



London

TERMS AND CONDITIONS

Terms and Conditions Contents

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1 INTRODUCTION + GENERAL

- 1.1 These Terms and Conditions represent an agreement between the College and you, the student. By accepting your offer onto your chosen course, you agree to be bound by these Terms and Conditions, as well as those of the relevant awarding or examining body. If you have any questions or concerns about these Terms and Conditions, please speak with a member of staff.
- 1.2 Each of the clauses in these Terms and Conditions operates independently. If clause is declared unlawful, the remaining clauses will remain in full force and effect.
- 1.3 These Terms and Conditions represent the entire agreement between you and the College. All previous agreements, arrangements and understandings-whether written or communicated orally-relating to your admissions onto a course shall have no legal effect unless expressly included herein.
- 1.4 A delay or failure by any party to enforce any of its rights under this agreement does not constitute a waiver of those rights. Any waiver of a default by you will be effective only if confirmed in writing and will not apply to any subsequent default.
- 1.5 These are the sole terms agreed between you and the College. No other person shall have any rights to enforce any of these terms.
- 1.6 The Terms and Conditions, and any other matters arising in connection therewith, shall be governed by and construed in accordance with English Law.
- 1.7 The College and you agree to submit to the exclusive jurisdiction of the English courts in the event of any dispute or claim arising out of, or in connection with, these Terms and Conditions.

BEFORE YOU REGISTER

2 APPLICATIONS + ENROLMENT FEE

- 2.1 It is your responsibility to ensure that all the information which you provide is accurate, honest and complete and that no key details have been omitted.
- 2.2 Should we discover that your application contains incorrect or fraudulent information, or that key details have been excluded, we reserve the right to withdraw or amend any offers made to you, without any liability on the part of the college.

- 2.3 To secure a place on your preferred course, you must pay the deposit fee of £299.00 for self-funded courses. No deposit fee is required for University-funded programmes.
- 2.4 You have a right to cancel your application at any time prior to completing the full enrolment process. However, if you cancel or withdraw your application after completing enrolment, only £199.00 of the deposit fee will be refundable.
- 2.5 To cancel or withdraw your application, you must provide a written statement to the college explaining your reasons for doing so, within 14 days of payment.

3 EVIDENCE OF QUALIFICATIONS

- 3.1 Where applicable, prior to receiving your offer letter, you will be required to provide copies of your transcripts and/or certificates. In some cases, you may also be requested to submit a CV detailing your work experience, attend an interview and complete English and/or Maths tests.

4 OFFERS

- 4.1 If you meet all academic and any other applicable entry requirements upon making your application to us, we will make you an offer for your chosen course.
- 4.2 If you do not meet the requirements for admission, you will receive an email detailing any outstanding academic or other requirements that must be met within a specified timeframe.
- 4.3 Once you have provided us the required evidence to meet the outstanding requirements within the given timeframe, we will issue you an offer for the course.
- 4.4 Failure to supply the necessary documentation within the specified timeframe will result in deferral of your course to the next intake or necessitate a re-application.

5 CHANGES TO ANY OFFERS

- 5.1 We reserve the right to amend any offer made to you at any time before you officially accept it. Should any changes occur, we will inform you as soon as possible and issue you an updated offer letter.

6 CHANGES TO THE COURSE PRIOR TO ENROLMENT

- 6.1 Due to factors beyond our reasonable control, it may become necessary to vary the content or start date of a course. We will endeavour to minimise such changes. However, if any material changes occur before you register, we will inform you promptly. If you believe these changes may adversely affect you, you may withdraw your application. In such cases, any application fee paid will be refunded on a partial basis.
- 6.2 Cancellation of a course: Whilst we make every effort to deliver all courses as advertised, should student numbers prove insufficient to maintain viability or quality, we reserve the right to cancel the course(s). If a course for which you have received an offer is cancelled

prior to your full enrolment, we will notify you at the earliest opportunity and, should you choose to withdraw your application, any application fee paid will be partially refunded.

REGISTERING AS A STUDENT

7 ACCEPTANCES OF ANY OFFERS + DISCIPLINARY OFFENCES

- 7.1 Should you have met all entry requirements and receive an offer, you must confirm your acceptance in writing, either by email or letter.
- 7.2 If you fail to accept your offer by the enrolment deadline, your offer will expire. We may, however, consider your acceptance for the next intake if you confirm after the deadline.
- 7.3 By registering as a student, you agree to comply with our rules, regulations, policies and procedures.
- 7.4 Should you fail to adhere to the College's rules and regulations and the learning agreement signed with the college and the awarding body, disciplinary action may be taken. Such actions may include, but are not limited to, suspension or expulsion from your course, in which case you will forfeit any entitlement to a refund of course fees.

8 CHANGES TO THE COURSE AFTER ENROLLMENT

- 8.1 Once you are fully registered onto your chosen course, we will make every reasonable effort to deliver the course in accordance with the terms of our contract.
 - 8.1.1 However, in certain circumstances the College reserves the right to make minor changes to the content, method or timing of delivery of your course, in order to improve the quality of the educational services, comply with awarding body requirements or response to student and staff feedback. These changes will be notified via appropriate channels and updated in the College's website where relevant.
 - 8.1.2 Should any change be necessary that may impact your studies, you will be informed prior to any final decisions being made, and your concerns will be duly considered.
- 8.2 If, due to circumstances beyond our control, we are forced to cancel your course after enrolment, we will notify you as soon as possible. In such instances, any fees paid in advance for which services have not been rendered will be refunded.

9 STUDYING ON THE COURSE

- 9.1 We shall:
 - 9.1.1 Deliver your course in accordance with the awarding body's guidelines for the duration of the programme.

9.1.2 Clearly outline the units and learning outcomes associated with your course.

9.1.3 Provide reasonable support for work placements, where applicable.

9.2 You are required to:

9.2.1 Make every effort to meet the course requirements of your course in line with your agreement with the College and the awarding body's qualification standards, ensuring that all work you submit-including placement records-is entirely your own and submitted in a timely manner.

9.2.2 Secure access to any additional resources as outlined in the course specification.

9.2.3 Attend any placement interviews arranged by the college to secure a placement and proactively approach local employers with an up-to-date CV and, if necessary, a covering letter. Please note that once placement arrangements have been finalised with the College's assistance, no fees will be refunded.

10 FEE PAYMENTS, PAYMENT METHODS AND THIRD PARTIES

10.1 You agree to pay the required course fees as outlined on the College's website.

10.2 You acknowledge that certain charges are not included in the course fee and must be paid separately.

10.3 You are responsible for any bank or transfer charges incurred.

10.4 All refunds will be processed within 30 working days from the receipt of a valid refund request form.

10.5 An administrative fee of £100.00 will be deducted from any valid refund.

10.6 Details of our refund policy are available in the College's reception area.

10.7 Should you decide to withdraw from your course at any time, you will be liable for the full outstanding balance of your fees.

10.8 The College reserves the right to take all necessary actions, including legal proceedings, to recover any outstanding debts along with any reasonable recovery costs incurred.

10.9 If a third party is paying is responsible for paying all or part of your fees, you will be liable for any fees in the event that the third party fails to continue their payments.

10.10 Certain courses may incur an examination registration fee and other charges as per the regulations of the examining bodies. Additional administrative fees may apply, ranging between £25-£50.

10.11 Cancellation of examinations in contravention of the awarding bodies' regulations will result in the forfeit of any payments made for the examinations. Repeated cancellations may lead to withdrawal from the course.

10.12 The cancellation of any workplace observations will result in a charge to cover all costs incurred by the college, including administrative fees.

10.13 Certain courses may require a resubmission fee for assignments, ranging from £25 to £50 per resubmission.

10.14 If an extension is needed because not all required records are submitted in a timely manner, an extension fee may be applied, which could range from a quarterly fee up to the full course fee.

11 NON-PAYMENTS OF FEES

11.1 Until all overdue or outstanding course fees are settled, the College reserves the right to suspend or withhold all educational services.

11.2 You will be given reasonable notice regarding any such actions.

11.3 If you have overdue or outstanding fees, you may be barred from taking your next examination(s) until the amount is paid in full.

11.4 Should you approach the end of your course with outstanding fees, your certificates will not be released until all amounts are fully cleared.

12 COMPLAINTS PROCEDURE

12.1 Should you be dissatisfied with any aspect of your course, please refer to our student complaints procedure.

12.2 We will endeavour to address and resolve all complaints promptly, fairly and amicably.

13 INTELLECTUAL PROPERTIES

13.1 You are required to adhere to the College's Intellectual Property Policy throughout your course.

14 DATA PROTECTION ACT 2018

14.1 Your application and personal documents will form your student record. By entering into a contract with the College, you grant us the right to hold and process your personal data-including certain sensitive information-in accordance with the Data Protection Act 2018, our Data Protection Policy and our Student Privacy Notice.

14.2 You acknowledge that both the Data Protection Policy and Student Privacy Notice apply to your application and remain in force throughout your enrolment.

15 Declaration

NOTE: Please read and fully understand the Terms and Conditions before proceeding.

I have read and understood the above Terms and Conditions. I accept the above Terms and Conditions and agree to be bound by them. ☐ (Please put a tick or cross in the box)

Print Name:**Date:**

Signature: