

Admissions and Enrolment Policy

Wimbledon Language Academy accepts students of all nationalities, from the age of 18 years and up.

Students may start a course any week (except for the two weeks over Christmas holiday, one week of Easter and one week in September/October when the school is closed).

Accommodation at Wimbledon Language Academy is available as follows:

- Homestay Accommodation: All students who are 18 years and over can stay in homestay accommodation offered by us

Selecting a course

We run courses at the following levels:

Pre-Intermediate

Intermediate

Upper-Intermediate

Advanced

Please, see our course descriptions at:

<http://www.wlang.co.uk/short-english-courses.html>

<http://www.wlang.co.uk/english-courses.html>

All students are given an placement test on or before their first day at the school. Depending on the result of this test, we may suggest changes to your course. At all times we will try to offer the course that you have requested.

Admissions and Enrolment Procedures:

Potential students may book their course at Wimbledon Language Academy in a number of ways:

- Online booking

Potential students can complete and submit our online enrolment form; our Office Manager will then reply, requesting further information if necessary, and send an invoice detailing payment options. The online enrolment form is available on our website at:

<http://www.wlang.co.uk/student-enrolment.php>

- By email

Potential students can email their requests to our Office Manager, who will then reply. Our contact details can be found at <http://www.wlang.co.uk/contact.html>

- By telephone

Potential students can call the school to discuss enrolment at any time. Our contact details can be found at <http://www.wlang.co.uk/contact.html>

- By post

Potential students can write to the school with their requests. Our contact details can be found at <http://www.wlang.co.uk/contact.html>

- Through an educational agent

Potential students may enquire about Wimbledon Language Academy with an educational agent in their country or region. The agent will then make all the necessary arrangements with the school

- Coming into the school

If a potential student is in London, or if a friend, family member or other representative is in London, they may come into the school to discuss enrolment. The school office is open for the enquiries from 12:00 - 18:00 Monday to Friday.

Please note, we reserve the right to refuse enrolment. In such cases, we will give a full explanation for our action.

Conditions of enrolment

- Information

Potential students must supply us with the following information when enrolling at Wimbledon Language Academy:

Full name (as written in passport/EU National ID)

Date of Birth

Home address

Passport/EU National ID number

- Payment

Payment must be received in full 14 days before the scheduled start date of the course (unless agreed otherwise) to secure your booking.

- Visas

Potential students who are from countries outside the EEA may need a visa to study in the UK. For more information on our visas, please see

<http://www.ukba.homeoffice.gov.uk/visas-immigration/do-you-need-a-visa/>

Refunds and Cancellations

Refunds will only be given if a student is refused a visa.

Tier 4 (General) Student visa refusal

If the visa is refused due to the student's failure to fulfil the requirements clearly stated by the school and the UK Border Agency, the student has the right to re-apply (£13 for a new CAS and £50 for a new registration will be charged). If the student decides not to re-apply 50% of the tuition fee will be refunded.

If the visa is refused due to a mistake in the documents prepared by the school, the student has a right to re-apply at no additional cost (a new CAS will be issued free of charge). If the student decides not to re-apply, 90% of the fees will be refunded.

Student Visitor visa refusal

We will keep 10% of the course fee and refund the remaining fee.

To issue the refund we will require the copy of the visa refusal letter issued by the British Embassy/UK Border Agency or the photocopy of the passport with the entry refusal stamp.

Fees will not be refunded for a course, which has already finished.

For failure to complete the course fees will not be refunded

Fees and/or courses are not transferable to another student

Refunds may take up to 2 months from the date the original documentation has been received.

Refunds will not be given if a student withdraws their visa application

Refunds will not be given if the student is asked to leave the country by the British Authorities

Refunds will not be given to students who are refused entry into the country at ports of entry without entry clearance as a student

The accommodation finding fee and the registration fee are non-refundable

£13 CAS fee is non-refundable

Airport transfers can be changed, postponed or cancelled with a minimum 1 week's notice in writing

If you have booked and paid through an agent the refund will be made to the agent.

Students cannot study at the Wimbledon Language Academy without a valid leave to remain in the United Kingdom.

November 2012

This policy is reviewed on an annual basis. However, if any issues relating to the policy should arise, the policy will be reviewed immediately.

Date of next scheduled review: November 2013