

# Terms and Conditions

## Foundation in Business 2019

### International Students

Please ensure you read these Terms carefully and understand them before signing the final acceptance of a place on Twin Foundation Programme. The Terms and any other document referred to herein constitute the entire agreement between the parties superseding all promises, representations, warranties or other statements written or oral of any nature whatsoever [in brochure/leaflet or other document] made by or on behalf of one party to the other. Also by signing these terms on behalf of a minor, this represents confirmation that all requested and required permissions and consents [whether included with the application or separately] are given for your son/daughter/ward .

#### **Application for a course:**

On acceptance of the application a written offer will be made. In order to accept this offer a confirmation payment is required. This payment will comprise of an administration deposit of £250 [non-refundable], full payment or £4000 in advance tuition fees (First Tuition Fees).

Aside from the enrolment fee all payments are refundable in the event that the students is unable to meet the visa requirements subject to the receipt by Twin of the official visa refusal letter. No refunds will be given where fraudulent visa documents have been submitted or serious errors or negligence has been observed in the visa application process.

Offers are made subject to availability. Places are held on receipt of payment. Non-payment by the deadline may put the place at risk. A CAS will be issued. In the event of an official visa rejection a second [and final] CAS may be issued, however full fees – for the entire course – must be paid in advance.

Twin reserves the right not to issue a CAS if it is deemed that risk of visa rejection is too great. The issuance of a CAS is subject to meeting certain criteria including, but not limited to, financial status, verifiable evidence of academic suitability, satisfactory interview.

Conditional offers from Twin Partner universities will be provided upon request to applicants applying for the Foundation in Business or Pre-term English for University programmes. Students who successfully complete the Foundation in Business programme with the required grade (between 104 and 112 UCAS points depending on the university), will receive offers from the University, subject to meeting the required English language level.

### How to apply for a Foundation in Business course:

- a) Complete the Twin Foundation in Business Application form and submit it to Twin Training according to the instructions on the application form
- b) Twin will review your application, including your academic achievements. If your application is accepted, Twin will issue you a written offer of a place on the course, which will include conditions that must be met by you and for which the agreement is conditional upon
- c) In order to confirm and accept this offer you must
- d) Pay the Non-Refundable Application Fee of £250 and the full fees, or the First Tuition Fee of £4000, and any Accommodation fees indicated in the offer letter. These will be deducted from the total course fees. Agree to accept the Terms and Conditions for the Foundation in Business.
- e) Twin will issue a Letter of Confirmation, and a CAS for students who need to apply for a Tier 4 Visa, when the student has accepted the course offer and paid the Non-refundable deposit, the First Tuition Payment and the Accommodation Deposit.

### Academic Criteria

Students are accepted on the Twin Foundation Programme after having provided verifiable evidence that they have met the prescribed academic and English Language criteria set out by TWIN for participation in the Foundation Programme.

Students are accepted on the strict understanding that progression is conditional on satisfactory and required attendance and successful attainment of set performance targets. Students who do not perform satisfactorily in their course work will not be entered for external examinations and those who do not meet the university criteria for proficiency in the English language will be expected to take an additional English course at Twin.

Students who do not meet the attainment criteria – formally assessed at least twice a year-will not be allowed to proceed with their course and may be invited to withdraw without a refund.

### Progression to University

Twin Pathway: Students who successfully complete the Foundation in Business programme with Twin will receive offers from universities that recognize the Foundation in Business programme and whom have agreements with Twin for progression to business related undergraduate degrees, conditional on successfully completing their programme with a minimum BTEC Level 3 National Diploma grade of D\*D or D\*D\* depending on the university partner, and for achieving a UKVI IELTS 6.0 with no subject below 5.5.



## Course Fees and Payments for Foundation in Business

Fee Type	Amount	Due
<b>Foundation in Business</b> <b>23 Sept 2019 – 19 June 2020</b> <b>(39 weeks)</b>  – Term 1 – 23 Sept – 19 Dec Term 2 – 6 Jan-3 Apr – Term 3 – 14 Apr-19 June	£12, 500	First Tuition Payment of £4000 or full payment on acceptance of offer  Balance 30 days prior to course start Students who pay full fees in advance will receive a 5% discount
Non-refundable Registration fee	£250	On application
Course materials	£80	30 days prior to the course start
Residence booking fee	£50	On acceptance of offer
Accommodation fee	According to accommodation choice	See offer

- A. The fees payable for the Course are set out in the Pro-forma invoice included in the offer letter. The balance of the fees must be paid to Twin at least 30 days prior to the start of the course. Twin reserves the right to make changes to the amount of fees should you make changes to your study plan.
- B. Upon receipt of an Offer for a Course from Twin, a non-refundable application fee of £250 plus an Initial Tuition Payment of £4000 or the full fees should be paid in order to receive the documents required for booking, ie: CAS.
- C. The Foundation in Business Course includes 2 university day tours per year. Other tours and trips are optional and may incur extra costs for which the student is responsible.
- D. If extra courses or one-to-one tuition or extra tuition is required by the student, this will be invoiced separately according to our published prices. Extra tuition in small groups for students who require extra help may be arranged at a cost that is determined by Twin.
- E. Textbooks: Course books will be supplied for the English for University and the Foundation in Business course and will be invoiced at the time of booking.
- F. Fees must be paid at least 30 days in advance of the course start in GBP and must be made by bank transfer, credit card or debit card.
- G. Students are responsible for all bank or payment surcharges.
- H. The Non-refundable Application fee, and the First Tuition Payment and must be paid in order to accept an offer and are non-refundable unless the student is unable to meet the Visa requirements (in which case the student must provide an official visa rejection letter to Twin) or the student does not meet the conditions of the offer
- I. Twin reserves the right to withhold any academic results or certificates if Fees in respect of tuition are still owed by the Student at the end of their Course.

### Cancellations and Refunds:

Refunds of any payment made to Twin Group will only made to the individual or organisation that originally paid the funds. If a credit card was used, then the payment will be refunded to the original payment card.

When a Tier 4 CAS letter, or Tier 5 CAS letter, is issued, no fees will be refunded, except where a visa is refused or delayed. Visa refusal/delay must be received in writing/email by Twin.

Cancellation charges for visa refusal/delay providing there has been no fraudulent activity will be waived except for the Non-refundable Registration Fee of £250



Twin Group reserves the right to retain all fees if the reason for refusal is unacceptable (false representation on the student's behalf, lack of required funds, errors in application) or could be used in any way to damage Twin Group's Tier 2, 4 or 5 Licenses.

Students are responsible for ensuring that they are familiar with the application requirements for their visa application. Twin Group will support students in their application, but students are responsible for submitting UKVI compliant applications

### **Accident/medical**

Twin recommend that all students have appropriate medical and accident insurance for the duration of their stay at Twin and in the UK. Endsleigh Student Insurance is available through Twin: [endsleigh.co.uk/personal/student-insurance/](https://endsleigh.co.uk/personal/student-insurance/)

Students should bring with them any relevant medical records e.g. immunisation, on-going treatment/medication that may assist local medical staff when treating them for any medical condition.

### **Data Protection**

#### ***Use of Student information by Twin***

a. Students agree that copies of their regular reports on their academic progress and performance can be supplied to parents, sponsors or agents without notification, by completing the student record section of the Application Form. Consent is hereby given by the Student to the above until formally withdrawn in writing.

b. Students agree that if Twin has serious concerns about their welfare, Twin can contact their parents or family members without notification.

c. Students and, if the Student is under 18, the students' parents/guardians' consent that the student records and achievement, images and sound may be used for promotional purposes.

d. TWIN is obliged to report visa status, attendance records (including all cancellations of or withdrawals from Courses) and UK contact details to relevant UK government bodies and will do so in accordance with its legal obligations under relevant legislation (including under the Data Protection Act 1998).

a. Twin may disclose information about the Student for the purposes of (without limitation):

i. the administration of justice;

ii. the exercise of any functions of either House of Parliament;

iii. the exercise of any functions conferred on any person by or under any enactment;

iv. the exercise of any functions of the Crown, a Minister of the Crown or a government department;



[Type here]

For more information about all our courses  
please visit:

**Twin Pathways:**

[Englishcentres.co.uk/university-pathways](https://englishcentres.co.uk/university-pathways)

**English Courses:**

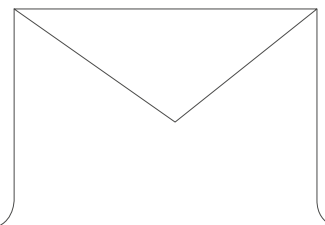
[Englishcentres.co.uk](https://englishcentres.co.uk)

**Work Experience:**

[Twininternships.com](https://Twininternships.com)

**English for University and Pathway enquiries**

[Pathways@twinuk.com](mailto:Pathways@twinuk.com)



Accredited by the  
  
for the teaching  
of English in the UK

**ENGLISHUK**  
member

  
UKINBOUND  
MEMBER 2017/18

 **Pearson**

[englishcentres.co.uk](https://englishcentres.co.uk)



[sales@twinuk.com](mailto:sales@twinuk.com)



+44 (0) 20 8269 5678

