



TERMS AND CONDITIONS

These terms together with those terms contained in the offer letter (together the “Terms and Conditions”) set out the contractual terms which apply between Western College of Sciences (“WCS”) and students (“Students”) in relation to the English language courses and/or academic programmes and any other WCS courses (the “Course”).

Once an enrolment is accepted by WCS, these Terms and Conditions become legally binding. All students agree to be bound by the regulations, policies and procedures of WCS (paper copies are available on request). For the purposes of the Terms and Conditions, any reference to WCS includes Western College of Sciences Ltd only.

1. Under-18 Students

1.1 When a Student is under 18 years of age at the start of their course at WCS, their parents or legal guardians must sign a parental consent form. Confirmation documents will not be issued and the student will not be accepted on to a course unless the parental consent form is returned signed.

1.2 In case of Students who are under 18 years of age, any reference in these Terms and Conditions to liability of Students shall also infer liability on the parents or guardian of the Student and such liability is joint and several.

2. Booking & Payment of Fees

2.1 The tuition fee for your course will be as stated in the invoice you received from WCS.

2.2 Students and their parents or guardians or their agents/representatives, agree to pay the tuition fees and all other charges applicable for the course. It is understood and agreed that failure to do so may result in withdrawal from the course and cancellation of the enrolment.

2.3 In order to register for your course, you must comply with the payment terms stated in your invoice.

3. Services

3.1 The company reserves the right to change details of its advertised services, courses, facilities and course dates where circumstances beyond the company’s control necessitate such changes or where the number of enrolments is not enough to operate a course viably.

3.2 In the unlikely event that WCS is unable to deliver your course in full, you may be offered enrolment on a suitable alternative course at no extra cost. You have the right to choose whether you would prefer to cancel the course (terms and conditions apply), or to accept a place on another course. A minimum of eight students are required for English Language courses to run. If there are fewer than eight students, alternative arrangements may be made. This may mean reduced hours, or the class may be merged with another class.



4. Course Entry Requirements

4.1 All courses at WCS have entry requirements including minimum age and language level – see each course for details.

4.2 If any information provided in the application is incorrect, WCS reserve the rights to make the necessary changes to the students' enrolment at the students' expense and if necessary, ask the students to leave their course without any refunds.

5. Student Cancellation and Refund policy

To request a refund, please use our form [here](#).

5.1 Refunds can only be made to the same bank account or credit card from which original payment was received.

Cancellation fees before course commencement

5.2 Notice of any cancellation must be made by email to info@wcs.ac

Failure to provide email

notification will lead to full charges being made.

5.3 For non-visa nationals, if a course booking is cancelled before commencement, a refund will be made less a £50 administration fee which will be charged. EU students right to cancel in accordance with Consumer Contracts Regulations is not affected.

6. UK Visas & Compliance (courses booked in the UK only)

6.1 It is the responsibility of the student to obtain a visa entry to study in the UK where required.

6.2 Students should consult the British Embassy or High Commission in their home country and refer to information on the UKVI website at gov.uk/browse/visas-immigration/student-visas

6.3 WCS is committed to compliance with UKVI requirements and will pass on any information in accordance with its responsibilities on student attendance and contact details.

6.4 Students are required to immediately report to WCS any changes in their contact details (address, telephone, mobile number, email address) and/or changes in their circumstances affecting their immigration status and their permission to stay in the UK.

6.5 There are restrictions on students from outside the EEA working in the UK. Details can be found on the UKVI website. Any student found to be working in contravention of these restrictions will be reported to the UKVI and asked to leave the College.

7. Holidays and Public Holidays

7.1 Public Holidays: See WCS pricelist on website for a list of public holidays.

7.2 No Holidays are allowed for bookings of less than 12 weeks.

7.3 Holidays must be taken from Monday to Friday inclusive. WCS cannot grant holidays for less than 5 consecutive days.

7.4 Students cannot take holidays until they have completed 12 weeks of study. Holidays must be booked in accordance with visa requirements and the college's attendance policy.

7.5 The College will be closed on public holidays and over the Christmas period. No price reductions will be given for reduced classes due to public holidays.



7.6 Please see our price list for details of any seasonal supplements that may apply.

8. Medical and Accident Insurance & Medical Treatment

8.1 Every Student must have appropriate insurance. WCS recommends that all students take out travel/student insurance which is tailored to the needs of international students.

8.2 Purchase of insurance from WCS is mandatory for students under the age of 18 unless evidence of alternative insurance is provided at time of booking.

8.3 Acceptance by the Student (or by his/her parent or legal guardian if the Student is under 18) of a place at WCS indicates that the Student (or parent/ legal guardian if the Student is under 18) gives permission for the administration of emergency first aid by appropriately trained staff if and when required. WCS staff are not allowed to administer any prescription or non-prescription medicine, but will promptly seek or recommend that the Student seeks medical, dental or optical treatment if and when required.

9. Liability

9.1 WCS and its staff and representatives will not be liable for loss, damage or injury to persons or property howsoever caused, except where liability is expressly imposed by law.

9.2 WCS will not be liable in the event of any service contracted by WCS becoming impossible to supply for any reason or any cause outside our control.

9.3 Students will be liable for any damage to the property or facilities of WCS or accommodation providers (homestay or residential) and will be required to compensate WCS or the accommodation provider against any loss.

9.4 Students will be liable for any harm caused to another student, member of WCS staff or external staff contracted to provide services on behalf of WCS (e.g. social activity providers) and will compensate WCS accordingly.

10. Valid Prices

10.1 WCS reserves the right to change prices without notice.

11. Courses at WCS

11.1 WCS reserves the right to change or cancel an advertised course.

11.2 WCS reserves the right to use off-site classrooms of a suitable standard.

11.3 In the event of a course being cancelled by WCS, the student will be offered an alternative course and/or course dates. If the student chooses not to accept this alternative, in cases where the course has not already started, they will receive a full refund for the course and accommodation booked through WCS. If the student has already started the course, they will receive a refund covering the remaining period of the course. If accommodation has been booked through WCS, the student will receive an accommodation refund calculated from the Sunday following the effective date of course cancellation through to the end of the accommodation booking.

11.4 WCS reserves the right to change student timetables as required.



11.5 WCS monitors students' progression and places students in classes appropriate for their language level. Progression to another level is at the discretion of WCS based on their assessments.

11.6 In order for students to obtain a certificate for the completion of their course, students must obtain an average attendance rate of 80% or above by the end of their course.

12. Expulsion and Suspension

12.1 A reasonable standard of conduct is expected on all programmes. A student may be suspended or expelled without refund in case of illegal, anti-social or dangerous behaviour. We will not accept:

- Poor attendance (lower than 80%);
- Disrespect to members of WCS staff, homestay hosts, staff of a residential accommodation provider or other students;
- Foul, inappropriate or abusive language, violence, intimidating or insulting behaviour, bullying, any form of discrimination (including based on race, gender, religious beliefs or sexual orientation); or
- Any other act or behaviour that does or may bring WCS into disrepute or cause any harm or suffering to staff, other students or members of the public.

12.2 If a student has unacceptable conduct, we may expel them. We may also take any further action we think is appropriate including informing the appropriate Immigration Authorities, their parent(s) or guardian (if they are under 18 years of age) or their course sponsor.

12.3 In the event of expulsion due to inappropriate conduct, there will be no refund of fees and any outstanding fees will become payable immediately.

12.4 WCS reserves the right to expel a student if an WCS provider is unwilling to continue working with a student.

13. Privacy Policy & Data Protection

13.1 Refer to [Privacy Policy](#) & [Data Protection](#) policy.

14. Force Majeure

14.1 We are not responsible for any events outside our reasonable control which may cause the closure of part or all of the college and the cancellation of any classes, courses or other services or materials we provide. Events outside our reasonable control may include, without limitation, war, riot, civil strife, industrial dispute, terrorist activity, disaster, storm or other extreme weather conditions, flood, plague and infectious disease.



15. Equal Opportunities

15.1 WCS operates an equal opportunities policy. It aims to ensure that no applicant will receive less favourable treatment on the grounds of age, sex, marital status, disability, race, nationality, ethnic origin, sexual orientation, or political or religious belief.

16. Complaints Policy

20.2 For complaints, please refer to the complaints policy at <https://www.wcs.ac>

17. Governing law and jurisdiction

21.2 For courses in the United Kingdom, relevant United Kingdom law will apply to these Terms and Conditions and the relevant courts of the United Kingdom will have exclusive jurisdiction in relation to these Terms and Conditions.

WCS reserves the right to change these terms and conditions in line with changes in legislation.