

Enrolment Procedure

Download our [Westbourne Academy Enrolment Form here.](#)

1. Direct to the Academy

- Complete and return the enrolment form to the Academy with either the non-refundable enrolment fee, or full fees, and two passport photographs.
- The Academy will confirm acceptance by letter and enclose an invoice with payment instructions. Or, if fees have already been paid, we will send a receipt, an acceptance letter, accommodation details and a student identity card.
- School and accommodation fees should be paid at least 4 weeks before commencement of the course. If enrolment is made less than 4 weeks prior to commencement, total fees are payable with the booking.
- Details of our bank account can be found on the enrolment form.

2. Through an Agency

Complete and return the enrolment form to the Agency with the requested deposit and follow their instructions. Westbourne Academy recommends this system of enrolment if you have an agent in your country. This enables you to pay in your own currency, obtain full information in your own language and receive advice on all forms of travel to and from England. A contract is made only when a student's enrolment has been confirmed and the Academy has acknowledged receipt of fees.

Conditions of Enrolment

1. Cancellation of course

Cancellations can be made by email only and are subject to the following indemnity conditions:

- If the cancellation is received more than 21 days before course commencement, two weeks' school and accommodation fees will be refunded
- If the cancellation is received less than 21 days before course commencement, no refund of school fees will be made, except in the case of emergencies

2. Late arrival and leaving a course early

No fees are refundable in the case of late arrival, leaving early or being asked to leave the Academy because of misconduct such as non-attendance or unacceptable behaviour. Under special circumstances, refunds may be given at the discretion of the Principal.

3. Accommodation

This is normally arranged from the Saturday before the course commencement to the Saturday after a course finishes. Cancellations or changes must be notified to the Academy at least one week in advance. In the absence of one week's notice, an additional week's accommodation fee is payable.

- Westbourne Academy and its staff will not be responsible for any loss, damage, injury or illness to any students or property. We recommend that students take out their own personal insurance before they travel.
- There will be a holiday on the last Friday of each term for the Main and Examination Courses. No fees are refundable.
- Westbourne Academy is closed on all English Public Holidays and no fees are refundable.
- Students attending Westbourne Academy are expected to speak English at all times on the school premises. If students do not follow this rule they may be asked to leave Westbourne Academy without any refund of fees.