

Varndean International Application Terms and Conditions for September 2026 entry

I/we the guardians/parents and I, the student, agree to the following terms and conditions:

- 1) We understand that from the start of the programme, applicants must speak English to the level which will allow them to follow full-time teaching in English, and to take full part in the family life of the host family.
- 2) We understand that our son/daughter must display appropriate behaviour at all times, acting in a way which reflects positively on our family, culture, the host family, the college and the agent if used.
- 3) We understand and agree that the programme participant is subject to UK laws. If the student breaks the law, seriously contravenes college or host family rules or is extremely homesick, the student may be sent home immediately at the discretion of the college and/or agent, at the expense of our family.
- 4) We understand that in addition to improving language skills, the student is expected to adapt to the culture and lifestyle of the host family and culture, respecting the fact there may be significant differences. As natural parents, we agree to support the college and host family in their expectations.
- 5) I agree to my child being hosted with a family in the UK, arranged either by our own agent, or by Varndean. We understand that the host family will have home guidelines, which we expect our son/daughter to follow, including household tasks and curfews, and we support the host family in asking for these to be respected and upheld.
- 6) We understand that if there are problems between the host family and the student, then both parties will try to resolve the issue in a considerate and open manner, if necessary with the support of the International team and agent. If it is not possible to resolve the issue, we understand an alternative host family can be sought. A two-week notice period may be necessary.
- 7) We understand our son/daughter may be aware of confidential information in the host family, and will respect this as private and not discuss it, unless in the context of needing help or advice from the college.
- 8) We understand that the student must attend college for the full academic timetable, maintain acceptable grades, be punctual, and not be absent without prior permission from the college and agent. Attendance below 95%, poor grades, a poor attitude to work and adults will place the student on the college Student Support system. We understand that this may ultimately leave to a dismissal from college and the student being sent home.
- 9) All students on a visa must abide by the UK Visa and Immigrations rules. They must attend and engage in their studies any break could lead to sponsorship being withdrawn and students needing to return home. Please see our engagement and attendance policy on the International page on our website.
- 10) Absence from college is only acceptable because of genuine illness, in which case the student must inform the host family and the college on the same day. Absence for more than two days in a row may lead to the need to see a doctor.
- 11) The student may return home during college holidays, but only if no college days are missed, and with permission from ourselves, the agent and the International office.

TRANSFORMING LIVES THROUGH EXCEPTIONAL EDUCATION

- 12) We understand that the student will not be allowed to travel independently outside the day-to-day area, or stay overnight anywhere, unless they have the permission of the natural parents, the agent and the college, and that the host family is informed.
- 13) We understand that our son/daughter has been offered a specific combination of subjects, and that this cannot be changed except in exceptional circumstances.
- 14) We understand that our son/daughter cannot take any action which could result in significant changes to the nature of their life i.e. changing religions, getting married.
- 15) We understand the student will follow the Varndean College has a disciplinary Student Support programme which follows a 'traffic light' system of green to red. Click [here](#) for the policy.
- 16) We understand as natural parents, that we must provide sufficient funds for the student to live day to day. Students must not borrow from or lend money to anyone.
- 17) We understand that our son / daughter cannot stay at another student's house overnight, without the permission of their host family, their natural parents, their agent and the college. All must be informed three days in advance.
- 18) We understand that our son/daughter must return to the host family by the agreed curfew time. Continuing to break this rule will lead to the student being placed on disciplinary action by the college.
- 19) We understand that excessive or inappropriate use of the internet may result in the student being put on probation or dismissed from the programme. This includes, but is not limited to, visiting websites or viewing films containing excessive violence or pornography, excessive hours spent gaming, excessive use during the evenings, nights and weekends.
- 20) We understand and agree that the student cannot drive any motorised vehicle or undertake any dangerous sports while on the programme.
- 21) We understand that our son / daughter will abide by the college, host family and UK rules regarding smoking.
- 21) We understand and agree that our son / daughter must not buy or drink alcohol if under 18, with the exception of being able to drink alcohol in the presence of an adult, such as a glass of wine with the host family meal or something similar, if natural parents allow. Breaking this rule will lead to the student being subject to disciplinary action by the college.
- 22) The student must not take any illegal substances. If any association with them is suspected, the student may be obliged to submit to a drugs test. Any proven association with illegal substances will result in dismissal from the programme. If found to be breaking this rule the student will be placed at Purple level immediately by the college. This may lead to the student being sent home.
- 23) We understand that if our child becomes unwell while in the UK, the college and host family will do their best to source appropriate treatment and help and keep the parents informed. If a longer-term recovery is needed, beyond two or three weeks, and a return home is viable, then the college reserves the right to request the student returns home for the recovery period.

24) Safeguarding. While all students are with us at Varndean, we have a 24/7 emergency phone line, and the International team serves in 'loco parentis' as a first response, in consultation with the College Principal and the College Safeguarding team. As soon as possible we contact a named emergency person listed in no 5) of Application Form, to discuss the situation and make decisions for the welfare of your child. In signing this form, you understand that details may be personal and decision may need to be made quickly.

25) Please tick as appropriate: I/we confirm that my child's host family will be arranged by:
My agent ☐ (please write the name of the agency)

Varndean College ☐ Click [here](#) for the Varndean Guardianship, host family and parent partnership contract

26) I/we consent to my child flying unaccompanied to the UK and will authorise all flights booked. We also
authorise my child, the agent, or Varndean College to book taxis to assist with travel.

27) I/we consent to my child taking part in the college activities which includes trips to other UK cities.

28) I/we understand my child is not allowed to get paid work while in the UK. They may be able to volunteer for a charity, but need to check with the International Office first.

29) I/we have read and understand the Varndean Refund Policy below in Appendix A:

Parent name: Please print

Parent Signature: **Date**
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Application checklist

Please email your application to Shaun Clark at scl@varndean.ac.uk, including:

1. This application form as a scan or attachment
2. A scan of your passport
3. A scan of your latest school report with subjects and grades
4. A scan of any additional learning needs support plan if applicable
5. A scan of your current school's recommendation from your tutor or principal
6. A scan of any IELTS or English Language certificate you may have
7. Please make sure you do the Online English Score – (detailed in Section 12)

We will then contact you with the next steps in the process.

Application process and deadlines

1. Apply by 30 June 2026.
We are a very popular College. We will run a waiting list for any applicants who miss the deadline, but we cannot guarantee a place.
If the college is full before the deadline date, then we will close early for applications and place a notice on the website.
2. Sit the English Score Test (detailed in section 12 on this form)
3. Your paperwork will be assessed.
4. You will be invited for an online interview to discuss your subject choices and answer any questions you may have.
5. You will be sent a Conditional offer.
6. A deposit payment is requested to hold the place
7. You take a Secure English Language test (see section 13)
8. We send you an Unconditional Offer and the CAS
9. You then apply for a UKVI Student Visa (see section 14)
10. If applicable, we allocate you a host family (between March – June) (see appendix B)
11. We send you Induction and Orientation information (July)

Privacy notice

The personal information you provide is passed to the Skills Funding Agency, and the Department for Business, Innovation and Skills.

Where necessary it is also shared with the Department for Education, which includes the Education Funding Agency. The information is used for the exercise of functions of these government departments and to meet statutory responsibilities, includes

under the Apprenticeships, Skills, Children and Learning Act 2009, and to create and maintain a unique learner number (ULN) and a

personal learning record (PLR). The information you provide may be shared with other organisations for education, training,

employment and wellbeing related purposes, including for research.

I agree to Varndean College requesting and sharing with my previous school any relevant information which supports me in my

wellbeing and educational progress.

We may ask you to help us with publicising Varndean College to future students. This could be in printed form, on the college website,

as a photograph or video or as written information on your achievements. We will ensure decency and propriety will be maintained in

any image used; no personal contact details will be given; an image will not be used beyond six years from the date of consent; we may

share information with other persons for educational or promotional use.

By submitting this application form you agree to our privacy policy [here](#)

Thank you for your interest in joining us at Varndean College

Appendix A

Varndean College Refund Policy for International Students 2026-27

Before arrival in the UK:

1) If the student withdraws after paying the deposit, before full payment:

- 1.1) All deposits are non-refundable for any reason except
- 1.11) a visa refusal, in which case 85% of the deposit will be refunded
 - 1.12) the result of a UKVI Academic SELT test, taken after the offer, which is below Varndean's entry requirements, in which case the deposit minus the admin fee will be refunded

2) If the student withdraws after paying the full amount:

2.1) If a student pays the full fees and then withdraws for any reason except a visa refusal (see 2.2) or a failed SELT test (see 2.3):

- the deposit will not be refunded
- 85% of the balance of tuition fees will be refunded
- the full accommodation fees will be refunded

2.2) If a student pays the full fees and the visa is refused:

- 85% of the full fees and 85% of the deposit, will be refunded
- the full accommodation fees will be refunded

2.3) If a student pays the full fees and does not achieve the Varndean entry requirements after taking the UKVI Academic SELT test

- full fees and the deposit minus the admin fee, will be refunded
- the full accommodation fees will be refunded

3) Full payment is needed before the student lands in the UK.

The deadline for payment is two weeks before scheduled flight to UK. In the event of non-payment:

- the student's place will be withdrawn
- the deposit will not be refunded

After arrival in the UK:

4) Withdrawal after arrival, or if a student is sent home for any reason

4.1) If any student withdraws after arrival, unless there are exceptional circumstances (see 4.2)

- the deposit will not be refunded
- the tuition fees will not be refunded (see 4.2)
- any remaining accommodation fees will be refunded less two weeks' notice period for host family

4.2) If there are exceptional personal circumstances, such as bereavement, a percentage refund of tuition fees may be considered, on appeal to the Principal of the college

5) If a student is required to return back to their home country as a result of serious breaches in college rules, with reference to the College Student Support Policy & Procedures <https://varndean.ac.uk/policies>, there will be no tuition refund. Accommodation payments will be refunded, less two weeks' notice for the host family.

6) Agent's commission relevant to refunds and cancellations

No commission will be paid to the agent if the student is not enrolled in College, for any reason.

Appendix B

Varndean College Guardianship, host family and parent partnership contract Terms and Conditions 2025-26, available [here](#)