



SCHOOL OF DESIGN

PART-TIME DIPLOMA IN GARDEN DESIGN ENROLMENT FORM

Please fill in ALL sections, sign the Declaration on the back of the form and return with payment to:
The Registrar, KLC School of Design, Unit 503, The Chambers, Chelsea Harbour, London SW10 0XF

All information will be treated in the strictest of confidence.

Please enrol me for (✓ tick appropriate box):

Part -Time Diploma in Garden Design at Hampton Court Palace

6 September 2010 to 30 June 2011 – £7,300 inc. VAT

One Week Introduction 6 September 2010 – 10 September 2010

Term1 starts 15 September 2010 – 18 November 2010 (2 days per week, 10 weeks)

Term 2 starts 19 January 2011 – 7 April 2011 (2 days per week, 12 weeks)

Term 3 starts 27 April 2011 – 30 June 2011 (2 days per week, 10 weeks)

(This course takes place on Wednesdays and Thursdays)

Name: _____

E-mail: _____

Mobile: _____

Address in the uk (if this is a temporary address, please give approximate date of forwarding address)

Postcode: _____

Tel (day): _____

Tel (eve): _____

Address to which invoices should be sent (if different from above) and to whom invoices should be made out:

Overseas Address:

Tel: _____

ENTRY TO THE COURSE IS BY INTERVIEW. PLEASE CHECK AVAILABILITY OF PLACES AS THE COURSE OFTEN GETS BOOKED UP WELL IN ADVANCE. ONCE WE HAVE RECEIVED YOUR COMPLETED ENROLMENT FORM AND DEPOSIT, YOUR APPLICATION IS SUBJECT TO WRITTEN ACCEPTANCE BY THE SCHOOL.

Please note that VAT will be charged at the rate in force at the date payments are made,
which may increase the total fees quoted.

SCHEDULE OF FEE PAYMENTS

Please tick (✓) appropriate boxes:

DIPLOMA COURSE 6 SEPTEMBER 2010 TO 30 JUNE 2011

Please enrol me on the Diploma Course in Garden Design beginning 6 September 2010. I enclose my enrolment payment fee of £1,500 (inc.VAT at 17.5%) non-refundable, but deductible from the total course fees.

Please indicate (✓) one of the following:

Having paid the enrolment fee, I would like to pay the remaining amount in full £5,800 (inc.VAT at 17.5%) due by 12 July 2010.

Having paid the enrolment fee, I would like to pay the remaining amount due in three instalments (Each instalment includes a charge of £100 (inc.VAT) for using this facility):

12 July 2010 Payment of £2,033.33 (inc.VAT at 17.5%)

12 November 2010 Payment of £2,033.33 (inc.VAT at 17.5%)

12 April 2011 Payment of £2,033.33 (inc.VAT at 17.5%)

N.B Diploma students are strongly advised to insure themselves against loss of fees due to accident or illness. KLC offers insurance through Poole Martin Limited and details are automatically sent out on enrolment.

PLEASE NOTE THAT ALL CREDIT CARD PAYMENTS OF MORE THAN £1,400 (EXCLUDING DEPOSIT/ENROLMENT FEE) WILL BE SUBJECT TO A TRANSACTION CHARGE OF 1.5%. IF AN INSTALMENT PAYMENT OVER £1,400 IS SPLIT INTO SMALLER AMOUNTS, THEN THE TRANSACTION FEE WILL STILL APPLY TO THE ENTIRE AMOUNT.

Please note that VAT will be charged at the rate in force at the date payments are made, which may increase the total fees quoted if the VAT rate changes.

TERMS & CONDITIONS

KLC LIMITED – TERMS AND CONDITIONS OF ENROLMENT

Please read and sign these Terms & Conditions – Please photocopy for your own records

1. THE CONTRACT

- 1.1. The terms of the enrolment form and these terms and conditions constitute the terms of a legally binding contract ('the Contract') between you, the student, any invoice addressee set out in the enrolment form and KLC Limited ('the School').
- 1.2. Any enrolment application by you will be subject to written acceptance by the School.

2. THE COURSE

- 2.1. The School will provide you with the KLC Student Handbook on enrolment. This contains the School's rules and regulations and advice on how to prepare and get the best out of the course. You must read the Handbook carefully before course commencement and comply with it and all other rules and regulations issued by the School from time to time.
- 2.2. You must attend all courses on a punctual basis unless prevented by events beyond your reasonable control.
- 2.3. The School reserves the right not to issue you with a Diploma or Certificate or to require you to cease attending the course if:
 - 2.3.1. in the view of the Principal, your conduct or attendance is unacceptable; or
 - 2.3.2. you are absent, without permission from the Principal, for more than 3 consecutive weeks, in the case of the Diploma course, and 3 consecutive days, in the case of the Certificate course.
- 2.4. The School reserves the right not to issue you with a Diploma or Certificate if you fail to achieve the required standard.
- 2.5. As the school does not have creche facilities or child amenities and children are not permitted in the studios/classrooms for health and safety reasons, students are therefore not permitted to bring children if they are attending a course at KLC.
- 2.6. KLC reserves the right to refuse a student admission to a course for unreasonable conduct.
- 2.7. The School reserves the right to change the timing and/or content of any course and to substitute any tutor/lecturer at any time.
- 2.8. Places on a course are not transferable.

3. FEES

- 3.1. Enrolment is subject to payment of an enrolment fee as set out in the enrolment form. The enrolment fee will only be repaid if the School is unable to offer you a place on your chosen course or as set out in the Contract.
- 3.2. Following acceptance of your application by the School, you and the invoice addressee will be contractually bound to pay the full amount of the School's fees (including all instalments) in the manner set out in the enrolment form. No refund will be made if you subsequently do not attend all or any part of the course (and the School is unable to reallocate your place) or if you fail any exam.
- 3.3. If you have elected to pay by instalments and subsequently do not attend, or cease to attend, the course, all outstanding instalments will become immediately payable. If you do not elect to pay by instalments, you and the invoice addressee will be deemed to have elected to pay the full amount of the School's fees before the start of the course as set out in the enrolment form.
- 3.4. In the case of the Diploma course, the fees include insurance against loss of fees due to personal accident or illness. Students on the Certificate course are advised to take out such insurance.
- 3.5. Where any fee or part of a fee remains unpaid 14 days after the due date, the School reserves the right to:
 - 3.5.1. charge interest on the overdue amount at the rate of 12% per annum from the due date until actual payment; and/or
 - 3.5.2. suspend you and reallocate your place (without prejudice to the obligation to pay fees); and/or
 - 3.5.3. demand payment in full of all outstanding fees and instalments.

- 3.6. If you/the invoice addressee pay by electronic bank transfer, you/the invoice addressee must ensure that the School receives the full amount due after any bank charges that are payable.

4. LIABILITY

- 4.1. You must not bring any items of special value onto the School's premises. The School will not accept responsibility for the loss of any personal possessions.
- 4.2. The School will not be liable for any loss suffered by you which is indirect, special or consequential or comprises loss of profits.
- 4.3. The School will not be liable for any loss suffered by you resulting from any event which is beyond the reasonable control of the School.

5. CANCELLATION (AND SEE ADDITIONAL STATUTORY RIGHTS AS SET OUT BELOW)

- 5.1. The School reserves the right to cancel a course at any time subject to repayment of any enrolment fee and any fees received in respect of the course or the part of the course that has been cancelled.
- 5.2. If you wish to cancel your place on a Diploma or Certificate course and give written notice of cancellation to the School not less than 8 weeks before the start of the Certificate course or 12 weeks before the start of the Diploma course (being the first day of the first term), the School will refund any fees paid, less the enrolment fee/ deposit, if it is able to reallocate your place. Refunds will not be made for other courses. Your statutory rights are not affected (see below).
- 5.3. In the case of either a non-EU or non-EEA Student being unable to obtain a Visa to study in the UK, KLC will transfer the full enrolment fee/deposit to a future start date of the same course or refund the enrolment fee/deposit less a £250.00 administration charge. KLC must receive written proof of the Study Visa being declined and this must be sent to KLC within 5 working days of receipt of that letter. Your statutory rights are not affected (see below).
- 5.4. If a written request is provided 8 weeks before the start date of a course you are enrolled on, KLC will allow a transfer to a future start date of the same course. Transfers will not otherwise be allowed.
- 5.5. You are not entitled to cancel the Contract in any circumstances other than as set out in the Contract.

6. GENERAL

- 6.1. You agree to keep confidential all course materials supplied to you by the School. Copyright and all other intellectual property rights in all course materials belong to the School.
- 6.2. The School will not provide any personal information about any student, including details of academic progress, to a 3rd Party unless the Student makes a specific request for information to be released to a given 3rd Party and this is then agreed by the Principal or Director of Studies.
- 6.3. You agree to grant to the School in respect of any work produced by you during the course, a perpetual royalty-free licence to copy and display such work for promotional purposes only.
- 6.4. The Contract contains all of the contractual terms agreed between you, the invoice addressee and the School.
- 6.5. No failure or delay by the School in enforcing any of its rights under the Contract shall be deemed to be a waiver of such right.
- 6.6. The Contract shall be governed by English law.

YOUR RIGHT TO CANCEL

You and the invoice addressee have the right to cancel the Contract (and have all monies paid returned by the School) at any time before the date seven working days after the date of the Contract (the Cancellation Date). This right to cancel must be exercised by notice in writing. If a notice of cancellation is sent by post, it can be posted at any time up to and including the Cancellation Date. If you start attending a course before the Cancellation Date, the right to cancel will be lost.

I acknowledge that you are entering into this contract with this student at my request and on the footing that I accept joint and several liability for payment of the fees. I further understand that you would not enter into the contract with the student unless I accepted such responsibility. Accordingly, I confirm my agreement to be bound by the terms of this contract.

Signature of invoice addressee _____

Date _____

DECLARATION:

I have read and agree to the Terms and Conditions set out above.

Signature of student _____

Date _____