

Colbourne College

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 equal 'one Academic Year'.
8 months X 3 = 24 MONTHS (3 Academic Years)
- 1.3. Students paying in FULL pay \$96,000, but only if paid before the published semester deadlines. After midnight of the published deadline the tuition is \$108,000 nonnegotiable.
- 1.4. 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 automatically transfers to your Tuition.
- 1.6. Holding Fees are nonrefundable.
- 1.7. If the required Holding Fee is not paid within the fourteen days of the College notifying by way of an Offer Letter, 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, October, January, February, May, & June yearly.

2. **EXTERNAL EXAMINATION FEES AND EXAMINATION RULES**

- 2.1. Examination Fees are paid four times per year as listed on the Tuition and Fees Schedule.
- 2.2. Deadlines for Examination Fees are on Timetables, College Website and eNotice Board.
- 2.3. Examination Fees are non-refundable.
- 2.4. Students with failed courses (0-39%) will only be required **to pay the External Examination at £116 per course** to re-taking the exams, and not required to pay for and re-take the entire course.
- 2.5. Students are allowed to retake a failed examination only once. After, students will pay for and take over the entire course with examination when it is offered as stated in the Tuition and Fees Schedule. Tuition and Examination Fees are paid

as quoted on the TUITION AND FEES TABLE.

- 2.6. Students earning a Supplemental/Resit Grade (40-44%) in the course will automatically be entered for a re-sit. Students **MUST take the Examination for all courses they earn a Supplemental Grade (0-49%) in the very next session it is offered.**
- 2.7. **The cost of Re-sit for one supplementary examination is £58.**
- 2.8. Examinations missed for extenuating circumstances will be posted for the following examination schedule – when the course and examination is scheduled.
- 2.9. The fee of £29 is charged for retaking an examination for extenuating circumstances.
- 2.10. 'Extenuating' conditions are limited to accident, illness or death of immediate family with medical certification, and jury or military duty with evidence.
- 2.11. Students applying for extenuating circumstances must do so on the Special Considerations Form available in the eDocuCentre on the Current Students Page of Colbourne's website. The form must be signed by appropriate authority and submitted to the Registrar with fees, once approved.
- 2.12. Students **MUST take the deferred examination due to extenuating circumstances in the very next session it is offered.**
- 2.13. Failure to meet the exam payment deadline for the very next offering of the course will see the Incomplete (IC) grade changing to Fail (with a missed retake attempt) requiring re-sit of the entire course(s), at the regular course and examination cost listed in the Tuition and Fees Table.
- 2.14. Final Examinations and Re-sits are scheduled for December, April, and August of each year. Examinations are usually only taken in periods courses are taught and assessed. See courses schedule in the Tuition and Fees Table.
- 2.15. 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.
- 2.16. Examination Fees are non-refundable and non-transferrable.
- 2.17. *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 3 courses delivered through Independent Study, and studied online.
- **Prior to starting Semester 1** - INDUCTION Module (2). Students will begin the Induction Module as soon as the Holding/Student fees are paid. This is a part of the new students' orientation.
 - **New Students will not be allowed to commence classes** until they have successfully completed and passed the Induction Module. This involves reading the Induction Manual and completing a set of 4 short tasks based on key areas of the program, academic requirements, Harvard Referencing standards, and Personal and Professional Goal Setting. Assessment is done on-line.
 - Students can retake the exam for the Induction Module as many times as needed until they earn a pass. Pass mark is 100%. There are no exam or re-sit fees involved.
 - **Year 1** - ENG 100 Writing across the Curriculum (2)
 - **Year 2** - MATH 100 Introductory College Mathematics (2)
- 3.2. All three courses are delivered Free of cost online (in the first sitting only).
- 3.3. Students will earn maximum of six credits from the three courses passed.
- 3.4. If students fail MATH 100 and ENG 100 at the first sitting, the cost of re-sit of the course will be borne by the student at JMD\$12, 000 per course.
- 3.5. No examination fee charges are incurred at any sitting or re-sitting of the three above courses.

4. Admission Requirements for the UK Higher National Diploma

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

- 4.1. **Regular Entry.** Five(5) CXC /GCE O Level Passes including English Language and Mathematics/MATH 100.
- 4.2. **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/ MATH 100. Proof of passes must be submitted to the Registrar before final year. Students will be asked to withdraw if these conditions are not met.

4.3. Mature Students

4.3.1. **Students age 30 and older.** These Students are admitted without the required CXC Passes conditional to having 5-8 years verifiable and relevant work experience, submitting a good Personal Statement with the Admission Application, passing the Entrance Test, and submitting a Formal and Detailed Work History, with an appropriate Resume.

4.3.2. **Students age 25 and older.** These Students are admitted with 3 CXC Passes conditional that they have at least three (2-3) years continuous, verifiable and relevant work experience; submit a good Personal Statement with the Admission Application; pass the Entrance Test; and submit a Formal and Detailed Work History, with an appropriate resume.

5. TUITION AND EXAMINATION FEES DEADLINES 2013-2014

4.3. See Tuition and Fees Schedule for the program.

4.4. Students commencing in February, June and October will have the Annual Tuition and Examination Fees Prorated.

5. DEGREE PROGRESSION

Students will receive the UK Higher National Diploma accredited by Ofqual upon completing and passing all 16 required BTEC courses. However students are required to complete 23 courses stipulated by Colbourne for graduation.

- 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 starting 2014 if you wish to complete the Degree with us.

6. CONTRACT TERMS OUTLINE

- Application is different from Registration.
- You receive a written Offer for the program and session that you seek admittance for.
- You are 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 NON-REFUNDABLE AND NON TRANSFERABLE STUDENT/HOLDING FEE IS FULLY PAID).

7. CONTRACT AND FEE PAYMENT DUE AT COLBOURNE:

7.3. 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 Holding and Student Fees.

7.4. REGISTRATION

Applicants may only consider themselves students of the college after;

- Receiving the Offer Letter. The Offer Letter indicates that you have met the entry criteria of the college and will be accepted. It delineates that the Holding fees are to be paid within fourteen days of the Offer.
- Acceptance of the offer. (Acceptance of the offer is when the fully completed and signed Financial and Enrolment Agreement is returned to the college along with the nonrefundable Student/Holding fee of \$27, 000 within fourteen days of the offer).

7.5. ENROLMENT

Students may only receive timetables and schedules 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.

8. 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 only according to the following schedule. The application, examination and student fees/holding fees are non-refundable.

8.3. TIME FRAME

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

- 8.4. All Refund requests must **ABSOLUTELY BE RECEIVED IN WRITING BEFORE THE START OF THE THIRD WEEK OF THE SEMESTER.**
- 8.5. Refund Requests are accepted on the official college Refund Request Forms that are available in the Student Office, or from the eDocuCentre on the students' page of the college's website.
- 8.6. The refund is determined and calculated on the date the written request is received.
- 8.7. Absolutely no refund requests are accepted after week two of the official commencement of the college semester has expired.
- 8.8. 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).

9. ENROLLMENT AGREEMENT

It is understood that the contents of the Academic and Examinations Policies 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.

Students must agree to the following terms for acceptance

- 11.1. Pay the application, registration and student fee and tuition as set forth in the agreement for the academic year in which they seek entry, at the time the contract is delivered to the college. Admission, registration and student fees are not refundable and the refund of the tuition is subjected to the terms laid out in the Refund Policy.
- 11.2. They have delinquent account that they may be refused all services and certification unless others provided with special permission is granted in writing by the Account Manager.
- 11.3. Cooperate with and support the college's Mission and Philosophy statements.
- 11.4. 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.
- 11.5. The financial contract is for one full academic year, irrespective of the session you start. If you withdraw for any reason, you 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. You understand that resulting from the failure to pay the required annual tuition as scheduled, that you 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 the matter, including but not limited to all attorney's fees and court fees.
- 11.6. You understand that the college is legally allowed to refuse to release transcripts of a student or graduate who owes the college money (i.e. tuition, fees, school equipment, etc). Final exams can also be withheld until all financial obligations due to the college are paid in full.
- 11.7. 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.

11.8. ACADEMIC STANDARD: Standards of Satisfactory Academic Progress

11.7.1. 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 ACTIVITIES SCHEDULE 2013 - 2015

Start Dates, Payment Deadlines and Midterm and Final
Examinations Dates for 2013-2015 Cohort

INTAKE PERIODS	Feb 2013 - SEP 2013	May 2013 - DEC 2013	Jun 2013 - JAN 2014	Sep 2013 - APR 2014
COURSES Commence	March 4	May 6	June 3	September 2
Tuition Payment Deadline	December 29	March 29	April 29	JULY 29
Refund Request Deadlines	March 22	May 24	June 21	September 20
EXAM FEE Deadlines	April 3, 2013 June 3, 2013 August 3, 2013 October 3, 2013	June 3, 2013 Aug 3, 2013 Oct 3, 2013 Dec 3, 2013	Aug 3, 2013 Oct 3, 2013 Dec 3, 2013 Feb 3, 2014	Oct 3, 2013 Dec 3, 2013 Feb 3, 2014 April 3, 2014
MIDTERM Examinations	APR 30 (MT Paper 1)	MAY 17	JUN 28	SEP 16, 2013
FINAL Examinations	APR 30 (F Paper 11)	JUN 7	AUG 6	OCT 4, 2013
Term Paper 1 Submission & Oral Presentation Deadline	APR 30	JUN 6	JUL 29	OCT 4
INTAKE PERIODS	Oct 2013 - May 2014	JAN 2014 -AUG 2014	Feb 2014 - SEP 2014	May 2014 - DEC 2014
COURSES Commence	October 7	January 6	Feb 3	May 5
Tuition Payment Deadline	August 29	November 29	December 29	March 29
Refund Request Deadlines	October 18	January 24	February 21	May 23
EXAM FEE Deadlines (For the full School Year)	Dec 3, 2013 February 3, 2014 April 3, 2014 June 3, 2014	Feb 3, 2014 April 3, 2014 June 3, 2014 August 3, 2014	April 3, 2014 June 3, 2014 Aug 3, 2014 Oct 3, 2014	June 3, 2014 Aug 3, 2014 Oct 3, 2014 Dec 3, 2014
MIDTERM Examinations	NOV 1, 2013	JAN 17, 2014	FEB 28, 2014	MAY 16, 2014
FINAL Examinations	DEC 6, 2013	FEB 7, 2014	APR 4, 2014	JUN 6, 2014
Term Paper 1 Submission & Oral Presentation Deadline	NOV 29	FEB 7	MAR 28	JUN 6
INTAKE PERIODS	June 2014 - JAN 2015	Sep 2014 - APR 2015	Oct 2014 - MAY 2015	Jan 2015 - AUG 2015
COURSES Commence	June 2	September 1	October 6	January 5
Tuition Payment Deadline	April 29	JULY 29	August 29	November 29
Refund Deadlines	June 20	September 19	October 24	January 23
EXAM FEE Deadlines	Aug 3, 2014 Oct 3, 2014 Dec 3, 2014 Feb 3, 2015	Oct 3, 2014 Dec 3, 2014 Feb 3, 2015 April 3, 2015	Dec 3, 2014 Feb 3, 2015 April 3, 2015 June 3, 2015	Feb 3, 2015 April 3, 2015 June 3, 2015 Aug 3, 2015
MIDTERM Examinations	JUNE 30, 2014	SEP 15, 2014	OCT 31, 2014	JAN 16
FINAL Examinations	AUG 8, 2012	OCT 3, 2014	DEC 5, 2014	FEB 6
Term Paper 1 Submission & Oral Presentation Deadline	JUL 28	OCT 3	NOV 28	FEB 6

This Table of Schedule is provided with the Offer Letter.