)29 20493121
Fax: +44 (0)29 20493122
email: enquiries@ccoex.com
www.ccoex.com
www.sixthformcollegecardiff.com
www.internationalcollegeuk.co.uk

If you are interested in living with a host family during your time at Cardiff Sixth Form College you will need to complete all sections below. The information that you provide will help us to match your preferences with a suitable Homestay provider.

CONTACT DETAILS.

Name:

Address:

.....

.....

Phone number:

Date of Birth:

Would you be willing to live in a house with other students? YES NO

Do you have any food allergies? YES NO

Do you have any special dietary requirements? YES NO

If so, please provide details: _____

Would you be willing to live in a house with pets? YES NO

Are you a smoker? YES NO

Do you have any existing medical conditions that your host YES NO

would need to be aware of?

If so, please provide details: _____

Do you have any medical allergies that your host YES NO

needs to be aware of?

If so, please provide details: _____

Please detail any additional information that you wish your hosts to be aware of :

HOMESTAY ACCOMMODATION FACTS:

- Homestay is living in a private house as a member of that household.
- This arrangement is NOT the same as living in a hotel and should not be viewed as such.
- Be respectful to your hosts. They have invited you in THEIR house and are responsible for your well being.
- Be prepared to abide by and not to question the rules of the household.
- Be respectful of your host's lifestyle and meal time arrangements.
- Everyday usage of utilities (water/gas/electric) is covered but this arrangement should not be abused.
- You will need to discuss the use of the telephone and computer.
- Laundry arrangements should be discussed with your host.
- Transport to and from college and the airport is your responsibility.
- Bed linen and towels are usually provided.
- Be aware that the host's household insurance will not cover your personal possessions.
- Please be aware that this contract covers one full academic year. Should you wish to move out at any time during the year, please note that the full year's accommodation cost will be due.
- The Accommodation Officer of the college is Mr Nadeem Sarwar who should be contacted in the event of any concerns or queries.

By signing this form I am confirming that all information given is accurate and correct and that I am aware of and agree to abide by the statements above.

Signature:

Full name (please print):

Date:

*The Terms and Conditions documentation can be downloaded from our website www.ccoex.com



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 the College. 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. By signing these Terms and Conditions you give permission for your son/daughter to participate in outings arranged by the College. Parents/Guardians/Financial Sponsor are responsible in respect of these terms and conditions.

Application and confirmation payment

If the application is accepted, a formal offer of a place will be made. To accept this offer a deposit is required. (Please see fee structure). 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 the beginning of the new academic 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, subject to receipt of an official visa rejection letter. No refund would be made in the event of falsified or non-genuine documentation being used at any stage of the application process. All Offers are made subject to availability. To hold your place until the fee deadline, we need to receive your deposit. 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.

Tuition and accommodation fees

The fees due in any one year are those published for that academic year and are payable termly in advance by the first day of each term. Admission to classes is dependent on fees having been received by the college. Termly payment will be subject to any increase in tuition or accommodation fees which may be announced during the course. 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 to parents. The course fees are payable termly. If payments become overdue, the College 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 Lloyds TSB bank per month or part thereof. Fees remain payable if Notice of Withdrawal has not been given in accordance with these conditions. Please note that although students may leave College after their examinations in November or June, tuition and accommodation fees will not be reduced or refunded.

Where parents may have difficulty in meeting termly payment requirement they should discuss their situation with the Bursar to see if any alternative arrangements could be made, e.g payment by instalments. If any such alternative arrangements are made, they must be confirmed in writing, by the Bursar prior to the beginning of the term.

No allowance can be made for a late start or early leaving except for those students enrolling more than four weeks after the beginning of term who will pay on a pro rata basis until the end of term. No reduction can be made in the event of absences from the College for whatever reason.

Fees for individual lessons missed are still payable unless 24 hours notice is given in writing.

Fees, which remain unpaid two weeks after the start of term, will subject to a GBP100 late payment surcharge without exception. If alternative arrangements are made under paragraph 2 above, the GBP 100 surcharge will apply immediately if any of the agreed instalment dates are not met. Any payment made to the college, which are not honoured, will be subject to a bank/administration charge of GBP 25 per unpaid item.

For students receiving a bursary or scholarship, the terms and conditions shown on the Financial Aid Agreement will also apply.

Provision of tuition

If a particular subject is under-subscribed, the College reserves the right to provide a smaller number of hours' tuition or private tuition for the same fee or by giving one term's written notice to either change or end the course without refund. The College may give one term's written notice to either change or end a course without refund in the event of any circumstance arising or occurring which the College at its reasonable discretion deems to necessitate such action. The Principal reserves the right to reduce the standard hours of tuition groups of three or less as follows;

A Level: 1 student: 2 hours per week, 2/3 students- 3 hours per week, 4/7 students- 4/5 hours per week

Academic criteria

Students who do not perform satisfactorily in their course work will not be entered for external public examinations by the College. Public examination entrance fees are not included in the tuition cost. Students are responsible for entering examinations. The college reserves the right to refuse entry to public examinations if the tuition fees have not been paid in full, and/or if a student fails to meet satisfactory level of work effort or attendance.

All international students are required to attend IELTS classes alongside their A Level studies. The cost is included in the fees up to 4 hours per week.

Students who do not meet our minimum criteria for English Language proficiency but have received an offer of study will be required to take one to one sessions with our English tutor. Students are accepted into the College on the strict understanding that progression through the course is conditional upon satisfactory 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 College examination results
- Attendance
- Effort in class and in homework
- Public examination potential

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 College without refund.

Criteria for the one year A Level course

The A Level course length is normally six terms (September start) or five terms (January start). Applications for the one year (three term) September start course are accepted only if:

- Students possess very good GCSE or equivalent high school graduation grades, or
- Students are mature (over 20 years of age), or
- Students are repeating the A Level course.

Students unsure of the acceptability of their qualifications should contact the College for assessment. Students enrolled on a three term A Level course are accepted on the strict understanding that their progress will be reviewed at key stages including the end of the first term. The College reserves the right to require a longer course or change of course in light of that review.

Attendance Policy

It is college policy that attendance at ALL classes is compulsory. Students are required to log their entry to college each morning and be aware that registers will be taken at the start of every lesson. Failure to attend will result in disciplinary action being taken and, where necessary, the relevant authorities being notified.

Accident & medical insurance

It is necessary for all students to have appropriate accident and medical insurance. Students must either take out our own insurance policy or provide proof of adequate cover at enrolment. Cover under the insurance policy does not commence until the insurance fees have been paid in full. These are non refundable. It is college policy that attendance at ALL classes is compulsory. Students are required to log their entry to college each morning and be aware that registers will be taken at the start of every lesson. Failure to attend will result in disciplinary action being taken and, where necessary, the relevant authorities being notified.

Withdrawal

Two term's notice must be given before a Pupil is withdrawn from the College (including withdrawal after the Pupil has sat GCSE) or two term's Fees in lieu will be immediately due and payable as a debt at the rate applicable on the date of invoice whether or not the place can be filled. The Pupil's decision to withdraw from the School shall, for these purposes, be treated as a withdrawal by the Parents/ Guardian/ Financial Sponsor and will need to be supported in writing from the parents. The charge of two term's Fees represents a genuine pre-estimate of the School's loss in these circumstances, and sometimes the actual loss to the School will be much greater. This rule is necessary to promote stability and the School's ability to plan its staffing and other resources.

Notice of discontinuation of any subject must be given in writing one full term in advance, otherwise payment for the next term will be required. Receipt of this notice must be confirmed in writing by the college.

If withdrawal is due to refusal of a visa extension then less notice may be accepted (at the College'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 our comprehensive 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 from the parent/ guardian/ financial sponsor and is effective from the date it is received by the College. A refund of deposit is only made on two occasions:

- 1) The student is refused an entry visa
- 2) The college withdraws the offer of the course for any reason

The School may terminate this agreement on one term's written notice sent by ordinary post or on less than one term's notice in a case involving expulsion or required removal. The School would not terminate the contract without good cause and full consultation with Parents and the Pupil (where appropriate), and would offer the Parents a Governors' Review of a decision to terminate.

The Principal reserves the right, having afforded parents a fair and reasonable hearing, to request that a pupil leave the College if it is his opinion that such a course of action is in the best interests of either the student or the College. Such an action would be carried out in accordance with the terms of the school's disciplinary policy which includes an appeals procedure. If a pupil leaves under such circumstances, no refund of fees will be made.

Student must obtain a minimum of BBB grades to be able to go onto A2 year.

Please note that the college operates a zero-tolerance policy with regard to drugs. If a pupil is found in the possession of drugs or is involved in the supply of drugs (or other harmful substances), he/she will be severely punished with the College reserving the right to expel that pupil forthwith. A student may be asked by the Principal to leave the College for disciplinary reasons or for non-payment of fees. Under these circumstances, fees for the whole of that term remains payable and no refund will be made.

Colleges' organisational policies

Cardiff Sixth Form College has policies on admissions, bullying, child protection, discipline, health & safety, promotion of good behaviour, sanctions in cases of bad behaviour, complaints and exclusions – these are available on request from the Vice-Principal and are included in the Student Handbook.

Accounts procedures

Payments

Payment can be made to the College by cheque, sterling bank draft or electronic transfer. 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 school 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.

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. The college requires payment to be made in £ sterling.

Sundry Charges

Any incidental costs incurred on behalf of the student will be charged to their account, for example taxi charges, fax costs, college trips, exam fees, 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 beginning of the new academic term. Refunds are made after calculating any damages or disbursements due, or any other incidental fees or charges.

Breakages, loss and damage

Students are responsible for payment for any damage caused by them to College property and household property of their homestay accommodation or College House, and should take particular care to respect furniture. Students in College Residence accommodation sign an inventory and laundry form for their room on arrival and departure. Occupants of the rooms are jointly and severally liable for the proper care of the room and the College reserves the right to recover costs for damage or exceptional cleaning from the student. Students are jointly responsible for damages caused by them to the College premises or its contents.

Accommodation

The College includes fees within its accommodation charges to cover the support and service to students in Homestay and College accommodation. College homestay families are instructed not to accept any payment directly or indirectly from any student. Similarly, students outside of the College's accommodation service are prohibited from entering into any arrangement for accommodation with a College homestay. Students who break this rule render themselves subject to College discipline and charges will be levied to the student's account on the basis that the student had been in College accommodation for the relevant period.

Accommodation type

Students who will be under 16 on commencement of their course will be placed automatically with Homestay families and will be invoiced accordingly. Prior to enrolment, students are requested to indicate their accommodation preference. While the College will use reasonable endeavours to provide the accommodation requested, this cannot be guaranteed. Students will be invoiced for the type of accommodation requested on enrolment and if this subsequently proves to be unavailable, an appropriate credit will be given or an extra charge will be levied. Accommodation reservations are only made upon receipt of the confirmation fee.

Terms & Conditions

If a term's fees are not paid one month before term starts reserved accommodation may be released.

Changes of accommodation

No change to the type of accommodation arrangements will be made without the written permission of the College's Associate Principal. This permission will only be given in exceptional circumstances. If a student makes a change to his/ her accommodation arrangements or leaves accommodation provided by the College without the prior consent of the College Principal, the student shall remain liable for the full accommodation payments invoiced or reserved at the time of enrolment.

Due to high costing involved once an accommodation has been taken up, the full annual contract will have to be abided by. Students can only move if a suitable replacement can be found.

Further details on our Code of Practice are as printed in the "Student Handbook" given to the students upon commencement of the course.

Summer Vacation accommodation (students are not required to vacate their accommodation during the Christmas and Easter vacation)

This is available to any student on request to the Accommodation Department. This is normally available in all three types of accommodation on offer and the appropriate fee will be added to the student's account.

Personal property

If College insurance is taken out, any loss or damage to personal property which may occur while the student is living with a homestay family or at the College accommodation is covered within the terms of the policy.

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. When publishing such photographs, we exercise our knowledge and judgement as to the suitability or sensitivity of using pictures of the children involved. For practical reasons, we cannot contact each parent for permission to use a photograph in which their child may appear.

A parent's signature on the Centre's admission form is deemed to be written permission under the Data Protection Act 1998 for the school to publish material that may contain images of his/her child.

Data protection

Any information provided to Cardiff Sixth Form College (the "College") may be held on computer and shall be used by the College in accordance with its Data Protection registration and the 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 Principal, prior to Registration provided always that the College 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

Cardiff Sixth Form College is obliged to report on request visa status, attendance records and UK contact details to relevant UK government bodies.

Communication

Students must provide the College with personal email addresses and mobile telephone numbers prior to arrival, in order that communication, to include transmission of student reports, may be maintained at all times. Changes of contact details must be notified to the college immediately.

General

These Terms and Conditions apply to all bookings now made for courses commencing in or after Jan 2009 and supersede all previously published Terms and Conditions.

Acceptance

Acceptance by the student, and also by his/her parent or legal guardian if the student is under eighteen years of age, of a place to study at Cardiff Sixth Form College indicates that you:

- Give permission for the administration of first aid and appropriate non-prescription medication to students, and to seek medical, dental or optical treatment when required.
- Agree to the following indemnity: 'In consideration of the principal/head teacher/director of Cardiff Sixth Form College agreeing to make arrangements for and to authorise members of the staff of Cardiff Sixth Form College to take the student from time to time on expeditions outside the premises of Cardiff Sixth Form College students/parents/legal guardians 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 the student 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 the student 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 the student 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 Cardiff Sixth Form College and member(s) of the staff or any of them shall be entitled to be indemnified under any policy of insurance.

Without this indemnity, the student may not take part in an expedition organised by Cardiff Sixth Form College.'

General Conditions

- a. Liability and Insurances: The College does not accept responsibility for accidental injury or loss of property. The College undertakes to maintain those insurances which are prescribed by law. All other insurances are the responsibility of parents including insurance of the pupil's personal property whilst at College or on the way to or from College or on any school sponsored activity away from the College. The College is not the agent of the parents for any purpose related to insurance.
- b. Pupils' Personal Property: Pupils are responsible for the security and safe use of all personal property and are responsible for ensuring that all such property is clearly marked with the owner's name. A pupil may not bring any item of equipment on to school premises which runs off mains electricity without the prior written permission of the Principal. International students MUST either opt to join the College Insurance

scheme which would cover their personal possessions OR provide documentary evidence of their own personal cover. Local students need to ensure that their own insurance provides adequate cover. The College does not accept responsibility for a student's personal possessions.

- c. Concerns/Complaints: Parents who have cause for serious concern as to a matter of safety, care or quality of education must inform the Principal in writing and without delay.
- d. Progress Reports: The College monitors each student progress and parents/guardian/financial sponsor will receive a formal report of the pupil from time to time.
- e. Learning Difficulties: Parents will be notified if it appears that formal assessment by an educational psychologist is advisable or the pupil is falling behind with studies. A formal assessment can be arranged by the Centre at the parents' expense, or by the parents. Our staff are not however qualified to make a medical diagnosis of conditions such as those commonly referred to as dyslexia or other learning difficulties. Parents would be asked to withdraw the pupil without being charged fees in lieu of notice in the event of the college not being able to adequately provide for a pupil's special educational needs.
- f. Biological Samples: The Principal may at any time when grounds for suspicion exist, require the pupil to give a biological sample under medical supervision to test for the use of illegal drugs or other substances damaging to health. A record of such sample will not form part of the pupil's permanent medical record.
- g. Confidentiality: The College will take care to preserve the confidentiality of information concerning the pupil and parents. The parents, however, consent on behalf of themselves and the pupil to the College (through the Principal as the person responsible) obtaining, holding, using and communicating, on a need-to-know' basis, confidential information which, in the opinion of the Principal is material to the safety and welfare of the pupil and others, including a pupil aged 16 and over. The parents consent also to the College communicating with any other school which the pupil attends or which a parent proposes the pupil should attend about any matter concerning the pupil or about payment of fees, whether or not the information passing is also held in machine readable form.
- h. Examinations, Reports and References: The College will enter a pupil's name for an examination if the Principal is satisfied that such is in the best interests of the pupil. Information supplied to parents and others concerning the progress and character of a pupil and about examination, further education and career prospects and any references will be given conscientiously and with all due care and skill but otherwise without liability on the part of the College. Where parents are separated or divorced, reports and other information will be sent to the person with whom the pupil normally resides.
- i. Intellectual Property: The College reserves all rights and interests in any intellectual property rights arising as a result of the actions of a pupil in conjunction with any member of staff of the College and/or other pupils at the College for a purpose associated with the College. Any use of any such intellectual property rights by a pupil is subject to the terms of a licence to be agreed prior to the use between the pupil, the pupil's parents and the College. The College will allow the pupil's role in creation/development of intellectual property rights to be acknowledged.
- j. Prospectus: While accurate at the time of going to press, the details contained in the prospectus may be reviewed or amended at a later date. The college prospectus is not part of a formal agreement between parents and the college.
- k. Consumer Protection: Care has been taken to use plain language in these terms and conditions and to explain the reasons for any of the terms that may appear one-sided. If any word/s, alone or in combination, infringe the Unfair Terms in Consumer Contracts Regulations 1999 or any other provision of law, they shall be treated as severable and shall be replaced with words which give as near the original meaning as may be fair.
- l. Interpretation: These terms and conditions supersede those in the prospectus and elsewhere and will be construed as a whole.

These Terms and Conditions apply to all bookings now made for courses commencing from January 2010