

TERMS AND CONDITIONS SPECIFIC TO ADULT COURSES

Once Tellus Group has accepted your registration, together with the General Terms and Conditions, the specific terms and conditions for Adult Courses will apply.

1 GENERAL INFORMATION

- 1.1 Students can start a course at the school on any Monday (except public holidays) for a minimum of one week.
- 1.2 Exam fees are not included in tuition prices.
- 1.3 Students entering for examinations, for example, Cambridge ESOL and IELTS, must bring valid passports for exam entry. National Identity cards may not be accepted in the UK.
- 1.4 Examinations are not held at the school and the places for them depend on availability which are not guaranteed.
- 1.5 We reserve the right to change course arrangements and prices if necessary.
- 1.6 Please note that all our courses are run subject to demand.

2 COURSE DURATION

- 2.1 English tuition is charged in blocks of 15 or 23 hours per week, unless there is a public holiday when the hours will be reduced. No refunds are available for shortened tuition because of public holidays.
- 2.2 It is the responsibility of students or their agents to check the dates of all UK public holidays.

3 ATTENDANCE, BEHAVIOUR, ABSENCE AND EXCLUSION

- 3.1 If students are not able to attend their classes, they must inform the school immediately, so that their teachers can be notified.
- 3.2 Being absent from or repeatedly late for classes without a good reason or prior permission, could result in the student being excluded from the course.
- 3.3 Any exclusion or absence from a course will be noted on their Certificate.
- 3.4 If they are excluded from a language course, they will be asked to return to their home country without a refund.
- 3.5 The attendance procedure followed by the school is detailed in the **Student Handbook**.
- 3.6 We have a set of rules which applies to behaviour in our centres during trips, activities and accommodation arranged by the school.
- 3.7 At the discretion of the Principal, the school has the right to expel or evict from school or accommodation any student whose conduct is unsatisfactory. No fees will be refunded in such cases, and if there are any unpaid fees, they become payable immediately. The student has the right to appeal against such a decision.

4 PAYMENTS

- 4.1 In addition to what is stated in General Terms and Conditions, the following applies to Adult ELT courses. Full fees must be paid at least 6 weeks before your course begins, or at the time of booking if it is less than 6 weeks before the scheduled time for your course to begin. If you decide to book your course more than six weeks before the starting date, you can choose from the following payment options:

- Pay the total amount of your fees when you make your booking. This includes a non-refundable enrolment fee.
- Visa Students: To secure your booking you will be required to pay a non-refundable deposit to cover the enrolment fee, visa letter and courier charges if applicable. The rest of your fees will be due 6 weeks before you course begins.

Meridian School of English is a trading name of Tellus Ltd

Head Office and Plymouth School - Swarthmore Centre, Mutley Plain, Plymouth, PL4 6LF, United Kingdom
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Registered in England & Wales Company Number: 03029969

However, for certain long-term courses, at the discretion of the school, payment can be made term by term and you will receive separate invoices for each term. Please, remember that neither the Certificate of Studies nor the Academic Report will be issued until full fees have been received.

5 COURSE MATERIAL

- 5.1 All course material needed will be provided. There will be a charge for any damages.

6 TIMETABLE

- 6.1 We teach English lessons in the morning and afternoon from Monday to Thursday, and Friday mornings only. The school is closed on Friday afternoons.
- 6.2 Evening classes are only available if there are 6 or more students in the class and if it has been agreed in advance with the Director of Studies.

7 COURSE LEVELS

- 7.1 Certain courses are provided at certain minimum language levels, and you are responsible for making sure that your level is good enough for the course you have registered on. If, after a placement test, we find that your level is below the level required for the course, the school reserves the right to place you in another class at a different level. If you are not sure what your level is, please consult us.
- 7.2 After a course has started, we reserve the right to move students to a more appropriate class for their language level, or to change any arrangements and prices for courses if it becomes necessary.

All of this information is correct at the time of publishing but may be subject to change.

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