

# COLBOURNE COLLEGE

## FINANCIAL AGREEMENT AND SCHEDULING 2020

### NEW MODULES START:

*The First Saturday Of Every New Month*

### REGISTRATION CLOSES:

*Closes two weeks before classes begin but no later than two weeks after the classes start.*

### LENGTH OF STUDY:

*Our courses are usually 12/16 weeks.*

### EFFORT:

*3 guided hours per week, and 6-8 hours self-paced learning*

### PRICE:

**US\$30.00:** Application fee for all courses  
**US\$250.00** All courses excluding SAT, GED, & Handling Air Passengers  
**US\$** Handling Air Passengers (Airline And Aviation Course)  
**US\$** GED Classes And Exams

### WHAT ARE THE PAYMENT OPTIONS?

You must pay your fees in full before the course starts, excluding the course Handling Air Passenger which has a two-part plan.

## WHAT ARE THE START DATES FOR CLASSES IN 2020?

SCHEDULE	CLASSES COMMENCE
2020	✚ March 7 – June 20
2020	✚ April 4 – July 18
2020	✚ May 2 – August 15
2020	✚ June 6 – September 19
2020	✚ July 4 – October 17
2020	✚ August 1 – November 14
2020	✚ September 5 – December 19
2020-2021	✚ October 3 – January 16
2020-2021	✚ November 7 – February 20
2020-2021	✚ December 5 – March 27

## WHAT IS COLBOURNE'S REFUND POLICY?

The Refund/Withdrawal Policy specifies that:

1. The \$30 Application fee is non-refundable and non-transferrable.
2. The refund amount is calculated on the total cost of the program and not the amount that you aid/deposited.
3. The refund period is calculated from the published date that the class started, and not the date that you commence the first class.
4. Payments made by the student include the cost of tuition and certification from Colbourne College. Vendor's certificate and registration e.g. BTEC unit certification/s is/are a separate fee and requirements that are not included in the fees quoted in this Contract. Field trips, texts and any other resource and charges are also not covered in this contract.
5. Three weeks before the start of the semester and up to the end of week one, 50% of the fee paid is refundable (not the application fee). This does not apply to GED and SAT. GED and SAT courses are non-refundable once the fees are paid over to the External Partners and Examination Boards.
6. At the start of week two of the semester, 0% of the fees is refundable (Excluding GED and SAT which is non-refundable prior to the start of class)
7. Tuition and fees quoted is the cost of studying in-class, online or distant learning with Colbourne College (or Partner Institute for GED and SAT).
8. Tuition is due before you start classes.
9. Payments after the published deadlines and all late payments attract late fee of US\$25. This is a compulsory charge that you must factor.
10. A student owing past two (2) weeks on part-payment and/or late fees will be deregistered from the program. If seeking readmission in the future, the student must start over and pay the full course fee. Part-payment is not acceptable for enrolment from a student with a history of delinquency.
11. All Refund requests must be submitted in writing to [admission@colbournecollege.com](mailto:admission@colbournecollege.com) before the start of week two of a new class.

## WHAT DOES AIMS ANNUAL TUITION COVERS?

Payments made by the student include the cost of tuition and certification from Colbourne College. Study Resources posted on Colbourne Online Campus are accessible by all students.

## WHAT IS COLBOURNE'S ONLINE CAMPUS?

The Online Campus is for all learners – whether you are studying in-class, online or distant learning. It is a virtual classroom with easy to use interface and access to a variety of course content formats: interactive video lectures, module notes, practice quizzes, assignment briefs, and reading resources. AIMS Online Campus allows you to join live classes in session, ask questions and interact with the tutors and fellow students. You can join the discussion forums and seek advice from your personal Success Manager.

### **WILL I HAVE TIME TO STUDY AND BE TESTED?**

Our programs are designed for high school seniors, recent high school graduates, and working professionals. The coursework is designed to help you pace yourself over the duration of the course. It is broken up into modules with incremental deadlines. At the beginning of each week, you'll be presented with all the lectures, notes and assignments necessary to successfully complete the coursework overtime. You'll have access to your success manager who will help you set goals and track key milestones, manage your time, and field any administrative requests that you have.

### **WHERE CAN I VIEW ACCREDITATION VALIDATION FOR BTEC IF I WISH TO PROGRESS FOR CAREER, VENDOR CERTIFICATION AND COLLEGE CREDITS?**

Some units e.g. Unit 48 Launching A New Venture and Unit 10 Tour Operations on BTEC Level 5 Higher National Diploma In International Travel Tourism Management (Aviation) have 15 College Credits each, totaling 30 Credits. BTEC Level 5 Higher National Diploma is a UK qualification which is recognized by higher education providers as meeting admission requirements to many relevant tourism-related courses. You will partially meet the assessment requirements on this program for the BTEC external award and university credits. View the unit mapping at this link.

BTEC is the largest Examination Board in the United Kingdom and BTEC qualification is globally recognized by accreditation boards, universities, employers and government for licensing purposes. The units are taught by AIMS University Group INC, but the diploma is awarded directly by Pearson BTEC, UK. International recognition, accreditation, certification, and validation of BTEC qualifications are through the UK Government's [Office Of Qualification And Examinations Regulation - Ofqual](#), and *Pearson Education* respectively.

### **WHERE CAN I SEE TESTIMONIALS OF YOUR CURRENT AND PAST STUDENTS?**

Testimonials are on our website.

## FINANCIAL AGREEMENT AND ENROLMENT CONTRACT

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1. There are four (4) pages in this agreement (including this page) to support the Financial Agreement entered between Colbourne College and the signing student/party.
2. Whatever information is not provided to you in this document or in the published course documents in the official handbook and website, do not assume and if any area of uncertainty arises or lingers, please email an admission team member at [admission@colbournecollege.com](mailto:admission@colbournecollege.com) to request clarification before signing.
3. Where a course is undersubscribed it will not start. Management may decide to postpone the start date or cancel the class. You have the option to defer to the next start date or request a refund on fees paid to Colbourne College in the case of a course cancellation only. For course cancellations you will be entitled to full refund of all fees, including the application fees, paid directly to Colbourne College.
4. In this financial contract and agreement, no loss, damage, or inconvenience suffered by the class cancellation or postponement can be monetized for refund or reimbursement through a verbal or written request or a court litigated route.

**STUDENT: If you are under 18 years this document must be co-signed by your Guardian and valid ID submitted with this form. Signing this agreement binds all signees to the terms.**

Name Of Student: \_\_\_\_\_ Name Of Guardian: \_\_\_\_\_  
Name Of Course: \_\_\_\_\_ ID TYPE: \_\_\_\_\_  
Course Cost: \_\_\_\_\_ ID Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date Of Signing: \_\_\_\_\_ Date Of Signing: \_\_\_\_\_

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### OFFICE USE ONLY

**ADMISSION STAFF :** Please sign receiving date and file this financial document correctly. The student or representing party may request a fully signed copy at any time.

NAME OF STAFF: \_\_\_\_\_  
DATE SIGNED COPY IS RECEIVED FROM THE STUDENT: \_\_\_\_\_  
TODAY'S DATE: \_\_\_\_\_  
STAFF'S SIGNATURE: \_\_\_\_\_