

# Oxford International English Schools: Admissions Policy

*This is a summary of our policy. The full policy is available from the School*

We want to make the process of applying for courses with us as simple and clear as possible.

We will always write any documents which are expected to be read by anyone whose first language is not English in an appropriate style which is easy to understand. This might include translating the documents. We are always happy to help anyone (actual or potential client) properly understand any of our documentation

We include in our Admissions Policy information on

- How to enroll
- The support we can give you if you need a visa
- The terms and conditions
- Under what circumstances we might need to make changes to courses or other services and what that means
- When the school is closed for public holidays
- How to manage any disputes or complaints
- How to book accommodation, and how to make any specific requests
- The attendance requirements
- What to do if you need to cancel a booking – or if we cancel a course
- What is included in the social programme
- Insurance
- How to pay for the course – and when
- What is included in the payment

We need to collect certain information – for your enrolment and in some cases for visa applications. We have requirements to collect information which we need to pass on to families or other accommodation providers and in some cases for visas applications. We explain how we protect any information we collect about you and how we comply with any relevant UK and EU laws. This covers our responsibilities for data protection under the EU GDPR regulations.