

Application Process and Terms and Conditions

– **MLS International College**

Last modified September 2011

APPLICATION PROCESS

1. Application: Please complete the enrolment form and submit to MLS Admissions with the deposit fee and, if applicable, the courier fee. A minimum deposit of £500.00 is required for all courses. Students who require Visa letters will be required to pay additional deposit charges as confirmed by MLS from time to time. Students over 18 must tick the box on the enrolment form to signify that they have read and accept these terms and conditions. The parents of students under 18 must read and also sign the enrolment form on their behalf and submit a scanned copy of the signed enrolment form to MLS. An additional parental consent form must be completed for students under the age of 18 and this will be sent to you on application. Your privacy is important to us. Please note that by submitting your personal data to us, you are accepting the terms described in our privacy policy, which can be found on the MLS website. www.mls-college.co.uk

2. Payment deadline: All course fees must be paid in full no later than 21 days before the course starts. If a booking is made less than 21 days before the course starts, the fees are immediately payable. If payment in full has not been received, you will not be allowed to start your course.

3. Visa information: It is the responsibility of the student to arrange all applicable travel permits or visas and to have a valid passport. The student may be asked to make payment in full prior to the issuing of any of the visa documentation referred to below.

If your application is successful and subject to you meeting the requirements of the College for the release of Visa letters / CAS, we will provide you with either a Student Visitor Visa Statement, an Extended Student Visitor Visa Statement (Student visitor/child visa applicants) or a Confirmation of Acceptance of Studies (CAS) (Tier 4 applicants). Tier 4 applicants will also be asked to establish their level of English during the visa process. All Tier 4 applicants must provide evidence of the correct level of English as required from time to time by the UK Border Agency in the form of a Secure English Language Test (SELT) approved by the UKBA. See the following website for further details: www.ukba.homeoffice.gov.uk/studyingintheuk/. Further financial and academic evidences may be required.

4. Courier Charges: Where original copies of documents are required and if you enrol on a course less than 21 days before the course start date, a courier charge of GBP40.00 will be charged to cover the expedition of visa documentation. If you enrol more than 21 days before the course start date, original documentation where requested, will be sent by normal postal service, unless you request and pay for the courier service.

5. Travel and Medical Insurance: Travel and medical insurance is compulsory at MLS for the duration of your stay regardless of your course length or course/visa type. MLS can recommend a travel and medical insurance plan. Details of what this covers are available from MLS on request. You may be required to show proof of medical insurance at the college when you arrive. You will not be allowed to commence a course until you have obtained satisfactory medical insurance.

6. Health declaration: Students must report on their application any mental or physical illness, allergy, disability or condition that may interfere with their ability to successfully complete their programme, that may impact the health and well-being of any other student, host or staff member, that may require monitoring, treatment or emergency intervention of any kind during the student's anticipated period of enrolment, or that may require special accommodations. MLS reserves the right to reject an applicant or terminate a student's enrolment in the programme if the student's continued participation represents a risk to their health and safety or to the health and safety of other students or staff, or if, notwithstanding reasonable accommodation/s, in the opinion of MLS, the student's physical or mental condition makes the student unable or unlikely to successfully complete their programme. Refunds in such circumstances are at the discretion of MLS.

7. Tuition fees: Tuition fees include lessons, induction, use of IT and internet facilities placement and progress testing and an MLS certificate on successful completion of the course. MLS reserves the right to withhold the granting of a certificate attained by a student if tuition fees or any other fees remain outstanding and if attendance is not in accordance with MLS and/or UKBA Policy.

8. Additional services: Any additional services (accommodation, transfers, travel, laundry, telephone costs, excursions, medical costs, special diet, exam fees, change of accommodation and enrolment amendments) are not included in any fees unless specifically stated on a valid invoice.

9. Under 18 year olds: MLS delivers adult courses (except for programmes advertised as being for juniors). Therefore, students aged 16 and 17 are advised that they will be attending classes with students aged 18 and over. Under 18 year olds may be required to pay a guardian fee, provide custodianship documents, live in MLS approved accommodation, book MLS's airport transfer service and purchase MLS approved medical insurance. All students under 18 must provide a signed Parental Consent Form (provided by MLS) prior to arrival.

The British Government require all students under 18 to submit a Waiver form and an Authorisation of Emergency Medical Treatment form which will be provided at the time of booking.

10. Photographic policy: MLS reserves the right to take photos of students studying at the College and to use these in marketing material. Acceptance of a place at MLS includes acceptance of this policy unless you specifically write to us to request otherwise.

Terms and Conditions online application

1. Rules and regulations: Students' arrangements with MLS are governed by English law.

2. Students are required to accept and follow the rules and regulations of MLS as detailed in the student handbook from time to time.

3. Arrivals and departures: All accommodation is booked from the Sunday before the course start date until the Saturday after the course end date, unless otherwise advised. A partial week may be counted as 1 week's accommodation. Students arriving between 22:30 – 06:00 may be asked to book alternative accommodation in a hotel on their first night due to late/early arrival at their designated accommodation.

4. Late arrivals, holidays and absences: If you begin your enrolment late or are absent during your course, no refund will be made for the time missed. Periods of absence cannot be made up with a free extension of the course. Holiday dates are pre-built into the Academicprogrammes and students cannot make changes to these dates. Breaks taken at other times will be marked as periods of absence. For other courses, granting of any breaks after the course has started will be at the discretion of MLS and may incur a fee or be marked as a period of absence.

5. Classes missed: No refunds or substitutions will be made for classes missed due to exams, excursions, first day induction or other obligations that fall outside the normal schedule.

6. Public holidays: Classes are normally not held and school facilities are closed on public holidays. All published course start dates fall on a Monday. If the Monday is a public holiday, the start date will fall on a Tuesday. Compensation will not be made for classes not offered on public holidays.

7. Course Changes: A minimum of 1 weeks' notice is required for any course change. An application or change of course form must be completed and signed (available from reception). MLS is not obliged to fulfill any such request. All course changes are subject to MLS discretion, availability of space and require approval of the Director of Studies. Standard fees will be charged for course changes. It is the responsibility of the student to pay for any course or accommodation extensions. Any change of tuition resulting in a reduction in lessons will be treated as a termination of the existing booking and rebooking, and will thus be subject to the standard terms & conditions governing terminations (see "Termination Policy"). Any request for a course change is subject to any restriction or limitation of your visa conditions.

8. Duration of lessons: All lessons are 45 minutes in duration unless otherwise stated. Courses run from Monday to Friday and lessons may be scheduled between 8.30am and 5.30pm.

9. Substitution policy: If, after the placement test taken on arrival at MLS, a student is found to be at a level which is not appropriate for their booked course, the school reserves the right to place the student in an appropriate level class, which may have fewer lessons and a different curriculum. Students who do not have the ability to follow any course on offer may be required to terminate their studies with MLS. We also reserve the right to cancel courses at short notice due to insufficient demand.

10. Programme changes: MLS has the right to change course dates, course curricula, tutors and programmes at any time at its discretion. However, in cases where the course is rescheduled prior to the start of the first course and the new date is unacceptable to the student, all fees will be refunded.

11. Prices: MLS reserves the right to increase its course fees and/or charges in the event of tax increases, governmental actions or other events beyond the control of MLS. Prices are amended annually and our current fees sheet will be available on request or on our website.

12. Books and learning materials: All books and learning materials required for the course will be made available to students during their course. For all General English courses this is included in the enrolment fee and shown on the invoice. Specialised courses may require the purchase of further books and resources and the charge in this respect will be shown on the invoice and is included in the book fee.

13. Homestay Accommodation: MLS selects homestays according to its homestay selection procedure from time to time and this is designed to meet the minimum requirements of the Accreditation UK quality scheme. MLS acts as an agent for homestays and may manage payments on request, and always for the first 2 weeks of booking in order to confirm booking. Homestays agree a direct service with students in line with MLS' policies and procedures. Students are required to comply with the code of conduct for staying in homestays as outlined in the student handbook from time to time.

14. Student Residences deposit: For those students who require a student residence external to MLS this will be booked by MLS subject to completion of the appropriate booking form (supplied on request) and subject also to receipt of a refundable deposit of up to GBP200.00. The deposit will be returned unless there is damage, loss or extra cleaning caused by the actions of the student. Any such charges must be paid for prior to departure or will be deducted from the deposit. In some cases where the booking is cancelled the deposit may be non-refundable. Students are required to sign a contract with the residence and MLS is an exclusive party in any such contract. Please note that no residence booking will be confirmed without receipt at MLS of the appropriate deposit.

15. Expulsion/Suspension: Any student who commits a criminal offence, violates the student conduct code or school policies, has, in the opinion of MLS a poor attendance record (whether or not such attendance is in breach of any visa attendance requirements) or fails to pay an amount he or she is directly or indirectly liable to pay MLS in order to undertake the course, may be expelled or suspended. No refund will be given and the immigration authorities will be informed.

16. Liability: The liability of MLS, its directors, officers, employees, and agents with respect to losses arising from negligence (except where such liability cannot be excluded as a matter of law), breach of contract or otherwise will be limited in all circumstances to the full amount paid to MLS or the relevant MLS Agent by the relevant student for the particular programme. MLS and its Agents will in no circumstances have any liability for indirect or consequential losses or damages.

17. Force majeure: MLS will not be liable in cases where MLS is unable to fulfill any services to which they are contractually bound because of fire, natural disaster, act of government, failure of suppliers or subcontractors, labour disputes or other reasons which are beyond its control.

18. Student Visa: Student visa holders are required to provide MLS with a current residential address and telephone number at all times, maintain satisfactory academic progress and attendance. MLS typically expects a minimum of 80% attendance on a course. If ten expected contacts are missed the student will be outside the terms of their visa and will be reported to the UK Border Agency. Students who fail to show up for their enrolment or with less than the required attendance or who miss ten consecutive days will be reported to the UK Border Agency. Information collected by MLS which personally identifies a student and information regarding a student's course progress may be shared with the British Government. This information may include personal and contact details, course enrolment details and changes, and circumstances of any suspected breach by the student of any visa condition.

REFUND POLICY
Subject as mentioned hereafter and only where agreed by MLS refunds will be made by MLS to whom the fees were originally paid, or to the student's bank account in the same country in which the fees were originally paid. All refunds will be made within 21 days of written notification by MLS. In the event of MLS cancelling or terminating a course, a full refund of all unused fees will be made.

CANCELLATION/POSTPONEMENT POLICY
"Cancellation" means cancelling a course before the start date of the first course you are attending. In all cases where a visa or visa support documentation has been issued, the relevant immigration authorities will be informed.

For students who have been issued a Tier 4 CAS:
No refund of fees will be made unless a verified bona fide Visa rejection notice is provided, in which case all fees minus an administration charge of £90.00, CAS charge of £10.00 and other administration or postal charges will be made. **Where a Visa rejection is issued due to the presentation of fraudulent information to the UKBA as stated on their rejection notice, no refund will be provided.**

For students who have been issued a Student Visitor Visa or Extended Student Visitor Visa letter:
If less than 30 days' notice is provided:
No refund of fees will be made unless a verified Visa rejection notice is provided, in which case all fees minus an administration charge of £90.00, and other administration or postal charges will be made.

If more than 30 days' notice is provided:
Fees will be refunded minus a £500.00 cancellation charge, unless a Visa has already been granted, in which case no refund of fees will be granted.

For students not requiring a Visa letter
If less than 7 days' notice is provided:
Fees will be refunded minus a £500.00 cancellation charge. If more than 7 days' notice is provided:
Fees will be refunded minus a £90.00 cancellation charge and other administration or postal charges.

HOMESTAY ACCOMMODATION CANCELLATION POLICY
For cancellations received less than 7 days prior to accommodation start:
Fees will be refunded minus a one-week notice period charge.

For cancellations received more than 7 days prior to accommodation start:
All fees paid will be refunded.

NON HOMESTAY ACCOMMODATION CANCELLATION POLICY
Refunds will only be made subject to the terms and conditions of the third party provider.

TERMINATION POLICY
"Termination" means stopping or leaving all or part of the course or courses booked, including extensions, once the first course has started. When determining the number of weeks completed, a partial week will be counted as a whole week, from the date notice of termination is provided by the student. Any notice to terminate must be provided in writing to the admissions office.

No refunds will be made for tuition other than at the Directors' discretion. Tuition fees are non-transferable to other students. Accommodation charges and other charges made for non tuition services not used will be refundable. Accommodation refunds will require one week's notice or payment in lieu. Other non tuition services such as transfers will be refunded in full only where it is contractually possible to do so and the requisite notice periods in each case are provided. In the event of any refund, used weeks of discounted tuition and accommodation packages will be charged at the full brochure weekly rate when any refund is calculated. Any refunds paid will be subject to deduction of any bank or administration charges incurred. Students who terminate their programme may not be eligible to receive an MLS certificate.



M.L.S
INTERNATIONAL
COLLEGE

Enrolment Form



How to Enrol

- Complete, sign and date this Enrolment Form
- Attach passport copy (photograph page).
- For academic programmes, attach copies of current qualifications
- Send to MLS International College, either direct or via an Agent of MLS – please contact MLS for details, or as shown here:

| | | | |
|--|-------------------|--------------------------|--|
| Family Name: | | First Name(s): | |
| Title (Mr / Mrs / Miss): | | Nationality: | |
| Date of Birth: | | Profession / Occupation: | |
| Mother Tongue: | | Passport Number: | |
| Home Address (in your country) | | | |
| | Telephone Number: | | |
| | Fax Number: | | |
| | E-mail: | | |
| Address for Correspondence: (if different from home address, or agent's / sponsor's details) | | | |
| | Telephone Number: | | |
| | Fax Number: | | |
| | E-mail: | | |
| Next of Kin (name/relationship): | | | |
| Address of next of Kin: | Telephone Number: | | |
| | Fax Number: | | |
| | E-mail: | | |

| Please indicate your English Language level by ticking the most appropriate box | | | |
|---|------------------|--------------------------|--------------------|
| <input type="checkbox"/> | Beginner | <input type="checkbox"/> | Intermediate |
| <input type="checkbox"/> | Elementary | <input type="checkbox"/> | Upper Intermediate |
| <input type="checkbox"/> | Pre Intermediate | <input type="checkbox"/> | Advanced |

| Please provide details of your past academic achievement by ticking the most appropriate box/boxes | | | |
|--|----------------------|--------------------------|----------------------|
| <input type="checkbox"/> | High School | <input type="checkbox"/> | Masters degree |
| <input type="checkbox"/> | Foundation course | <input type="checkbox"/> | Other (please state) |
| <input type="checkbox"/> | Undergraduate degree | <input type="checkbox"/> | |

| Please provide details of any professional experience relevant to the course you are applying for | | |
|---|--------------------------------------|---------|
| Job title | Number of months/years of experience | Details |
| | | |
| | | |
| | | |

| | | |
|--|------------------------------|-----------------------------|
| Do you have any special learning needs or disabilities? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes, please provide details: | | |

| Please indicate which type of visa you will apply for by ticking the relevant box | | | | | | | |
|---|--------------------------|----------------------|--------------------------|-------------------------------|--------------------------|--|--------------------------|
| Tier 4 General Student Visa | <input type="checkbox"/> | Student Visitor Visa | <input type="checkbox"/> | Extended Student Visitor Visa | <input type="checkbox"/> | Other visa (please state): | <input type="checkbox"/> |
| | | | | | | No visa required (please state reason, e.g. EU citizen): | <input type="checkbox"/> |

| | | | |
|--|------------------------------|---|---|
| Have you ever studied in the UK previously? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | If yes, please state all periods of study below: |
| School/College/University | Dates attended | Course title and qualification/s obtained | |
| | | | |
| | | | |
| | | | |

| | | |
|--|------------------------------|-----------------------------|
| Have you ever had a UK visa application refused previously? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If yes, please provide details: | | |

General English Language Programmes

| Tick | Course Code | Course Name | Entry Date | Duration |
|------|-------------|---|------------|----------|
| | GE 32 | Intensive English 32 – 30 lessons per week +2 workshop sessions | | |
| | GE 22 | English 22 – 20 lessons per week +2 workshop sessions | | |

Examination Preparation Programmes

| Tick | Course Code | Course Name | Entry Date | Duration |
|------|-------------|---|------------|----------|
| | FCE 32 | First Certificate in English preparation – 30 lessons per week + 2 workshop sessions | | |
| | FCE 22 | First Certificate in English preparation – 20 lessons per week + 2 workshop sessions | | |
| | CAE 32 | Certificate in Advanced English preparation – 30 lessons per week + 2 workshop sessions | | |
| | CAE 22 | Certificate in Advanced English preparation – 20 lessons per week + 2 workshop sessions | | |

IELTS Preparation Programmes

| Tick | Course Code | Course Name | Entry Date | Duration |
|------|-------------|---|------------|----------|
| | IELTS 32 | English and IELTS 32 – 30 lessons per week +2 workshop sessions | | |
| | IELTS 22 | English and IELTS 22 – 20 lessons per week +2 workshop sessions | | |

English for Special Purposes Programmes

International Business Communications Programmes

| Tick | Course Code | Course Name | Entry Date | Duration |
|------|-------------|---|------------|----------|
| | IBC 32 | IBC 32 – 30 lessons per week +2 workshop sessions | | |
| | IBC 22 | IBC 22 – 20 lessons per week +2 workshop sessions | | |
| | IBCA 32 | IBC 32 for Accountants – 32 lessons per week | | |
| | IBCL 32 | IBC 32 for Lawyers – 32 lessons per week | | |

Additional Examinations

Please indicate if you are interested in taking any of the following examinations by ticking the appropriate white box.

| Course Code | Examination | | | | | | | Test Date |
|-------------|-------------|-----|-----|--------|-------|------|------|-----------|
| | KET | PET | BEC | BULATS | TOEIC | ILEC | ICFE | |
| GE 32 | | | | | | | | |
| GE 22 | | | | | | | | |
| IBC 32 | | | | | | | | |
| IBC 22 | | | | | | | | |
| IBCA 32 | | | | | | | | |
| IBCL 32 | | | | | | | | |

IBC Certificate, Higher Certificate & Diploma Programmes

Please indicate the level of the course: Certificate (12 weeks), Higher Certificate (24 weeks), Diploma (36 weeks). All Certificate and Diploma programmes are based on 30 lessons per week. Please see our current dates and fees sheet for start dates.

| Tick | Course Code | Course Name | Entry Date | Level (c/h/d) | | | Duration |
|------|-------------|---|------------|---------------|---|---|----------|
| | | | | c | h | d | |
| | IBCB | IBC for Business | | | | | |
| | IBCM | IBC for Marketing | | | | | |
| | IBCT | IBC for Tourism | | | | | |
| | IBCAF | IBC for Accounting & Financial Management | | | | | |
| | IBCC | IBC for Business Computing | | | | | |

Teacher Training

| Tick | Course Name | Entry Date | Duration |
|------|--|------------|----------|
| | Overseas Teachers General Refresher Course / Tutorial programmes | | |

English for Aviation

| Tick | Course Code | Course Name | Entry Date | Duration |
|------|-------------|----------------------|------------|----------|
| | EA | English for Aviation | | |

University Pathways Programmes

All University programmes are based on 30 lessons per week. Please see our current dates and fees sheet for start dates.

| Tick | Course Code | Course Name | Entry Date | Duration |
|------|-------------------|--|------------|----------|
| | UP 1 (Technology) | Undergraduate Foundation Programme – Technology pathway | | |
| | UP 1 (Business) | Undergraduate Foundation Programme – Business pathway | | |
| | UP 1 (Marketing) | Undergraduate Foundation Programme – Marketing pathway | | |
| | UP 1 (Tourism) | Undergraduate Foundation Programme – Tourism pathway | | |
| | UP 1 (Finance) | Undergraduate Foundation Programme – Accounting and Finance pathway | | |
| | UP 2 | Advanced Undergraduate Foundation Programme – Business (Management or Marketing) pathway | | |
| | UP 3 | Higher National Diploma (2 academic years – 72 weeks) – Business (Management or Marketing) pathway | | |
| | UP 4 | Pre Masters – Management pathway | | |
| | UP 5 | Academic Year English Studies | | |

Summer Programmes All courses are available during the summer. Please book standard courses and enter your start date.

Executive Programmes

| Tick | Accommodation Code | Accommodation Type | Entry Date | Duration |
|------|--------------------|--|------------|----------|
| | ESG 20 | Executive Small Group (20 lessons in group size 8) | | |
| | ESG + 5 | Executive Small Group + 5 x 1:1 lessons | | |
| | ESG + 10 | Executive Small Group + 10 x 1:1 lessons | | |
| | ESG + 20 | Executive Small Group + 20 x 1:1 lessons | | |
| | E20 | Executive 20 x 1:1 | | |
| | E30 | Executive 30 x 1:1 | | |
| | E40 | Executive 40 x 1:1 | | |
| | EP 5 | 20 lessons group 12 plus 5 x 1:1 | | |
| | EP 10 | 20 lessons group 12 plus 10 x 1:1 | | |
| | EP 15 | 20 lessons group 12 plus 15 x 1:1 | | |
| | EP 20 | 20 lessons group 12 plus 20 x 1:1 | | |
| | EP 35 | 30 lessons group 12 plus 5 x 1:1 | | |
| | EP 40 | 30 lessons group 12 plus 10 x 1:1 | | |

One to One Tuition

| Tick | Course Name | Entry Date | Duration |
|------|--|------------|----------|
| | One to One Tuition (45 minutes per lesson) | | |

MLS Accommodation Please inform your host family of your arrival time in Bournemouth

| Tick | Accommodation Code | Accommodation Type | Arrival Date | Duration |
|------|--------------------|---|--------------|----------|
| | AC1 | Homestay Single room (meals provided*, no more than 4 students in the home) | | |
| | AC2 | Twin Homestay Twin bedded room (meals included*, no more than 4 students in the home) | | |
| | AC3 | Private Home Single room (meals provided*, more than 4 students in the home) | | |
| | AC4 | Self Catering Homestay Single room (no meals provided) | | |
| | AC5 | Executive Homestay Single room (meals provided*, private access to a bathroom, use of the internet) | | |

* breakfast and dinner during the week; breakfast lunch and dinner at the weekends

Do you smoke? YES NO

Do you have any special accommodation or dietary needs? YES NO (if yes please specify)

Non MLS Accommodation If you would like us to send you further information about non MLS Accommodation, please tick the appropriate box. You will need to book this accommodation yourself and contractual arrangements will apply.

| Tick | Accommodation Code | Accommodation Type | Arrival Date | Duration |
|------|--------------------|-------------------------|--------------|----------|
| | AC6 | Student residence | | |
| | AC7 | Apartments | | |
| | AC8 | Guest Houses and Hotels | | |

If no accommodation required please quote other UK address:

Transfer Arrangements Do you wish to met on arrival in the UK? Yes No

Date of arrival: Flight Number: Airport:

Fees Who will be responsible for payment of your course fees?

Who will be responsible for payment of your accommodation fees?

INSURANCE MLS recommends that all students take out appropriate travel, medical and cancellation of course insurance.

Declaration I certify that all the information I have given is correct to the best of my knowledge and I agree to abide by the conditions of enrolment. I have carefully read all the conditions described on the enrolment form and course fees and dates sheet. I have read and understand the conditions of enrolment on this form.

Signed: Date:

Send your completed enrolment form together with passport copy, and current qualifications where applicable, to your MLS Agent or direct to: admin@mls-college.co.uk

MLS International College, Westover Chambers, Hinton Road, Bournemouth BH1 2EN, UK
Tel: +44 (0)1202 291556/299552, Fax: +44 (0)1202 293846

This forms the basis of the contract.

MLS International Ltd, Registered Office: 8/9 Verulam Place, Bournemouth, Dorset, BH1 1DW Reg in England 1947337

Fees should be payable to: MLS International College
Our bank account details: MLS International College Lloyds TSB Bank plc, 101 High Street, Poole, Dorset, BH15 1AJ England
Account Name: MLS International College
Account Number: 00238207 **Sort Code:** 30-96-73
BIC: LOYDGB21036 **IBAN:** GB54 LOYD 3096 7300 2382 07
 Account details for Euro and US Dollar transactions available on request.
 Please note there is a 3% charge on credit card transactions