

TERMS AND CONDITIONS:**ALL STUDENTS**

1. A €245 non-refundable registration fee is charged on all courses.
2. All fees are to be paid in Euros.
3. The fees must be paid to the college within the time specified, after which time the offer is no longer guaranteed.
4. For EU applicants you are requested to pay the registration fee and a deposit of 3000 EUR to hold the place on the course. The remaining fees after the deposit payment are due by 1st August.
5. Textbooks, insurance and other items are not included in the tuition fees. Please check the website for the full list.
6. Standard twin room accommodation is included in the fees. Students may opt for single rooms at an additional cost (Subject to availability). If a student wants to arrive earlier to accommodation or stays later than the allocated period then students will pay additional costs.
7. Students must pay an accommodation security deposit of 5000 CZK on arrival. This is returned at the end of the course when the accommodation is vacated.
8. Students must send a copy of arrival details, including electronic or scanned ticket, at least 5 days prior to arrival in Prague.
9. If a student decides to leave the college once they have commenced studies then there is no refund of fees.
10. If the student makes use of a visa obtained on the basis of a letter of acceptance to the course issued by the school (UJOP UK), he / she is regarded as having commenced the course and no refund of fees are due if a student then cancels
11. Students must ensure that they maintain an attendance rate of at least 80%. Students who fail to maintain this level will be asked to leave the course unless there are exceptional circumstances. There will be no refund of fees in cases where a student is asked to leave a course for non-attendance or for inappropriate behaviour.
12. Once Abbey College has booked and paid for accommodation/insurance, the proportion of fees paid towards accommodation/insurance is non-refundable. Original insurance documents and admission papers must be returned to Prague before refunds can be requested.
13. A 10% administration fee on fees will be deducted before any refunds are made.

FOR NON EU VISA APPLICANTS

14. If the visa is rejected the college must be informed immediately and a copy of the refusal must be sent to the college. Failure to do this within 5 days of the refusal will result in the fees being non-refundable.
15. The college reserves the right to insist that in cases where a visa has been rejected that the case is taken to appeal or that a new visa application is submitted prior to any refund being given.
16. If any visa is refused because of fraudulent documents, deception or because relevant information was not disclosed then full fees will be retained. The onus is on the student to prove they are genuine through an appeal.
17. Whether the appeal is accepted or rejected, the result should be sent to the college as soon as received.
18. DHL costs for visa letters if needed will be in addition to the fees. The cost will be dependent on country costs and are subject to change
19. Insurance costs are those at the time of booking and are subject to increases by the insurance company. Any additional increase will be paid for by the student