

Terms and Conditions of Admission

STUDENTS SHOULD READ THE FOLLOWING CONDITIONS OF ADMISSION BEFORE SIGNING THE APPLICATION FORM

These terms and conditions of admission are valid until 28th February 2010.

1 Terminology

In these conditions, except where the context otherwise defines: 'Student' means any individual or other person for whom the Programme is provided.

'College' means Resource Development International Limited (RDI).

'Programme' means a programme of study offered by the College.

2 Applications

2.1 Students wishing to join an RDI Programme must complete an application form and submit with other necessary documentation as specified within the RDI prospectus.

2.2 An application fee of £50 must be submitted together with the application form.

2.3 Applications must be received within a 12-month period prior to the commencement of the specified Programme.

2.4 The student must satisfy the entry requirements for the selected Programme and provide appropriate evidence, in order to be considered.

3 Programme fees

3.1 A minimum deposit of £250 must be paid as soon as the student has received the letter of admission. The student will then receive further details from our Admissions Office regarding their final enrolment and payment of fees. Cheques should be made payable to Resource Development International Ltd. Students who require a visa must pay a minimum of one term's fee before the visa letters are issued.

3.2 Payment of the full fee or minimum deposit or an official company sponsorship letter must accompany all Student applications.

3.3 Having enrolled, students are liable to pay their full fees in advance of study.

3.4 Fee payment via company sponsorship must be made in full, upon receipt of an invoice. Where an invoice is raised, fees are payable within 14 days from the date of the invoice. In all circumstances, a company sponsoring an application is responsible for payment of the full fees due.

3.5 Students who arrive late for their intended course of study must pay the full fee for the course.

3.6 RDI reserves the right to cancel or suspend a Student's study in the event of non-payment of Programme fees.

3.7 RDI reserves the right to change the fees without prior notice. Programme fees charged will be those set at time of application. RDI reserves the right to levy additional fees if the awarding body increases their fees.

3.8 All outstanding fees (e.g. library fines) must be paid in full before certification and graduate can take place.

4 Refunds – Full-time Students

(i) Under no circumstances is the application fee of **£50**, or the deposit of **£250** refundable or transferable.

(ii) Students who withdraw from a course will receive refunds based on the tuition fee minus the £250 non-refundable tuition deposit. Refunds, **irrespective of whether the student has attended**, are as follows:

withdrawal during the first two weeks of the course	70%
withdrawal during the third and fourth weeks of the course	50%
withdrawal after the fourth week of the course	0%

(iii) Refund applications can only be considered once the relevant refund form has been completed and has been handed to the Registrar of the College. **A full refund will be made to students who are refused a visa but the original visa refusal letter will be required for the refund to be approved.**

(iv) A certificate of inability to attend the College from an approved doctor is necessary in making claims for a refund where a student withdraws because of serious illness.

(v) Refunds are only given in keeping with any exchange or immigration regulations, or an Embassy, Consulate, High Commission or parent or guardian rules or instructions which may apply and are normally refunded to the student's overseas address. Where a student withdraws to attend another college RDI will only transfer the student's funds to BAC accredited colleges, public funded colleges/universities or college/universities accredited by the department of education of the country by whom accreditation would be confirmed. RDI will not transfer funds to colleges outside the UK.

5 Payment/Bank charges

5.1 When making payment by bank transfer the student will be liable for all transfer fees incurred.

6 RDI reserves the right to inform a student's sponsor(s) of the academic or attendance performance of the student only if requested by the sponsor(s).

7 Students who change their mind and wish to change to another RDI course, within the first two weeks of commencing at the College may do so. However, if a student chooses to change to another RDI course he/she will be considered to have started his/her second choice at the time that course commenced and will be expected to catch up on any work missed with the guidance of the tutors and/or course tutor.

8 RDI reserves the right to change the syllabuses of its internal certificate and diploma courses, and the dates of courses.

9 Irrespective of any information provided verbally by the staff or agents of RDI, all applicants and students will be subject to the conditions stated herein, as well as regulations provided in the College's Prospectus and Student Handbook. These documents are available on request from the Admissions Office of RDI and are given to each student at the start of his/her course.

10 In the event of closure of the College through an Act of God, War or Political or Industrial unrest that may cause temporary cessation of class schedules, RDI will endeavour to ensure students recommence studies at RDI or one of its associated colleges.

11 RDI reserves the right:

- a. to revise class schedules or rearrange classes where this is considered necessary.
- b. to cancel at its discretion, classes of less than eight students.

Should situation b. occur, the College will endeavour to place the student (if requested by the student) on a similar or identical course at another college.

12 RDI will not be responsible for any mail or money sent to students who use RDI as an accommodation address for mail that they may receive.

13 False information on the application form may render the student liable to dismissal.

14 Any monies received by RDI from the student's parent, guardian or sponsor on his or her behalf will, after clearance through the bank used by RDI, be paid to the student only and not to any other person and will be paid via a non-negotiable crossed cheque.

15 Each course or part thereof ends no later than the commencement of examinations.

16 Should tuition fees be delayed beyond the date of Registration or a specific agreed time authorised by the RDI Bursar a 2% monthly compound interest will be charged on the outstanding balance.

17 While students' files are generally treated as confidential, RDI will not be liable for any information intentionally or unintentionally provided to, or obtained by, any third party.

18 RDI reserves the right to change the location of its centres within the cities in which centres may be located or add additional centres.

19 The above conditions will be governed by, and subject to interpretation and operation by the Law and Law Courts of England at the discretion of RDI.

***Copies of these conditions of Admission are available from RDI.**

RDI reserves the right to add, withdraw or revise any programme of study described within this tuition fee leaflet, as may be deemed necessary. While every effort is made to ensure the accuracy of this leaflet, RDI will not be liable for any error or omission.

Resource Development International Ltd, Midland Management Centre, 1A Brandon Lane, Coventry, CV3 3RD

Tel: 024 765 15700; Fax: 024 765 15701

Registered in England and Wales no. 2450180; VAT No. 7053350 66