



Academic Year 2017-18

AUTUMN TERM 2017

Term begins	Sunday 10th September
Half Term	Saturday 21st October – Sunday 29th October
Term ends	Saturday 16th December

SPRING TERM 2018

Term begins	Sunday 7th January
Half Term	Saturday 17th February – Sunday 25th February
Term ends	Saturday 24th March

SUMMER TERM 2018

Term begins	Sunday 8th April
Half Term	Saturday 26th May – Sunday 3rd June
Term ends	Saturday 23rd June

January start UFP Term Ends Saturday 11th August

ARRIVAL INFORMATION

Students should arrive from 12.00 midday on the Sunday that term begins.

Important: Boarding Accommodation does not open for arrivals earlier than midday on the Sunday.

DEPARTURE INFORMATION

For the end of Autumn & Spring Terms students must depart by 14.00 latest on the Sunday following the end of term on the Saturday. The Boarding Accommodation closes at 14.00 on the Sunday.

END OF YEAR DEPARTURE INFORMATION

Important: The College expects students to leave within 24 hours of their final public examination. Intensive English, Pre Sessional, Year 10 (GCSE) & September Start UFP students should leave by 13.00 on Saturday 23rd June. After Friday 22nd June, we expect students to leave within 24 hours of their final public examination. The College will close to students (except January Start UFP) on Saturday 30th June at 12 noon.

PRE-SEASON INFORMATION

The Brooke House Football Academy Students have a Pre-Season Trip prior to the start of the Academic Year in September 2017. The Pre-Season Trip will commence on Tuesday 5th September 2017. The Football Academy will provide detailed information regarding the Pre-Season Trip & venue before arrival. Students & Parents should arrange to be at the College at 12.00 midday on Tuesday 5th September.

Important: College Accommodation does not open for early Pre Season arrivals.

COURSE INFORMATION 2017/18

PRE-SESSIONAL COURSES

English Language (KET PET FCE CAE CPE IELTS)	Mathematics	Humanities
Information Technology	Physical Education	Science

GCSE COURSES – SUBJECTS AVAILABLE

English Language (compulsory)	Mathematics (compulsory)	PSHE (compulsory)	Law
Science Combined or Double Award (compulsory)	Core Physical Education (compulsory)		
English Literature	Business Studies	History	Geography
German	French	Spanish	Psychology
Physical Education	Art & Design Graphics	Environmental Studies	Sociology

A LEVEL COURSES – SUBJECTS AVAILABLE

Mathematics	Further Mathematics (must only be selected with Mathematics)		
Economics	Computer Studies	Business Studies	Chemistry
Accounting	Physics	Sociology	Biology
Law	German	French	Spanish
Physical Education	Graphic Design	English Literature	History
Geography	Psychology	Philosophy	Fine Art
Government & Politics	Environmental Studies		

SAT - Students wishing to apply to American universities will additionally need to enrol for a SAT course which is completed online via the Kaplan organization.

EPQ – Students wishing to impress universities should additionally include EPQ (Extended Project Qualification)

PRE UNIVERSITY FOUNDATION PROGRAMME – MODULES AVAILABLE

Core Maths (compulsory)	Communication Skills (compulsory)	Business 1 – Starting a Business
Business 2 – Marketing & Finance	Business 3 – People & Operations Management	Maths for Business
Further Maths for Business	Maths for Engineering	Architecture & Physical Sciences
Further Maths for Engineering	Architecture & Physical Sciences	Accounting 1 – Financial Accounts
Accounting 2 – Management Accounts	Accounting 3 - Financial Services	Economics 1 – Competitive Markets
Economics 2 – The UK Economy (macroeconomics)	Economics 3 – The Global Economy	ICT
Government & Politics 1	Government & Politics 2	Government & Politics 3
Criminal Law 1	Criminal Law 2	Sources of Law 3
Psychology 1	Psychology 2	Psychology 3
Geography 1	Geography 2	Geography 3
History	Travel & Tourism	English Language
German	French	Spanish
Design & Technology – Textile Technology	Fashion	3 Dimensional Design
D.C Electricity	A.C Electricity	Mechanics 1
Mechanics 2	Thermal Physics	Chemistry – Structure, Bonding & the Mole
Physical Chemistry	Organic Chemistry	Inorganic Chemistry
Biology 1	Biology 2	Biology 3
History of Art	History of Architecture	Architecture*
Fine Art*	Graphic Design*	Visual Communication*
UFP Medicine Pathway: 10 Mandatory Units in Maths, Biology & Chemistry		

*equivalent to 3 modules, running throughout the year

FEE INFORMATION

ACADEMIC YEAR 2017-2018 FEES

Non Football Academy Enrolments

All Courses, Boarding Students	Full Fees £31,500.00 (3 Terms)	£10,500.00 per term
All Courses, Day Students	Full Fees £18,750.00 (3 Terms)	£6,250.00 per term

Football Academy Enrolments

All Courses, Boarding Students	Full Fees £34,350.00 (3 Terms)	£11,450.00 per term
All Courses, Day Students	Full Fees £20,550.00 (3 Terms)	£6,850.00 per term

Please note: For boarding students the fee is inclusive of accommodation, meals and tuition. Day students may partake of meals Monday to Friday.

ADDITIONAL FEES

Confirmation of Entry Enrolment Deposit	£1,500.00
Admissions Administration Fee (non refundable)	£125.00

PAYMENT OF FEES

College fees must be paid **before arrival** at the College. The fees can be paid in full, half-yearly or by termly instalments.

For Autumn Term September 2017 courses fees must be paid by **10th September 2017**. These can be the full fees of £31,500.00 (£34,350.00 for Football Academy enrolments) the half-yearly fees of £15,750.00 (£17,175.00 for Football Academy enrolments) when the second fee of £15,750.00 (£17,175.00 for Football Academy enrolments) would be due for payment by the 01st February 2018, or the termly fee of £10,500.00 (£11,450.00 for Football Academy enrolments).

For Spring Term January 2018 course fees must be paid by **7th January 2018**. These can be the two term's fees of £21,000.00 (£22,900.00 for Football Academy enrolments) or the termly fee of £10,500.00 (£11,450.00 for Football Academy enrolments) when the second instalment would be due by 8th April 2018.

For Summer Term April 2018 course fees must be paid by **8th April 2018**.

For payment of Day Student fees please contact the Admissions Office to discuss your payment options.

Tuition and accommodation is dependent upon the fees for the relevant term being paid in full. If payment of the relevant term's fees has not been made in full on the due date by the Fee Payer, the College will charge interest at the rate of 1% per week on the outstanding balance until it is paid.

If payment becomes overdue the College reserves the right to suspend or cancel tuition and/or accommodation. The student may be prevented from sitting examinations or the results of examinations and/or College references or other information may be withheld where fees remain unpaid in whole or in part.

METHOD OF INVOICING

College fee invoices will be sent to the Fee Payer by electronic communication & post enrolment via the Parent Portal in all instances. It is the responsibility of the Fee Payer to update the College if their contact details change. If an initial communication with the Fee Payer is not responded to in the event of late payment, the College management reserve the right to discuss outstanding payments with the student(s) affected.

ACCEPTED METHODS OF PAYMENT

All fees are due for payment in GBP. We regret we cannot accept payment in other currencies. To avoid possible losses caused by variation in the rate of exchange, cheques and transfers must be made in pounds sterling. Please note that the College will not be responsible for bank charges incurred in the transfer of fees. Where these are not paid at the time of issue they will be added to the next student account invoice.

1. By UK Bank Transfer or International Transfer to the following account *:

Yorkshire Bank plc, 29 Horsefair Street, Leicester LE1 5BL, UK

Bank Account Name: Brooke House College Account Number: 29639024 Sort Code: 05-05-60

IBAN: GB56 YORK

**A payment reference must be provided by the Fee Payer so that the College can identify funds on safe arrival into our account. The reference must be the student's full name as written in English.*

2. By sterling cheque, please make cheques payable to Brooke House College.

3. By debit or credit card payment. A card payment form is available from the Admissions Office. Please note that your card payment will be subject to the following banking charges:

Personal Debit Card 0.73%

Personal Credit Card 1.54%

Business Credit Card (Mastercard /Visa) 2.05%

Business Credit Card (JCB/Diners) 2.25%

4. For UK students a monthly direct debit option may be available. Please contact the Admissions Office to discuss payment via this method.

REVIEW OF FEES

Fees are normally reviewed annually during the Spring Term for implementation the following September, but the Directors reserve the right to alter the fees as necessary to reflect changing circumstances, and will give as much notice as possible.

NOTICE OF TERMINATION

Parents must give a full term's notice in writing to the Principal before withdrawing a student from the College or a term's fees in lieu of notice must be paid.

CANCELLATIONS

If a student requires a visa to enter UK, but is unable to meet visa requirements, and proper reason given to the College, the Enrolment Deposit and all other money paid to the College will be refunded (minus the Admissions Administration Fee of £125). Only in such circumstances will refunds be made.

BILLABLE EXPENSES

These will be charged retrospectively with regular termly or half-yearly invoices and will include: Text books, examination fees, UCAS application fees, co-curricular excursions and activities, stationery, lost keys, extra tutorials, damages caused by students and extra cleaning that may be required to rooms vacated by students.

TAXIS

THE COLLEGE DOES NOT OPERATE A SYSTEM OF COMPLIMENTARY AIRPORT TRANSFERS FOR STUDENTS.

ENROLMENT DEPOSIT

The Enrolment Deposit cannot be used by the student to pay for personal expenses or cover shortfall in fees. The Enrolment Deposit cannot be refunded until the final account has been settled in full. Only once a student's account has been fully settled will any remaining deposit funds be returned to the student or Fee Payer, as applicable, within 42 days after the end of the student's course of studies. Advice will be sought from the Fee Payer as to the account details to be credited.

INSURANCE

Parents should ensure that adequate insurance is arranged to cover all the personal belongings of their child on their Household Effects Insurance or the College can arrange for this through Marsh Insurance and the termly amount, currently £10 per term, added to the bill (Please advise the Admission Office if you wish to 'opt in' for this insurance). Fee Payers should be aware that College fees do not include private medical insurance.

POCKET MONEY

The College regrets that it cannot extend credit or loan money to students. Pocket money can be given to a student **provided this is lodged with the College in advance**. It is not necessary for students to have their own bank account but if parents would like them to have an account, the College can assist using HSBC or Barclays Bank.

TERMS & CONDITIONS OF ENROLMENT AT BROOKE HOUSE COLLEGE

1. Please read these Terms and Conditions carefully and make sure they are fully understood before enrolling your child for a place at Brooke House College. They form part of a legally binding contract between parents, students and the College, which becomes operative when the college receives the Enrolment Deposit and Admissions Administration Fee and produces the Confirmation of Acceptance (CAS)/ Confirmation of Enrolment, with joining instructions. These Terms and Conditions reflect the normal regulations and practices of independent colleges throughout the United Kingdom.
2. In order to make an application to the College, the Registration Form should be completed in full, signed by the parents/guardians and sent to the College by email, fax or post. Upon receipt of the completed Registration Form, the College will issue an Offer Letter, which will set out details of the course on which the student has been accepted and an enrolment deposit invoice will be sent.
3. In order to accept the offer of a place, the student's sponsor should pay the Enrolment Deposit of £1,500.00 and Admissions Administration Fee of £125.00. Upon receipt of the Enrolment Deposit and Admissions Administration Fee, the College will issue a Certificate of Acceptance for Studies (CAS)/Confirmation of Enrolment, which will confirm the student's place at the College. A legally binding contract has then been entered into between the College, the student and the parents (or guardians), and, on payment of the Enrolment Deposit and Admissions Administration Fee, parents, guardians and students are deemed to have both read and accepted these Terms and Conditions and accept this contract.
4. A statement of account will be sent along with the CAS/Confirmation of Enrolment and joining instructions showing details of payments made on behalf of the student, and fees due to the College.
5. All charges shown on the account are payable in advance of the course. (Please refer to details of fees on the accompanying sheet). Non-payment of fees gives the College the right to end the student's course and exclude him or her from the College premises. Interest will be charged at 1% per week on any outstanding accounts until payment is made in full.
6. Should any student leave the College before the completion of his or her course one full term's notice in writing must be given by both the parent (or guardian) and the student, otherwise one term's fees must be paid in lieu of proper notice. In the case of students from overseas holding visas who leave before completion of their course the relevant immigration authorities will be informed. The College is unable to refund any fees when students are absent due to accident or illness. Students are accepted by the College on the basis that they must reach their objective of university entrance through the College provision of courses. Therefore students on such courses as English Language Preparation courses and high school certificate (GCSE) courses are automatically enrolled to progress on to matriculation courses of A Level or University Foundation. The student must therefore give the standard term's notice if they do not wish to progress further at the College.

(Continued overleaf)

NB. A Certificate of Acceptance of Studies (CAS) is provided for Tier 4 visa applicants and a Confirmation of Enrolment letter is provided for students who do not require a visa to study in the UK

7. The parent or guardian is responsible for any additional costs that a student may incur during the course of study, including textbooks, stationery, external examination fees and excursions and activities. These will be charged retrospectively. The College will (without prejudice to any other remedy available to it) have in respect of all unpaid fees or other costs due from a parent or guardian a lien on all property, personal or otherwise in the possession of a student for whatever purpose and whether worked upon or not and be entitled on the expiration of not less than 14 days' notice in writing to the student and parent or guardian to dispose of such property and to apply the proceeds towards satisfaction of such unpaid fees or other costs.
8. Students who fail to co-operate with the College, for example, by failing to complete work or indulging in anti-social behaviour, will be subject to the College Rules and Regulations and the College's Disciplinary Procedure, details of which are given to all students and parent prior to arrival at the College. Students who repeatedly break the College rules and/or regulations or who commit a single offence of a serious nature will be liable to permanent exclusion from the College. In such instances no refund of the relevant term's fees will be made and any invoiced but unpaid fees become payable.
9. Brooke House shall not be liable for either death or personal injury suffered by any student except as may arise through the negligence of Brooke House.
10. Students are liable for any damage caused by them to the premises in which they are taught or in which they are accommodated during the term.

Academic conditions:

11. Students who do not perform satisfactorily in their coursework will not be entered for external public examinations by the College.
12. Students are accepted into the College on the strict understanding that progression through the course is conditional upon satisfactory attendance and successful attainment of prescribed performance targets. Students are formally assessed regularly throughout the year. The assessment will take into consideration: coursework, internal College examination results, attendance, effort in class and in homework and public examination potential. Students who do not meet the attainment criteria will not be allowed to proceed with their original course but will be offered an alternative course or invited to withdraw from the College.
13. If a particular subject is under-subscribed, the College reserves the right to make a supplementary charge or provide a smaller number of hours' tuition or even private tuition for the same fee.



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