SECTION G: Student Code of Conduct

You are expected to conduct yourself responsibly on the College premises. Misconduct may result in you being suspended from the College. In such cases no refund of fees will be given, and any outstanding tuition fees will be payable.

7.1 Academic Misconduct

This covers student's behaviour in relation to their programme of learning such as copying, plagiarism, collusion, cheating etc or any other action or incident considered to be of a similar nature to the above examples.

In addition, each has three levels of seriousness: Level 1 Minor; Level 2 Serious and Level 3 Major.

Reasons for immediate suspension – some examples are below:

• Assault, fighting or other acts of violence, vandalism, bullying and harassment, theft, being in possession of illegal drugs, firearms or other weapons, committing or attempting to commit any act of arson, behaving in a way that brings the College into disrepute.

• Computer hacking, cheating in exams, extensive and/or persistent plagiarism or use of model answers, buying, selling or stealing of work.

7.2 Complaints Procedure

HTC endeavours to create a positive learning environment for students, one in which each student has the opportunity to achieve their personal best. To maintain a high level of student satisfaction, a positive environment is vital. As a result, a fair and open complaints procedure is made available to all students.

7.3 Informal Complaint

This is a less formal procedure where a complainant may raise his or her concern about the way the services were provided. The complainant simply may see the Complaints Officer and orally inform the matter which will be dealt with immediately. However, if the matter is serious and the complainant is utterly dissatisfied, the

Complaints Officer will rather accept the complaint as a formal one.

7.4 Formal Complaint

If a student or a visitor wants to bring a serious complaint about any matter in relation to the way the services are provided, the complainant may bring a formal complaint. It requires the complainant to take a complaint form from the reception. The complainant may also additionally write his or her allegations in addition to filling the complaint form.

For more information about our complaints procedure, please contact:

SECTION H: Subjects you have chosen to study at Harrow Tutorial College

Application Form for Admission 2026-27

SECTION I : Tuition Fees and Payment Structure

Weekend Tuition - Standard Fee

Number of subjects	Year 7 to GCSE (Hourly Rate)	GCSE Mathematics	Year 12 (41 Weeks)	Year 13 (34 Weeks)
5 subjects or more	£15	£1650 Package	Mathematics £1850 Package	Mathematics £1650 Package
4 subjects	£16		Further Maths £1850 Package	Further Maths £1650 Package
3 subjects	£17		Physics £1850 Package	Physics £1650 Package
2 subjects	£18		Biology £1850 Package	Biology £1650 Package
1 subject	£19		Chemistry £1850 Package	Chemistry £1850 Package

Payment Structure

Year 7,8,9,10 & Year 12: 40 Weeks (6th Sep 25 to 27th Jun 26)

- 1st Payment - 1st week of September along with enrollment fees.
- 2nd Payment - 1st week of October
- 3rd Payment - 1st week of November
- 4th Payment - 1st week of December
- 5th Payment - 1st week of January
- 6th Payment - 1st week of February

Whole academic year fees must be paid in six equal installments

GCSE and Year 13: 34 Weeks (6th Sep 25 to 16th May 26)

- 1st Payment - 1st week of September along with enrollment fees.
- 2nd Payment - 1st week of October
- 3rd Payment - 1st week of November
- 4th Payment - 1st week of December
- 5th Payment - 1st week of January
- 6th Payment - 1st week of February

Whole academic year fees must be paid in six equal installments

Examination Fee for Private Candidates (if opted to take)

Exam Fee GCSE and IGCSE per subject	£240
Exam Fee GCE AS and A Level per subject	£360
GCE / GCSE Extended Project Qualification and Coursework	£540

Application Form for Admission 2026-27

SECTION I: Tuition Fees Payment Structure (Continued)

Terms & Conditions for Enrolment:

- One to One lessons will be charged at a rate starting from £40 per hour.
- Registration fee for part-time students is £45.00 (non-refundable).
- Students will be enrolled for the full academic year as per the policy of the college. To bring! continuous improvement in the academic learning of students of any age group they are! expected to continue tuition classes for the full academic year.
- For each Year 11,12 & 13 subjects, the above-mentioned fee does not include a fee for any! practical sessions. Special lessons will be scheduled for the Practical sessions on a need! basis. The fee for such lessons will be charged separately. Students can request practical! sessions once they are registered at Harrow Tutorial College.
- You can't de-enroll after 31st January 2027, if needed full fees is payable for deregistration.
- **Christmas Holidays: 19th and 20th December 2026**
- **New Year Holidays: 26th and 27th December 2026**
- **Easter Holidays: 27th and 28th March 2027**
- On a rare occasion, the college reserves the right to cancel the group lessons if the student! numbers are not achieved. If that situation arrives the student could book one to one lessons.

Notice Period:

- Each and every student must give 4 weeks notice for deregistration latest by **31st December**! **2026**! After this date you are liable to pay full fees for the whole academic year.

Discounts Offered on Fee:

REFERRAL & SIBLING DISCOUNTS

- Avail 5% Discount on Overall Tuition Fee (remaining), on making Referrals.
- Applicable only for the Academic year!**2026/27.**
- Avail 5% sibling discount when one or more siblings register for tuitions.
- The referral & sibling discounts will be calculated and adjusted only in the last installment.!

TUITION FEE PAID IN FULL

- Tuition fee payments made for the whole academic year in full at the time of registration will! draw a 5% discount on the amounts quoted above.
- Please note that this does not apply to registration fees, exam fees or any other additional! fees.

Additional Information:

- Examination Fees: All examination fees are payable by the candidate. College fees do not include examination fees.
- Textbooks: Textbooks are not supplied by the College. Students will be provided with the book names and will be required to obtain these books externally.

Exam Centre For Private Candidates

- Harrow Independent College is an approved Centre for the below Exam Boards,
  - ✓ **Edexcel**
  - ✓ **AQA**
  - ✓ **OCR**

edexcel Approved Centre from Pearson OCR Oxford Cambridge and RSA

- For information, please contact exams office at office@harrowindependentcollege.co.uk

Application Form for Admission 2026-27

SECTION I: Tuition Fees Payment Structure (Continued)

Terms & Conditions for Enrolment:

1. Harrow Tutorial College (HTC) will provide tuition that comprehensively covers all major subjects of all Year Groups.
2. All materials and equipment provided by Harrow Tutorial College are for the sole use of students enrolled on the course. The replication or re-use of the course material is strictly forbidden.
4. HTC focus is to create an atmosphere which is conducive to learning. It is therefore required that students adhere to HTC's Code of Conduct. Although it is an unlikely occurrence, in order to protect all of those on the premise sat all times, it must be made clear that breaking the code of conduct could lead to the termination of this agreement.
5. A successful year of HTC involves effective communication between parent, student and the tutor(s). This agreement requires an undertaking by parents and/or guardians to ensure that set homework is completed on schedule. It is a condition of this agreement the parents and students accepts that all homework will be completed to the best of the student's ability.
6. All parents and students acknowledge that HTC cannot guarantee exam success. It is the responsibility of students and parents to put efforts to achieve the desired grades.
7. HTC endeavours to provide as much individual support as possible. If a student experiences significant difficulties with the course, HTC can provide additional individual support at an extra cost.
8. HTC reserves the right to change the time of the tuition classes, with reasonable notice at any point of time.

Disclaimer:
On a rare occasion, if the lesson is cancelled, the college will notify the parents via email only. Any cancelled lessons will be re-scheduled and parents will be notified via email only.

Late Payment:
Instalment payment overdue by 7 or more days are subject to a 2% surcharge on a weekly basis. If there is an outstanding balance HTC reserves the right to ask for a pay settlement before the student attends the next lesson. Again, HTC reserves the right to pass your details to the legal team for debt collection.

HOW TO MAKE PAYMENT FOR YOUR COURSE?

1. BANK TRANSFER
The account details are shown below;

Bank Name: LLOYDS BANK
College Name: HARROW TUTORIAL COLLEGE
SORT CODE: 30-93-92
ACCOUNT NUMBER: 30933860
BANK ADDRESS: 254 Northolt Rd
SOUTH HARROW
Middlesex
HA2 8DZ
UNITED KINGDOM

2. CREDIT OR DEBIT CARD
You can pay by major cards (e.g. VISA or MASTERCARD).
We do not accept American Express cards, however if you wish to pay through American Express, please note that there will be a handling fee of 1.96%.

3. CASH

Application Form for Admission 2026-27

SECTION I: Tuition Fees Payment Structure (Continued)

Payment Declaration:

For Part-Time Students the non- refundable registration fee is £45.

I/we send herewith the application fee in order to gain an admission for the chosen subject(s) or course or programme of study.

I/we have read and fully understood the college polices relating to the payment of fees and guidance on payment, all other due dates and required notice of leaving and hereby confirm that we will abide by the above.

SECTION J: What Happens Next?

Please email this completed application form to: office@harrowindependentcollege.co.uk or you can post to the below address.

Once the application is processed, we will be in touch with you.

Thank you for taking the time to complete the application form. Should you have any queries, please do not hesitate to contact us on the details provided below.

For and on behalf of Harrow Tutorial College

Mr Kandiah Kandeepan
BSc (Hons), MSc (Imperial College, London) PGCE (University of Greenwich)
Principal, Harrow Tutorial College M: 0044 795 731 7668
E: office@harrowindependentcollege.co.uk

For Office Use Only

Registration Number:
Joining Date:

Accepted	Rejected	On Hold

Reason: (rejected /on hold)
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.....
.....

.....
Admissions Office

Harrow Tutorial College
308 -310 Eastcote Lane South Harrow
HA2 9AH
United Kingdom
+44 208 423 6227
office@harrowindependentcollege.co.uk

OCR Oxford Cambridge and RSA

UCAS We are a UCAS registered centre

edexcel Approved Centre from Pearson