

## **ADMISSIONS POLICY**

### **Procedures**

- Bookings can be made by through our website, by email, in person or by telephone
- Bookings are accepted through agents and from students contacting the school directly
- A deposit of £100 is required to confirm enrolment for individuals
- A deposit of £100 per student is required to secure the places on a group booking
- Full payment of fees is required 4 weeks prior to the commencement of the course.
- Courses are subject to availability. If unavailable an alternative date will be offered.
- The Enrolment form should be completed with care taken to read the conditions of enrolment on the reverse.
- Please refer to the Payment of Fees Policy for information on students requiring visas.

### **Entry Requirements**

- Students taking the Cambridge First Certificate Examination should be of intermediate level
- Students taking the Cambridge Advanced Examination should be of advanced level
- Students taking the Cambridge Proficiency Examination should be of higher advanced level
- Students taking the English Plus courses should be of intermediate plus level
- A placement test to assess the level of the student is available to take prior to the commencement of the course
- Minimum ages are as follows:
  - Summer Activity Course: 12 years old
  - Group Bookings: 12 years old
  - Teachers' Refresher Course: 21 years old
  - General and Cambridge Courses: 17 years old

Reviewed April 2018