



ADVANCED COLLEGE BROOKLYN

TERMS and CONDITIONS ENGLISH LANGUAGE PROGRAMME

www.acbrooklyn.co.za

info@acbrooklyn.co.za

ADMINISTRATION AND FEES

1. The Admission Fee is a once-off fee and covers your Pre-Programme Assessment and study guides, as well as a Letter of Registration (if applicable).
2. Fees are strictly payable in advance.
3. No fees can be refunded, or transferred to another student.
4. Time off from classes cannot be credited. (Leave forms are merely a formality in compliance with Home Affairs' regulations.)
5. You cannot just stop your classes! You MUST give the Centre at least 30 days' notice. If you fail to do so, your account will continue.
6. No reports, certificates or Release Letters will be issued where accounts are in arrears.
7. Promotion to the next level will not take place where accounts are in arrears.
8. School fees are payable in advance. If fees are not paid, Advanced College has the right to:
 - ✓ Suspend the pupil from the school premises and all academic and other school activities until the outstanding payment is received.
 - ✓ Charge interest on overdue accounts, levied at prime interest rate plus 5%.
 - ✓ Instruct attorneys to recover the outstanding amounts and all costs and collections charges, which will be for the account of the signatories to the contract.
 - ✓ After due notice is given and there is still no reaction, report signatories of overdue accounts to a credit bureau for blacklisting.
 - ✓

PERSONAL ITEMS

1. The Centre will not be held responsible for the loss of money or personal items (sunglasses, cell phones, laptops etc.) which students bring to class. Neither will the Centre be held responsible for damages to such items on the school premises. The student remains responsible for all personal items brought onto the premises.

STUDY PERMIT REGULATIONS

1. An Admissions Letter for the application of a study permit will only be issued when the admission fee and the applicable tuition fee is paid in full.
2. Where a candidate has applied to the South African Embassy/High Commission for a Study Permit, and it has not been granted, a refund can only be processed once proof of submission to the Embassy is provided, together with written proof of the rejection, furthermore, only 80% of the fees are refundable.
3. Candidates who have not reported for class within 3 months of their course start-date will be reported to Home Affairs.
4. Candidates who leave the Centre well before their visa expiration date will also be reported to the Department of Home Affairs.
5. Candidates with lower than 80% attendance, are also in breach of their visa conditions, and also need to be reported to the Department of Home Affairs.
6. You cannot use your *Advanced College Study Permit* at another institute. If you have completed your studies at Advanced College, you will need to take a *Letter of Release* and proceed to change your visa.
7. Letters of Release will NOT be issued for students who have not attended class or have unpaid accounts.

GENERAL

1. Advanced College reserves the right NOT to accept an applicant or to disclose reasons for the unsuccessful application.
2. Inappropriate behaviour, such as racism, or a lack of respect for the rules and regulations, can result in immediate EXPULSION. Expelled candidates will forfeit any fees paid.
3. The internet facilities are available to registered, paid up students only – no friends or family members who are not registered at the school will be permitted access.