**Admissions Policy**

**Principle**

Torquay International School aims to ensure all students are booked on the correct course to suit their needs, as quickly and efficiently as possible.

**Procedures**

Bookings for Individuals and Groups can be made through the school’s website, by email, in person or by telephone.

Bookings are accepted through Educational Tour Operators and Consultants and from students contacting the school directly.

A deposit of £110 is required to confirm enrolments for individuals and 10% for group bookings.

Full payment of fees is required 4 weeks prior to the commencement of the course.

Courses are subject to availability. If a course is unavailable an alternative date will be offered.

When enrolling it is essential that the school receives all the information we ask for and that any medical conditions, allergies or dietary requirements should be divulged. The school should particularly be informed of any serious difficulties with hearing, sight or mobility.

Before booking and paying for a course, students must read and confirm having read the contract terms and conditions of enrolment.

The school strongly recommends students travel with adequate insurance to cover expenses in case of emergency and also fees and costs in case of cancellation or curtailment.

Students requiring visas should ensure they have met all necessary requirements for entry into and studying in the UK.

**Entry Requirements**

If a student intends to sit an examination whilst studying at the school, it is recommended they check their level before booking on the course.

Reviewed: Jan 2019