

Reservation and Payment

Reservation

Return your completed enrolment form to the College where you wish to begin your course, with the following payments:

	Registration Fee	Course Deposit	Accommodation Deposit	Accommodation Placement Fee	Guardianship Fee	Internship Deposit (if applicable)	Fast-track Registration Service (if applicable)
UK	£50	£100	£100	n/a	n/a	£125	£30
USA	US\$80	US\$125	n/a	US\$55	n/a	US\$200	US\$60
Canada	C\$100	C\$150	n/a	C\$200	C\$100	C\$200	C\$50

The Course Deposit (all locations) and Accommodation Deposit (UK) are part of the course fees and are deducted from the total fees payable.

Payment

When we receive your Registration Fee and Course Deposit, we send a [Certificate of Registration](#) with an invoice for the balance of fees payable. No documentation will be issued until we receive these Deposits. The total amount due must be received by this office or by our bank at least **21 days before your course begins** in order to guarantee your place. You can send payments to the College by cheque, bank draft, or credit/debit card, or your bank can send fees to our bank accounts in London, San Francisco or Vancouver. Please allow up to 28 days for funds to be transferred via a bank. Cheques must be made payable to [St Giles College](#) and must be drawn in £ sterling for the UK, US\$ for the USA, or C\$ for Vancouver. UK, USA or Canadian bank charges (if any) must be paid by you on arrival.

Bank accounts for St Giles Colleges UK are held at:

[National Westminster Bank](#), Bloomsbury Parr's Branch, 214 High Holborn, London WC1V 7BX (Sort code 60-30-06).

Account numbers: London Central	90126092	IBAN: GB52 NWBK 6030 0690 1260 92
Brighton	90126068	IBAN: GB21 NWBK 6030 0690 1260 68
London Highgate	90127714	IBAN: GB05 NWBK 6030 0690 1277 14
Eastbourne	90126041	IBAN: GB71 NWBK 6030 0690 1260 41

The bank account for St Giles San Francisco is held at: [Bank of America](#), One Powell Street, San Francisco, CA 94102, USA

Account number: 121000358 00661 05249 **Routing/Transit(ABA) Number:** 0260-0959-3 **SWIFT Address:** BOFAUS3N

The bank account for St Giles Vancouver is held at [National Bank of Canada](#), 555 Burrard Street, Vancouver BC, Canada V7X 1M7.

Account number: 05-94021 **Routing/Transit(ABA) Number:** 14021-006 **SWIFT Address:** BNDCCAMMINT

Terms and Conditions of Enrolment

NB. All courses and accommodation are offered subject to availability

Postponement of Courses: The office must receive written notification at least 21 days before your course begins if you wish to transfer the Deposits to a later course date. You must return your Certificate of Registration for amendment if it is relevant to a visa application.

Changes before arrival: Students must ensure that there is time to re-apply for a visa and must return their Certificate of Registration for amendment if changes affect their visa provisions. Except for course upgrades, requests for changes less than 7 days before the course begins are subject to an Amendment Fee of **£25 (UK), \$40 (USA), C\$50 (Canada)**.

Cancellation before arrival: You must inform the office in writing and return your Certificate of Registration. Cancellation fees are charged as follows, and any balance is refunded:

Cancellation received	Cancellation fees
More than 21 days before the course begins	Registration Fee £50 (UK), \$80 (USA), C\$100 (Canada) <i>plus</i> Course Deposit £100 (UK), C\$150 (Canada) Cancellation Fee: \$125 (USA)
Less than 21 days before the course begins (including students who fail to arrive without notice)	Tuition fees for 2 weeks <i>plus</i> Accommodation Deposit £100 (UK) or Accommodation Placement Fee \$55 (USA) & C\$200 (Canada) Students booked in to residences must also pay 2 weeks' accommodation fees Airport transfer charges and express mail fees are not refundable

Cancellation or changes on or after scheduled arrival date - UK & Canada

Except for course upgrades, requests for changes after the course has begun are subject to an Amendment Fee of £25 (UK) or C\$50 (Canada). Changes must comply with the student's conditions of stay as expressed in their visa (where relevant). Students from outside the European Union will receive refunds only after their return to their home country. For students under the age of 18, the office will check with agents, parents or guardians before arranging any refunds, as our policy is to refund only to the person from whom the funds originated. For all students booking through agents, the office will check with agents before arranging any refunds, as refunds can only be made after receipt of funds paid via an agent.

Courses of 1-8 weeks: Courses cannot be cancelled or shortened, or lessons reduced in number, and no tuition fees are refundable. There is no amendment fee for students requesting an upgrade to a longer course or an increase in the number of lessons.

Courses of 9+ weeks: For cancellations or changes (e.g. to a cheaper programme) to be effected from the 9th week onwards students must give 4 weeks' written notice from the next recommended starting date. Tuition fees will be calculated to the end of the week when the cancellation or change takes effect, and 50% of any balance will be refunded, less the amendment fee. There is no amendment fee for students requesting an upgrade to a longer course or an increase in the number of lessons.

Courses of 24+ weeks: Students must give 12 weeks' written notice from the next course starting date in order to cancel or change their course. If less than 24 weeks are completed before the date of departure, the tuition fees due will be recalculated at the full price for General English Courses. Fees will be calculated to the end of the week when the cancellation or change takes effect, and 50% of any balance will be refunded, less the amendment fee. There is no amendment fee for students requesting an upgrade to a longer course or an increase in the number of lessons.

Holiday Breaks for students taking courses of 24+ weeks (NB. Arrangements must be made at the time of enrolment): Long-stay students can arrange a holiday break of 1 week per 12 weeks of study (maximum 2 weeks at any one time) with a corresponding extension of their course ending date. All holiday must be taken at least 4 weeks before the course ending date. Students requiring a visa for study in the UK must ensure that their visa is issued for the correct dates to include any holiday breaks. Students requesting changes in holiday arrangements after arrival must give 4 weeks' notice of changes and must pay an amendment fee of £25 (UK) or C\$50 (Canada).

Cancellation or changes on or after scheduled arrival date - USA

(Students in San Francisco must sign a California State Enrolment and Refund Agreement. Refunds in the USA will be processed according to these terms and conditions, and will be made within thirty days of written cancellation).

Except for course upgrades, requests for changes after the course has begun are subject to an Amendment Fee of US\$40. If you cancel your course at any time before completing the program for which you enrolled, the school is required by US law to notify the immigration officials that you have dropped out of your course. You will not be eligible to transfer to another school and you must leave the country within 15 days. For students under the age of 18, the office will check with agents, parents or guardians before arranging any refunds, as our policy is to refund only to the person from whom the funds originated. For all students booking through agents, the office will check with agents before arranging any refunds, as refunds can only be made after receipt of funds paid via an agent.

Courses of 1-4 weeks: Courses cannot be cancelled or shortened, or lessons reduced in number, and no tuition fees are refundable. There is no amendment fee for students requesting an upgrade to a longer course or an increase in the number of lessons.

Courses of 5+ weeks: For cancellations or changes (e.g. to a cheaper course) to be effected from the 5th week onwards students must give 4 weeks' written notice from the next recommended starting date. Tuition fees will be calculated to the end of the week when cancellation takes effect. If less than 50% of the course is completed, 100% of the balance is refunded, less the amendment fee. If more than 50% of the course is completed, no fees are refunded. There is no amendment fee for students requesting an upgrade to a longer course or an increase in the number of lessons.

Courses of 24+ weeks: Students must give 4 weeks' written notice from the next course starting date in order to cancel or change their course. If less than 24 weeks are completed before the date of departure, the tuition fees due will be recalculated at the full price for General English Courses to the end of the week when cancellation takes effect. If less than 50% of the course is completed, 100% of the balance is refunded, less the amendment fee. If more than 50% of the course is completed, no fees are refunded. There is no amendment fee for students requesting an upgrade to a longer course or an increase in the number of lessons.

Breaks for students taking courses of 24+ weeks (NB. Arrangements must be made at the time of enrolment): Long-stay students can arrange a break of 1 week per 12 weeks of study (maximum 1 week at any one time) with a corresponding extension of their course ending date. All breaks must be taken at least 4 weeks before the course ending date. Students requiring a visa for study in the USA must ensure that their visa is issued for the correct dates to include any breaks. Students requesting changes after arrival in arrangements for breaks must give 4 weeks' notice of changes and must pay an amendment fee of US\$40.

Accommodation (all locations):

All accommodation charges must be paid direct to the College and all prices are per person per week unless stated otherwise. Accommodation is reserved from the evening on the Sunday before the course begins, until 10.00 on the Sunday at the end of the course, unless agreed otherwise. Students in Residence Halls must give the office 14 days' notice of changes or cancellation, or pay up to 14 days in lieu. Students in all other accommodation must give the office 7 days' notice of changes or cancellation, or pay for 7 days in lieu. All changes/cancellations must be notified in time to take effect from a Sunday, and cannot be effected from midweek. For students in homestay accommodation at concessionary rates, standard rates will apply for stays of less than 24 weeks at the time of departure. Any balance of accommodation charges can be used for new accommodation, or can be refunded if the student is leaving the College. Students requesting changed accommodation arrangements must pay an amendment fee of £25 (UK), \$40 (USA), C\$50 (Canada).

Students must be prepared to pay a retaining fee of 50% of the weekly charge if they leave their possessions in their room in homestay accommodation during absence on holiday.

Accommodation in Guest Houses or Hotels is best suited to students over the age of 18. Students under 18 must send the College evidence of parental consent if they request such accommodation. NB. In Canada the minimum age for renting a hotel room is 19.

Tuition fees insurance: Deposits and fees are not transferable from person to person. Students are advised to insure themselves against loss of fees through non-arrival, absence for any reason, or unexpected termination of their course. St Giles International can offer a competitive insurance package, which can be booked at the same time as the student's course.

The Colleges reserve the right to terminate without notice the course of any student who seriously or persistently misconducts himself/herself during his/her stay in the UK/USA/Canada. Cancellation charges apply as above.