

1. ADMISSION, ASSESSMENTS & RESIDENCY AT COLBOURNE

- 1.1. Application Fee is US\$30 **OR** JM\$3,000. The Application Fee is non-refundable and non-transferrable. Application fees are valid for 6 months.
- 1.2. Undergraduates earn the UK HND from Pearson, Of Pearson College in 24 Months. 8 months = 1 Academic Year. 8 months X 3 = 24 Months (3 Years).
- 1.3. FULL tuition for one academic year is US\$1,758.
- 1.4. Students pay GBP\$300 in the final year (start of semester 2 of year 3). This fee is for submission of the Final Year Research Paper to be assessment directly by Pearson for the Diploma to be awarded.
- 1.5. Applicants granted acceptance to the Colbourne College MUST pay the \$27, 000 for Holding Fee. This is paid within 12 - 30 days of notification of a place by means of Colbourne Offer Letter. **The Tuition includes the Students/Holding Fee so this is not a separate fee.** The amount is transferred to your Tuition.
- 1.6. The Holding Fee must be paid within the maximum of thirty days of the College notifying you by way of an Offer Letter.
- 1.7. The Holding Fee is nonrefundable and non-transferrable to another person. If the student provides written notice it may be approved for transfer to the next semester. Holding Fees must be used in any one of the two semesters in the same academic year.
- 1.8. If you did not start the semester you were offered a place and six months passed you must resubmit a new application with the fee of US\$30 OR JM\$3,000.
- 1.9. Colbourne Admission Calendar has three (3) mandatory school years: September to March; January to July; and May to December. New students are admitted in September, January, and May of each year for undergraduate programs.

2. ASSESSMENTS

(Effective Fall 2014)

Students assessment takes place **four times** in a semester:

1. The Research Project has 4 Term papers Valuing **60% of the course grade**.
 - Term paper 1 is a research project submitted Week 4. *Value 15%.*
 - Term paper 2 is a research project submitted Week 8. *Value is 15%.*
 - Term paper 3 is a research project submitted Week 12. *Value is 15%.*
 - Term paper 4 is a research project submitted Week 16. *Value is 15%.*
3. Mid-Semester consists of 60 multiple choice questions and is administered Week 8. The value of the mid-term paper is 10%.
4. Final exam is administered week 15 and values 20%. Section A - 60 multiple choice questions = 10%. Section B - management case = 10%.
5. Students are grouped into teams of 5-6 members for an oral assignment. Value 10%.
 - **Aggregate Course grade is:** $15\% \times 4 = 60\% + 10\% + 20\% + 10\% = 100\%$

3. EXTERNAL EXAMINATION FEES AND RULES

Extenuating circumstances

- 3.1. Examinations missed for extenuating circumstances can be re-taken four weeks after the examination was missed.
- 3.2. The fee of US\$47 is charged for retaking an examination missed if approved as extenuating circumstances. This is charged per course. A new paper is developed and administered in **2 hours consisting of three 350 - 400 words essay.**
- 3.3. 'Extenuating' conditions are limited to accident, illness or death of immediate family with medical certification, and jury or military duty with evidence.
- 3.4. Students applying for extenuating circumstances must do so on the **Special Considerations Form** available in the eDocuCentre on the Student Services

Page of Colbourne's website. The form must be (1) signed by the Student Services Advisor, (2) approved by the Academic Advisor and (3) submitted to the Registrar with the fees, at least four weeks prior to the examination.

- 3.5. Students **MUST submit the Special Considerations Form with the evidences** to the Student Services Advisor **no later than five (5) days** after a missed examination for consideration.
- 3.6. 'IC' – Incomplete will replace 'Z' – absent on the record for the paper if the Special Considerations request is granted. The missed examination must be paid for and taken before the semester is officially ended. Four weeks after the semester is finished the 'Z' changes to '0'.

Failed Courses (Research: 0-39%) AND (Written: 0-44%)

- 3.7. Coursework is divided into three primary categories: Written, Research, and Group Presentation. To pass the course the student **MUST** earn at least 45% on the research projects and 60% aggregate in the written component.
6. The research project values 60%. This is an aggregate of the four term papers. The student must earn at least 27% in this component to pass the paper.
7. The written component values 30%. This is an aggregate of the Mid-semester and Final Papers. The student must earn at least 16.5% in this component to pass the paper.
- 3.8. If you fail a course component (0-39% in the research or 0-44% in the written paper) you must retake the component that you received the failed grade.
- 3.9. The Resit fee for each component failed is US\$68.
- 3.10. Students are allowed to retake a failed component only once. After, students **MUST** re-take the entire course when it is offered next.
- 3.11. The fee for a course at Colbourne is US\$270 as quoted on the **TUITION AND FEES TABLE**.
- 3.12. All failed courses will be reflected on the Students Transcripts.

Supplemental Grade / Resit Grade

- 3.13. Students MUST re-sit if they earn Supplemental Grade. Supplemental is 40-44% on the research component or 45- 54% on the examination component.
- 3.14. Students will re-sit a new examination paper for the written component failed. This comprises of a **3 hours paper with six (6) essay questions 350 – 400 words** each.
- 3.15. For the research project task the questions remain the same.
- 3.16. The Fee for the supplemental paper is US\$68 per component. Re-sits MUST take place in the very next semester after the course was failed OR the grade will change to 'F' and the entire course has be retaken when it is next timetabled.
- 3.17. Timetables for examinations are published at least three (3) weeks in advance. See the College Website and eNotice Board.
- 3.18. All Fees paid for examinations are non-refundable and non-transferrable to another person or another assessment period.

4. UNDERSTANDING AND AGREEMENT

- 4.1. *All rules above are strictly enforced under the constitution of the college. Staff cannot change or amend any of the terms or conditions expressively laid out.*
- 4.2. *Students must study, understand and agree to all the terms as part of the Financial and Enrolment agreement.*

You must unreservedly agree to all terms of this Examination Contract.
