

ENROLMENT AND FINANCIAL AGREEMENT

Effective May 2013

1. ADMISSION, EXAMINATION AND CONTINUING RESIDENCY

- 1.1. Application Fee is \$3,000. Application Fee is nonrefundable.
- 1.2. The HND duration is 24 Months. Eight months is one 'School' year. 8 X3=24 MONTHS.
- 1.3. Students paying in FULL pay \$98,000. Paying in full saves \$10,000 on the Tuition.
- 1.4. All Tuition already includes the Students/Holding Fee.
- 1.5. Applicants receiving acceptance MUST pay \$27, 000 Holding Fee within fourteen (14) days of notification of acceptance to the college. This amount is transfer to your Tuition upon receipt.
- 1.6. Holding Fees are nonrefundable.
- 1.7. If the required Holding Fee is not paid within the fourteen days of the College notifying you of acceptance, your space is released to another applicant waitlisted, requiring you to reapply for admission for the next intake period, at a cost of \$3, 000 for Application.
- 1.8. New Admission/Intake is September 3, November 3, January 3, March 3, May 3, & July 3 yearly.

2. EXTERNAL EXAMINATION FEES AND EXAMINATION RULES

- 2.1. Examination Fees become due at Mid-Term, except in the months of September and January when the Exam Fee becomes due with the Tuition at the start of the new sessions.
- 2.2. Deadlines for Examination Fees are posted on the courses website and on the eNotice Board.
- 2.3. Examination Fees are non-refundable after the published deadline has passed.
- 2.4. Students with failed courses will only be required to pay the External Examination at £116 per course for the re-sit exams, and not required to pay for and re-take the course on the first re-sit attempt. However, students are allowed to re-sit a course only once. After, the students must pay for and retake the course when offered as stated in the Courses Schedule on pg. 1 of this document. Tuition and Examination Fees are paid as quoted on the TUITION AND FEES TABLE.
- 2.5. Students earning a Supplemental Grade in the course will automatically be entered for a re-sit. The fee of £58 is applicable for one supplemental re-sit.
- 2.6. Any examinations missed for extenuating circumstances will be posted for the re-sit following. The fee of £58 is applicable. 'Extenuating' conditions are noted in the academic handbook. These are illness with doctor's certification, death of immediate family, jury duty etc. The special Considerations form must be signed by appropriate authority and submitted to the Registrar. Special Considerations Forms are on the Student Page of the website.
- 2.7. Students **MUST re-sit all failed courses at the very next session it is offered. The cost of Re-sit for a Fail course is £116 per course.** . Failure to meet the exam payment deadline for the next offering of the course will result in a re-sit of the entire course(s), at the course cost in the Tuition and Fees Table.
- 2.8. Final Examinations and Re-sits are scheduled for October, December, February, April, June and August of each year. Examinations can only be sat in periods courses are taught and assessed. See Courses Schedule on Page 1 for the schedule.
- 2.9. For students to be eligible for Final Examination for a course, all preceding coursework requirements, and tuition and examination fees requirements must be fully met.
- 2.10. Examination Fees are non-refundable and non-transferrable.

All rules above are enforced under the constitution of the college and its contract with the overseas awarding institutions.

3. INDEPENDENT STUDY (FREE COURSES)

- 3.1. Students MUST TAKE AND PASS the three (3) courses delivered through Independent Study.
- YEAR ONE ENG 100 Writing across the Curriculum (3)
 - YEAR TWO MATH 100 Introductory College Mathematics (3)
 - YEAR THREE IT 100 Technology for Business (3)
- 3.2. The two courses are delivered Free of cost (in the first sitting only) online.
- 3.3. Students will earn maximum of six credits from the three courses passed.
- 3.4. If students fail the courses at the first sitting, the cost of re-sit of the course will be borne by the student at \$12, 000 per course.
- 3.5. No examination fee charges are incurred at any sitting of the course.

4. Admission Requirements for the HND

Students admitted for the UK HND must meet the following requirements;

- Regular Entry. Five(5) CXC /GCE O Level Passes including English Language and Mathematics/Accounts
- Pre matriculation Entry. Three (3) CXC/GCE Subjects. Pre-matriculation students are required to sit and pass all additional courses to a total of 5 CXC Subjects including English Language and Mathematics/Accounts. Proof of passes must be submitted to the Registrar before final semester. Students will be asked to withdraw if these conditions are not met.
- Some CXC/GCE subject classes may be done FREE at Colbourne College. Inquire at admission.

4.1. Mature Students

- 4.1.1. Students age 30 and older. These Students are admitted without the required CXC Passes conditional to having at least eight year verifiable and relevant work experience, submitting a good Personal Statement with the Admission Application, passing an Entrance Test, and submitting a Formal and Detailed Work History, with an appropriate Curriculum Vitea,
- 4.1.2. Students age 25 and older. These Students are admitted with 3 CXC Passes and conditional to having at least three years continuous, verifiable and relevant work experience; submittin [BA Business and Management via Distance Learning](#) [BA Business and Management via Distance Learning](#) [BA Business and Management via Distance Learning](#) a good Personal Statement with the Admission Application; passing an Entrance Test; and submitting a Formal and Detailed Work History, with an appropriate Curriculum Vitea,

5. TUITION AND EXAMINATION FEES DEADLINES 2013-2014

TUITION	September 2012	November 2012	January 2013	March 2013	May 2013	July 2013
TUITION	-	-	-	February 25	April 29	June 17
EXAM FEE Deadlines	-	-	-	March 26	May 27	July 15
SEMESTER	September 2013	November 2013	January 2014	March 2014	May 2014	July 2014
Tuition Deadlines	July 29	September 28	December 23	February 24	April 28	June 23
EXAM FEE Deadlines	August 26	November 25	December 30	March 25	May 26	July 25

6. PAYMENT TERMS

6.1. TUITION

TUITION	ANNUAL TUITION	SAVINGS
ONE PAYMENT	\$98,000	\$10,000.00
TWO PAYMENTS	\$52,000	\$4,000.00
FOUR PAYMENTS	\$108,000	\$0

6.2. EXAMINATION FEES

TUITION	ANNUAL TUITION	SAVINGS/DISCOUNT
ONE PAYMENT	£424	£40
TWO PAYMENTS	£440	£24
FOUR PAYMENTS	£464	£0

6.3. SLS STUDENT LOANS FOR FULLTIME STUDENTS ONLY (STUDYING ON THE KINGSTON CAMPUS)

TUITION LOAN AMOUNT \$324,000 WITH 36 MONTHS TO PAY	ANNUAL MAINTENANCE FEES	FORTHNIGHT PAYMENTS (PER YEAR)	TOTAL ANNUAL REPAYMENT
YEAR 1: 12 MONTHS	\$40,000.00	\$3,500 x 24	\$124,000.00
YEAR 2: 12 MONTHS	\$40,000.00	\$3,500 x 24	\$124,000.00
YEAR 3: 12 MONTHS	\$40,000.00	\$3,500 x 24	\$124,000.00
Loan Calculation: $\$40,000 + (3,500 \times 24) = \$124,000$			

- Other students interested in loans please let us know. We will assist you through RBC Bank.

7. DEGREE PROGRESSION

Students will receive the UK Higher National Diploma accredited by Ofqual upon completing and passing all 21 required courses. The University Council of Jamaica (UCJ) has provided equivalency for students with the HND L5 as equal to the Associate Degree (IADB).

Students will now be eligible to complete the Bachelor's Degree upon earning the certification of the UK HND L5 Diploma in Business. The Bachelor's Degree can take 9 months, 12 months, and up to 15 months depending on the University you choose to complete the degree with. Colbourne College assists you through-out the process until you start the Bachelor's Degree when you now become a student of the University and proud graduate/alumni of Colbourne College. Enquire about Colbourne's Bachelor Degree Programme to continue the Degree with us.

8. CONTRACT TERMS OUTLINE

- Application is different from Registration.
- You receive a written acceptance for the program and session that you seek admittance for.
- After acceptance you will be INVOICED for the Student/Holding Fee to secure a place for the session that you applied for commencement.

(PLEASE DO NOT CONSIDER YOURSELF REGISTERED UNTIL THE NONREFUNDABLE AND NON TRANSFERABLE STUDENT/HOLDING FEE IS FULLY PAID).

9. CONTRACT AND FEE PAYMENT DUE AT COLBOURNE:

9.1. APPLICATION

Freshmen Application: NON REFUNDABLE ADMISSION FEE of \$3,000.00 is due upon the return of the Application for Admission Form.

Continuing/returning students: Submit \$1,500.00 reapplication fee with the Reapplication Form and the required Registration and Student Fees.

9.2. REGISTRATION

Students may only be scheduled and registered for classes after this Agreement is read, and fully completed and signed. To be returned with the nonrefundable student/holding fee. Student Fees/Holding fees are nonrefundable and non-transferrable amounts paid by the student to secure a place for the Academic Period enrolled in.

9.3. ENROLMENT

Students may only receive timetables and scheduled for classes after enrolment. Enrolment involves meeting the required minimum published tuition for the Programme admitted for. Late fee will be applied after published deadlines and while space is still available.

10. COLBOURNE REFUND/WITHDRAWAL POLICY

The following policy applies to all Colbourne students effective January 2011. Students who officially withdraw will be eligible to receive a refund of tuition and fees only according to the following schedule. The application and student fees/holding fees excepted.

10.1. TIME FRAME	REFUND AMOUNT
	The Holding Fee of \$27,000 is nonrefundable
In Week Two of the Semester	50% of the annual tuition
In Week Three of the Semester	0% of the annual tuition

10.2. All Refund requests must be received in writing before the start of the third week of the semester.

10.3. Refund Requests are accepted on the official college Refund Request Forms available in the Student Office, through an email request or from the DocuCentre on the students page of the college's website.

10.4. The refund is calculated on the date the written request is received.

10.5. Absolutely no refunds are granted after week two of the official commencement of the college semester.

10.6. Please note that the refunded amount is a percentage of the amount on the enrolment agreement (total tuition for your enrolled programme for the year).

11. ENROLLMENT AGREEMENT

It is understood that the contents of the Student Handbook and subsequent amendments published or electronic copies, for which I agree to fully read and abide by when published and made available online for reading and/or download, constitute a contract between the student/parents/guardians and the college, in addition to the details of this agreement. This contract is enforceable whether or not you read. If there is anything you are unclear about please ask the admission representative for assistance. I agree to pay the application, registration and student fee and tuition as set forth in the agreement for the academic year in which I seek entry, at the time the contract is delivered to the college. I understand that the admission, registration and student fees are not refundable and that the refund of the tuition is subjected to the terms laid out in this agreement.

- 11.1.** I understand that if I have delinquent account that I will be refused all services and certification unless others provided with special permission granted in writing by the Account Manager.
- 11.2.** I agree to cooperate with and support the college's Mission and Philosophy statements.
- 11.3.** I will keep the college administration informed of any changes in address, email, phone numbers or family status that will affect the enrollment and satisfactory completion of college.
- 11.4.** I understand that this contract is for the full academic year and it will not be pro-rated. If I withdraw for any reason, I agree to pay the full annual tuition rate. The payment is due at the time of the withdrawal and includes reasons such as voluntary withdrawal or expulsion for disciplinary reasons, or non-payment of tuition and/or fees. I understand that resulting from my failure to pay the required annual tuition as scheduled, that I will be required to pay; in addition to the tuition and fees owing, any and all other costs involved in the collection or resolution of this matter, including but not limited to all attorney's fees and court fees.
- 11.5.** I understand that the college is legally allowed to refuse to release transcripts of a graduated student who owes the college money for that student (i.e. tuition, fees, school equipment, etc). Final exams will be withheld until all financial obligations due to the college are paid in full.
- 11.6.** ACCEPTABLE BEHAVIOR: Students are required to respect the facilities and property of the college and others. Academic dishonesty (plagiarism), morally destructive behaviors; drugs, tobacco or alcohol use, and heterosexual or homosexual acts on campus, are not acceptable. Applicants unable to comply with the standards of the college will not be accepted. Students failing to observe the rules and standards in place will be dismissed. Colbourne College's admission procedures are fair and non discriminatory. Applicants who meet the academic and character requirements of the college and are willing to cooperate and uphold the standards of the institution will be accepted.
- 11.7.** ACADEMIC STANDARD: Standards of Satisfactory Academic Progress
 - 11.7.1.** Students must show satisfactory academic progress according to the following criteria:
 - a) Evaluations of all academic progress will take place at the end of each semester. Students must successfully complete 55% of all credits attempted at the first evaluation point and 60% of all credits attempted thereafter.
 - b) Students must have earned the indicated minimum grade point average at the evaluation points in their programs. Students whose cumulative GPA is below that required for the successful completion of their programs (2.0 for undergraduates) will be placed on academic probation unless mitigating circumstances apply. Students whose GPA fall below 1.75 for two consecutive semesters will be placed on academic probation.
 - c) Students whose GPA fall below 1.75 on the third consecutive attempt will be discontinued. This student will not be able to re-apply until after one (1) year.

Colbourne College

TIMETABLE 2013 - 2014

Semester commencement, Payment deadlines
and Midterm and final Examinations Dates

	September 2012	November 2012	January 2013	March 2013	May 2013	July 2013
HOLDING FEE Deadlines	-	-	-	February 25	April 29	June 17
COURSE/S Commence/s	-	-	-	March 4	May 6	July 1
EXAM FEE Deadlines	-	-	-	March 26	May 27	July 15
MIDTERM Examinations	-	-	-	April 3 April 4	May 29 May 30	July 17
FINAL Examinations	-	-	-	April 29 April 30	June 26 June 27	July 31
	September 2013	November 2013	January 2014	March 2014	May 2014	July 2014
HOLDING FEE Deadline	July 29	September 28	December 23	February 24	April 28	June 23
COURSES Commence/s	September 2	November 4	January 6	March 3	May 5	July 1
EXAM FEE Deadlines	August 26	November 25	December 30	March 25	May 26	July 25
MIDTERM Examinations	September 25 September 26	November 27	January 29	March 26 March 27	May 28 May 29	July 16
FINAL Examinations	October 23 October 24	December 18	February 26	April 23 April 24	June 25 June 26	July 30

✚ Students will collect Class and Study Schedule upon the payment of the Holding Fee, except in September and January where Class schedules are collected by the students upon the payment of both the Holding Fee and Examination Fees.

✚ **This Table of Schedule is provided with the Acceptance Letter.**