



College of Management and Technology

Terms and Conditions

Please ensure you read these Terms and Conditions carefully and understand them before completing and signing your application form. The sections to be completed and returned begin on page 4.

They will become binding when you accept our offer of a place at College of Management and Technology (CMT). The Terms and Conditions below are the entire agreement between CMT and the student/parent/guardian. They shall, where there is a conflict, 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.

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 £2,000 fees in advance and a deposit of £500. This deposit is primarily held against any damages and other incidental expenses. 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.

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 CMT receives the written notice of cancellation.

CMT Tuition Fees

Fees are payable termly to the CMT, 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 CMT. 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, CMT reserves the right to suspend or cancel tuition. Fees remain payable if Notice of Withdrawal has not been given in accordance with these conditions.

Provision of tuition

CMT 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 CMT at its reasonable discretion deems to necessitate such action.

Academic Criteria

CMT accepts students 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 CMT 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

Applicants will make their insurance arrangements as required.

CMT 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 CMT's computing facilities, or any other cause, except where such loss or damage is caused by CMT's negligence.

Breakages

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

Withdrawal from CMT

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. If withdrawal is due to refusal of a visa extension then less notice may be accepted (at CMT's discretion) as long as full written details are provided before a course recommences. Notice of withdrawal must be given in writing and is effective from the date it is received by the CMT. Enrolment is for CMT only and is non-transferable.

Payments

Payment can be made to the CMT by bank transfer or cheque drawn on a UK bank. 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. 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.

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.

Provision of Accommodation

CMT offers accommodation to applicants who firmly accept our offer of a place and who send in a completed accommodation application form by stated deadlines.

Students under 18 years

CMT will provide additional information to the parents or guardians of students under 18 years of age advising them of the steps we take 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. Additionally, it is an

CMT requirement that all students under the age of 18 must have a UK based guardian.

Data protection

Any information provided to CMT may be held on computer and shall be used by CMT in accordance with UK Data Protection law. Information provided to CMT is held and processed for the purpose of administering your application. 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 Head of CMT provided always that we reserve 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 and your information

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

Communication

Please supply the CMT 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.



For Office Use Only
App No.
Fees.
Ref No.

Application for Admission 2010/2011

Please complete all sections in BLOCK CAPITALS, in black and complete tick boxes as appropriate.

Course applied for	<input type="checkbox"/> IELTS-6	<input type="checkbox"/> IELTS plus 3 A-levels	<input type="checkbox"/> ESOL
	<input type="checkbox"/> Pre-PhD	<input type="checkbox"/> Mentoring	<input type="checkbox"/> Summer School July 2010
Expected Start Date	<input type="checkbox"/> January 2011		<input type="checkbox"/> April 2011

Applicant Details (Please use same details as appear in Passport where applicable)			
Family Name		Gender	
Other Name(s)		Country of Birth	
Date of Birth		Age	
Home Address		Telephone number including country code	
		Fax	
City		E-mail	
Country of Residence		Nationality	
Marital Status		Religion	
First Language		Passport Number	
Languages of study		Passport Issue Date	
Ethnicity		Passport Expiry Date	

Parent/Legal Guardian (applicants under 18 years only)			
Name		Home address	
Relationship to student		City	
E-mail		Country	
Mobile		Home telephone	
Work Telephone		Fax	

Academics	
Highest Level of education to date	<input type="checkbox"/> Secondary <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters
Current Level of English (Please state examination and score. For example IELTS 3)	
<p>Applicants for our <i>IELTS plus 3 A-levels</i> course: Please indicate your preferred A-level subjects below. For progression to Engineering degree courses please include Mathematics and Physics For progression to Economics degree please include Mathematics and Economics For progression to Law degree please include Law and English Language For other degrees in Business and Social Sciences please choose a relevant combination. You can find further guidance on UCAS website http://www.ucas.ac.uk/. You may also wish to contact our advisers by e-mail or phone for guidance.</p>	
Desired A-Level Subjects. Please select 3 subjects only.	<input type="checkbox"/> Accounts <input type="checkbox"/> Business Studies <input type="checkbox"/> Economics <input type="checkbox"/> English language <input type="checkbox"/> Computer/ICT <input type="checkbox"/> Physics <input type="checkbox"/> Law <input type="checkbox"/> Literature in English <input type="checkbox"/> Mathematics
Degree you want to study at UK university	

Current or most recent educational institution	
Name of School/College/University	
Address	
City	
Country	
Telephone	
Fax	
E-mail	

Medical Condition (Please note that students are required to make their insurance arrangements)	
Please give details Medical conditions including allergies and any reliance on prescription medicine. You give consent by signing this form for our First Aiders permission to administer first aid on you if required.	

Do you want us to collect you at the airport?		Flight Number	
Departure airport		Arrival airport	
Arrival date		Arrival time	

Fees (Please give details of the person/organisation responsible for payment of your fees)

Name		Relationship to student	
Home address		City	
Phone number		Country	
E-mail		Fax	
Mobile			
Is the same person/organisation responsible for payment of your tuition and accommodation fee			
If no please provide the details of who will pay your accommodation fees on a separate sheet			

Payment

When you accept our offer of a place you are required to pay a deposit of £500 together with £2,000 advance of tuition fee payment. You may pay by bank transfer or cheque drawn on a UK bank.

Bank	NATWEST Bank, 1 Granby Street, Leicester LE1 6EJ, United Kingdom
Account Name	Novartis Consulting ¹
Account Number	34478361
Sort Code	560055
IBAN Number	GB21 NWBK 5600 5534 4783 61
Swift Code	NWBK GB 2L

Undertaking by Parent/Guardian or Sponsor

By signing this form, the parents/guardian/sponsor and student agree to this indemnity.

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 us, the student may not take part in any trip/expedition we organise.

In consideration of the Head of CMT agreeing to make arrangements for and to authorise members of the staff of CMT to take my son/daughter/ward from time to time on trips/expeditions outside the premises of CMT. I hereby undertake to indemnify the Head 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 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 my 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 my son/daughter/ward during or as a result of any of the expeditions/trips. Provided that the indemnity herein shall not extend to any claims, damages, costs or expenses in respect of and to the extent to which CMT and member(s) of the staff or any of them shall be entitled to be indemnified under any policy of insurance.

¹ College of Management and Technology is delivered and operated by Novartis Consulting

Checklist

Please tick to confirm that you have:

- 1) read and fully understood all the terms and conditions and all sections of this form
- 2) fully and accurately completed all sections of the form
- 3) If you require accommodation
- 4) enclosed a copy of the transcripts of your academic qualifications translated into English
- 5) enclosed a copy of your English test scores where applicable

Signatures

Signed (Student)		Date
Signed (Parent/Guardian)		Date

Submitting your completed form:

By Post: A hard copy of your fully completed and signed form should be sent to:

Admissions
College of Management and Technology
50B Cromford Street
Leicester, LE2 0FW
United Kingdom

By Fax: Please fully complete and sign the form and then fax to +44 116 212 5818

By E-mail: Please fully complete and sign the form. Then scan and send as an e-mail attachment to:

admissions@novartconsult.com

Further enquiries: for information about the status of your application please call +44 116 212 5818 or

e-mail admissions@novartconsult.com