

Postponing a course. Late arrival on a course.

Courses start on any Monday, or on a Tuesday in the case of a public/bank holiday. The School expects learners to arrive on the day that they have booked a course to start, and if delayed, to contact the School with a new arrival date, at least one week in advance.

We understand that you may be delayed due to your visa or Embassy/sponsorship procedures, resulting in more serious delays. The School must be contacted with any information and kept up to date with all information which relates to your travel, sponsorship or visa.

Learners may be allowed to postpone if there is space available. A course extension is granted in cases where the learner informs us in writing of a delay at least one week in advance. If we do not have a place available on the new course dates and the learner has given one week's notice a refund will be given, less an administration fee. Course fees are not refunded if a learner arrives late for a course and chooses not to extend.

If learners arrive late and do not contact the School beforehand we cannot guarantee that a place on the course will be available.