

ADMISSIONS POLICY

Principle

Stay Campus London aims to ensure all students are booked on the correct course to suit their needs, as quickly and efficiently as possible.

Procedures

Bookings for individual students and groups can be made through the school's website, by email, in person or by telephone. Bookings are accepted through the sales team and from students contacting the school directly. A registration fee of £65 is required for individual bookings.

A deposit of 10% is required to confirm enrolments for individuals and group bookings. Full payment of fees is required 4 weeks prior to the commencement of the course.

Courses are subject to availability. If a course is unavailable an alternative date will be offered.

During enrolment, it is essential that the school receives all the information we ask for and that any medical conditions, allergies or dietary requirements are communicated to us. The school must be informed of any students who have serious difficulties with hearing, sight or mobility.

Before booking and paying for a course, students must confirm they have read the contract terms and conditions of enrolment. The school strongly recommends students travel with adequate insurance to cover expenses in case of emergency and also fees and costs in case of cancellation or curtailment. Students requiring visas should ensure they have met all necessary requirements for entry into and studying in the UK.

Entry Requirements

If a student intends to sit an examination whilst studying at the school it is recommended they check their level before booking on the course.

Reviewed: **August 2019**