

## ADMISSION & ENROLMENT POLICY

REVIEWED: JANUARY 2019

NEXT REVIEW: JANUARY 2020

King Stage Learning Centre accepts students of all nationalities, from the age of 18 years old and up. Students may start a course any week (except for the two weeks over Christmas and New Year when the King Stage is closed).

Selecting a course

We run courses at all levels of the CEFR as well as Academic and Business English courses, so our courses are suitable for everybody. For further information, please see our course descriptions at: [www.king-stage.com](http://www.king-stage.com)

All students are given a placement test on their first day at King Stage. Depending on the result of this test, we may suggest changes to your course. At all times we will try to offer the course that you have requested.

### Admissions and Enrolment Procedures

- Online booking

Potential students can complete and submit our online enrolment form; our Office Manager will then reply, requesting further information if necessary, and send an invoice detailing payment options. The online enrolment form is available on our website at:

[www.king-stage.com](http://www.king-stage.com)

- By email

Potential students can email their requests to our Office Manager. Our contact detail is: [info@king-stage.com](mailto:info@king-stage.com) and can be found at [www.king-stage.com](http://www.king-stage.com)

- Walk-in Students/Client

If a potential student, or if a friend, family member, clients or other representative is in London, they may come into King Stage to discuss enrolment. We are open from 09:00 - 17:30 Monday to Friday from.

Please note, we reserve the right to refuse enrolment. In such cases, we will give a full explanation for our action.

### First Day Schedule

09:00 *Students arrive at the King Stage*

09:30 *Registration*

09:45 *Testing*

10:45 *Break*

11:15 *Welcome and induction from the Principal/ Students receive their timetables and course books*

### **Cost of course materials**

As part of their registration fee students receive a textbook and welcome pack including a notebook. Textbooks for other courses are sold at reception for approximately £15.00 each.

### **Conditions of enrolment**

- Information

Potential students must supply us with the following information when enrolling at King Stage Learning Centre:

1. Full name (as written on passport/EU National ID)
2. Date of Birth
3. Home address
4. Passport/EU National ID number

- Payment

Payment must be received in full before the scheduled start date of the course (unless agreed otherwise) to secure your booking. For details on cancellations and refunds, please see below.

- Visas

Potential students who are from countries outside of the EEA may need a visa to study in the UK. For more information on visa procedures, please see: <https://www.gov.uk/study-visit-visa>

### **Cancelling or changing your course**

King Stage Learning Centre reserves the right to cancel a student's course in the event of misconduct or unsatisfactory attendance.

Cancellations by students or their representatives must be made to King Stage Learning Centre in writing. Students cancelling for serious reasons will receive a refund of all fees, less the £55 administration fees.

No refund will be given for any cancellations after the course start date unless in exceptional circumstances, at the absolute discretion of the King Stage management.

Any refunds of payments made to King Stage by credit card or PayPal will be subject to the deduction of any credit card charges incurred by King Stage at the time of payment.