

## Cancellation Policy

**Cancellation** of a booking must be notified in writing. The cancellation will take effect from the day the written confirmation is received. The following scale of cancellation charges will be payable depending on when the notification of cancellation is received.

Prior to 42 days	Deposit forfeited
21 to 42 days	30% of the total course cost
14 to 20 days	60% of total course cost
7 to 13 days	90% of total course cost
less than 7 days	100% of the total course cost

If a student is unable to attend a course, in certain circumstances, which we consider reasonable, the booking may be transferable with our agreement to another person of the same sex. An administration charge of £ 100 per person will be made. The College reserves the right to withdraw a student from courses in cases of bad behaviour, and to pass on to the parent/guardian/agent all costs associated with that withdrawal.

### ***How can a student enrol?***

Complete our application form on [Sprachenmarkt.de](http://Sprachenmarkt.de) and pay a deposit of £500. This is deducted from the course fee if the student is accepted. Balance of fees is due six weeks before the course starts. If we are unable to accept the student, we will refund the deposit.