

to reach us within 60 days of visa refusal. Without those papers you will lose the right to a refund. We will not process a refund request submitted with incomplete documents or with missing pages.

Further fees and installments

Make sure that your tuition fees and all other expenses relating to your programme are paid on time. Fee payments must be up to date at all times while you are studying at Anglian College. If you fail to make payment after a formal or informal reminder, you may eventually be expelled from the College. It is your responsibility to manage your relationship with your sponsors and to ensure that payment of fees is not interrupted. Remember, the College has a contractual agreement only with you, not with your sponsor. You must also be up to date with payments to course providers and be able to attend their external exams at the end of each term of tuition.

Re-registration

In order to be officially identified as a student, and to be permitted to carry the College's Identity Card, all students must be 'registered' with the College. To be registered, a student must be guaranteed, at the time of registration, to be enrolled on a course or a programme of study involving tuition at the College. Overseas students' visas require them to attend a full-time course, so they cannot enrol on a part-time course unless they are also enrolled on a full-time course at Anglian or elsewhere.

A student who wishes to repeat a programme of study, or part of it, due to failure in internal or external examinations (or for any other reason) must pay the full tuition fee for the programme and must attend tuition when it is being delivered during the year. Such fees are still payable even if the particular subject or module is not being delivered in the immediate term. Repeated failure on the same modules may be considered deliberate negligence, subject to investigation and potentially leading to disciplinary action.

Scholarships

The College periodically announces scholarship schemes targeted at genuine students in need, who can benefit from such welfare. We also offer partial scholarships to students who have achieved the highest levels in their external exams and made the College proud of them. The College may also offer partial or full scholarships to students who it believes will do very well if given an opportunity. Further information is made available on our website.

Tuition Delivery

The College will make all reasonable efforts to deliver your programme as described in its offer letter. However, the College may need to vary the method and venue of delivery of your programme, and in some cases the syllabus may be altered or updated. The College reserves the right to cancel or postpone a course or part of a course, or to change the tuition venue to its other approved centres if it considers that there are too few students for running the course to be financially viable. The

College will ensure that such venues are of quality at least equal with its own. If a change of venue is announced, students will not be permitted to withdraw or transfer to a college other than that which owns the venue. In the unlikely event that the College discontinues your programme or changes it significantly we will tell you at the earliest possible opportunity.

Conduct

As a student of the College, you are expected to maintain a high standard of conduct at all times. Students are required to attend study lectures, tutorials, examinations and other activities as part of their programme. This includes submitting course assignments, dissertations and relevant coursework on time. Students must make themselves aware of the College rules and regulations on discipline, grievances and other policies applicable to them.

Diversity and equality

Anglian College is proud of being a diverse community within a diverse city. Our policies embody our commitment to equality and to eliminating discrimination. We aim to ensure that the College remains an inclusive environment where equality of opportunity and tolerance for all are fostered and promoted.



Disclaimer

Anglian College London (the College) takes all reasonable steps to deliver programmes of study as well as the tuition, learning support and other facilities in the way described in this prospectus and its website. However, the College shall be entitled to alter, at its discretion and if it considers necessary, the timetables, location, number of classes, number of students in a course, tuition fees and structure of syllabus or to make variations, to combine tuition for similar courses, or to discontinue any programme or course of study. In the event that the College cancels or changes over 80% of programme contents before it begins, it will endeavour to inform the students and tutors affected by the action at the earliest opportunity via its website, email, notice board, verbally, and/or in writing. The students affected, upon their writing within 30 days of such action, will be permitted to switch over to an alternative course or programme carrying course fees no less than the programme they had originally enrolled on. While every effort has been taken to ensure the accuracy of information in its prospectus and website, the College takes no responsibilities for any unintentional errors and omissions present therein.