

## 2012-2013 FEES | TERMS & CONDITIONS INTERNATIONAL SCHOOL OF CREATIVE ARTS

### SECTION 1 | FEES & CHARGES

#### 1. Tuition Fee

- a) The full academic year 2012-2013 is comprised of three terms and tuition fees can be paid as follows:

**Full Payment – GBP 18,000 per Academic Year**

Due by: 01 June 2012

**OR**

**Installments – GBP 6,060 per term** (GBP 6,000 + 60 administration fee)

Due by: Autumn Term – 01 June 2012

Spring Term – 01 December 2012

Summer Term – 01 April 2013

- b) The first payment of fees is due on receipt of the acceptance deposit and must be paid by 1st June 2012.
- c) Bank charges incurred will be the responsibility of the payer.

#### 2. Boarding Fee

- a) The boarding fee is for single room accommodation with en-suite facilities and includes three meals a day, weekly linen/cleaning services and use of school facilities.
- b) The full academic year 2012-2013 is comprised of three terms and boarding fees can be paid as follows:

**Full Payment – GBP 10,200 per Academic Year**

Due by: 01 June 2012

**OR**

**Instalments – GBP 3,460 per term** (GBP 3,400 + GBP 60 administration fee)

Due by: Autumn Term – 01 June 2012

Spring Term – 01 December 2012

Summer Term – 01 April 2013

#### 3. Acceptance Deposit

- a) An acceptance deposit of GBP 1,000 must be paid within four weeks of the date stated on the offer letter to secure the student's place.
- b) Failure to pay the acceptance deposit by the given deadline may result in the place being released to accommodate other applicants.
- c) The acceptance deposit is comprised of a GBP 500 retainer deposit and GBP 500 Student Expenses deposit (for activities, additional materials etc).
- d) The GBP 500 retainer deposit will be credited against the student's final account and the remaining amount will be donated towards the ISCA Development Fund, unless a specific request for a refund is received in writing.
- e) The acceptance deposit is separate from tuition and boarding fees. Outstanding fees for academic year 2012/13 will be due on receipt of the acceptance deposit and must be paid by 1st June 2012.

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### SECTION 1 | FEES & CHARGES

#### 4. Supplementary Fees

##### 4.1. CLASP - Access to Central Saint Martins Foundation Plus

An optional programme, the Creative and Learning Skills Programme (CLASP) is devised and taught by experienced Foundation tutors at Central Saint Martins College of Arts and Design.

The weekly CLASP sessions complement the second year A-Level and Portfolio curriculum and are aimed at students looking to access Central Saint Martins' Foundation Plus.

The CLASP tuition is covered by ISCA but supplementary charges, including travel, will be the responsibility of the student.

##### 4.2. Enrichment Programme

- a) An individual student expense account, credited with the GBP 500 Student Expenses Deposit, allows students to partake in external trips and enrichment activities arranged by the School.
- b) Charges to the individual student's expense account will not amount to more than the GBP 500, as originally credited to account, at any given point.
- c) Parents will receive an itemised receipt of activities, when the student's expenditure reaches GBP 400, at which point a further amount can be credited to account.

##### 4.3. Materials

- a) A fabric, photographic paper and printing allowance is provided to each student for the term in line with the curriculum and for use during classroom teaching.
- b) Any additional materials required by a student for a project is at the cost of the individual.
- c) All books provided are on loan and students will incur a cost if they damage or fail to return an item.

##### 4.4. AS/A2 Examination Fees As determined by the Examination Board.

##### 4.5. English Language & Learning Support

- a) Additional private language tuition may be required for students who join ISCA on the minimum language requirement of IELTS 4.0.
- b) Additional tuition requirements, and charges incurred for private English language tuition and additional learning support, will be determined on an individual basis.
- c) External testing costs, such as IELTS testing, will be charged to the student account.

## 2012-2013 FEES | TERMS & CONDITIONS INTERNATIONAL SCHOOL OF CREATIVE ARTS

### SECTION 2 | CHANGES, WITHDRAWALS & REFUNDS

#### 1. Failure to take up a place

Parents must provide a written explanation for a student's failure to take up a place. A partial refund will be given for the following:

##### 1.1. Refusal of Student Visa

A refund of the fees and acceptance deposit paid, minus GBP 300 administration charge, will be given to the students who are refused a Tier 4 (General) Student Visa on the following conditions:

- a) The parents send ISCA the original of the visa rejection letter, and the original letters sent to them by the School, within 40 days of the decision being made by the Embassy or Consulate.
- b) Claims for refunds received later than 40 days after the decision will not be entertained in any circumstances.
- c) The School will refund only to the account or individual that it initially received the fees from.

##### 1.2. Conditions of Offer

- a) In the event that the conditions of an offer are not met, the option of deferring to the following course start date will be available.

#### 2. Withdrawal

Parents must inform the School in writing of any intention to withdraw a student.

##### 2.1. Voluntary Withdrawal

- a) Voluntary withdrawal prior to enrolment must be made in writing no later than 1<sup>st</sup> September 2012.
- b) A refund of the full fee paid, minus a GBP 300 administrative fee and any boarding charges incurred, will be made on a voluntary withdrawal prior to 1<sup>st</sup> September 2012.
- c) Voluntary withdrawal after enrolment must be made in writing and one full term's notice given or fees for one term will be required in lieu of notice.

##### 2.2. Withdrawal due to illness

- a) Parents must provide written confirmation of any intention to withdraw a student due to illness and include a supporting Doctor or Medical note.
- b) A full withdrawal from the course, due to illness, will be subject to a partial refund of fees paid less one term's tuition and boarding fee.
- c) No refund of tuition fees where the student is absent from class due to illness and no refund of Boarding Fees will be given where student is absent due to illness.

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### SECTION 2 | CHANGES, WITHDRAWALS & REFUNDS

#### 3. Refunds

Any bank charges will be deducted from the refund. No refund will be given to a student for the following circumstances:

- a) Cancellation due to change in the student's personal circumstances, including a family bereavement. *Students are advised to take out insurance against such unforeseen circumstances.*
- b) If the student is asked to leave the country by the United Kingdom Authorities, or if the student leaves the UK during term time without consulting the School and is subsequently refused re-entry.
- c) If a visa is refused due to any circumstances about which the student deceived the School in his/her application or any circumstances that they failed to declare. This includes:
  - Not holding the qualifications or required fees as claimed.
  - Previous violation of immigration conditions, breaking of immigration rules by student or a conviction in court.
  - If a visa is refused as a consequence of the student not having the minimum attendance required over the period of the course enrolled on at ISCA or of any illegal activities by the student.
  - If the disruption in the student's studies is due to the student's conviction, court proceedings or litigation involving the student.
  - If the disruption in the student's studies is due to any other breach of his/her visa conditions or terms and conditions of enrolment.
- d) In the event of force majeure or similar circumstances, leading to the closure of the School during term time, there shall be no refund of fees already paid.
- e) No other refunds of tuition or supplementary fees will be given.

#### 5. Non-Payment

- a) The school reserves the right to refuse admittance to a student until fees are paid in full. In the event of non-payment, international students will be given a notice period before the school will uphold its responsibility to inform the UK Border Agency, which may affect the validity of the student visa.
- b) Students leaving ISCA are required to clear all obligations before final records are released to the next school or university.

## 2012-2013 FEES | TERMS & CONDITIONS INTERNATIONAL SCHOOL OF CREATIVE ARTS

### SECTION 3 | PAYMENT PROCEDURE

1. All payments may be made directly to ISCA by bank transfer to:

Bank: Barclays Bank plc  
Beneficiary: International School of Creative Arts  
Account No: 20055115  
IBAN: GB38BARC20414120055115  
Swift Code: BARCGB22  
Address: Barclays Bank plc  
99 Hatton Garden  
London EC1N 8YS  
England, United Kingdom

2. A Payment Instruction form will be supplied in the acceptance offer pack and will need to be completed and returned with acceptance.
3. Notification of payment made, and where possible a copy of the bank transfer, should be sent to the Bursar at ISCA by either email or post.

Ms Anne Patey | Bursar  
Email: [a.patey@isca.uk.com](mailto:a.patey@isca.uk.com)  
Address: International School of Creative Arts  
Teikyo Foundation (UK)  
Framewood Road, Wexham  
Buckinghamshire SL2 4QS  
United Kingdom

4. All bank charges are the responsibility of the fee payer.