

<b>Designation number</b>	LC017	<b>Title</b>	Terms and Conditions
<b>Current Version number</b>	January 2023 v4	<b>Review date</b>	January 2024
<b>Published on website</b>	Yes	<b>Related policies and/or procedures</b>	Student Handbook Data Protection Policy and Procedures Tuition Fees and Funding Academic Offences Malpractice Policy Student Disciplinary Policy Complaints Policy Grievance Procedures Academic Appeals
<b>Relation to QAA requirements (parts of code covered)</b>			

- 1.5. If you do not act in accordance with the Contract, or if you do not meet our expectation that you will 'maintain a standard of conduct which is not harmful to the work, good order or good name of the College, we may take disciplinary action against you, under the Student Disciplinary Procedure which can be found at: <http://www.lcuck.ac.uk/?pg=Policies>. One of the possible outcomes of such an action is that your Contract with us may be terminated and you may be removed from your Course.
- 1.6. If you do not enroll during the induction week as specified on your offer letter, the College reserves the right to refuse to enroll you and withdraw you from your course (without liability). Students who are not enrolled are not entitled to attend classes and/or participate in assessments for any modules.
- 1.7. In the event of any conflict between a provision in these terms and conditions and the documents forming part of the Contract (including any professional bodies' terms and conditions (if applicable)), these terms and conditions shall take precedence.

## **2.0 Applications**

- 2.1 In case of your application containing fraudulent information, material inaccuracies, or significant information omission(s), the College reserves the right to amend or withdraw your Offer, or terminate your registration at the College, according to the circumstances, without liability to you. In such circumstances any deposit paid by you will be retained by the College.
- 2.2 The Offer the College makes to you will be conditional or unconditional. If your Offer is conditional, the College will set out the conditions which you will need to fulfil in order to be admitted onto your chosen course of study.
- 2.3 In case of you having not met the conditions of your Offer before the date notified to you in your Offer or any other date notified to you, the College reserves the right to withdraw your Offer. If you fail to meet the conditions of your Offer the College will refund any deposit you have paid.
- 2.4 You may be required by the College to provide satisfactory evidence of your qualifications prior to enrolment. Failure to provide evidence satisfactory to the College may result in the termination of your Offer or your registration as a student of the College and the termination of the Contract.

## **3.0 Conditions of Admission and Enrolment**

- 3.1 Your admission to the College, attendance on a course, -208(the)-8(7 Tm 0.e)-13(a )1 0c3(a )1 03.1

## 4.0 Fees

- 4.1 Information about course fees can be found at: <http://www.lcuck.ac.uk/?pg=current/fees>. If you accept an offer, you agree to pay all course fees (and other related expenses and costs), as and when they are due, in accordance with the payment terms agreed by you and us. If you fail to pay your course fees, as and when they are due, we reserve the right to withdraw you from your course (without liability to you).
- 4.2 The College reserves the right to increase course fees annually in line with the Retail Prices Index to take account of the College's increased costs of delivering educational services. If the College decides to increase your course fees, the College will notify you of this as soon as reasonably practicable.
- 4.3 Once you accept the conditional/unconditional offer letter and enrol with the College, you will be responsible to pay the tuition fees even if you rely on any form of student loans or sponsorship. You will be personally liable to pay your course fees if a sponsoring authority or Student Loans Company fails to do so.
- 4.4 In the event that your course fees have not been paid in full by their due date, the College shall be entitled, but not bound to, refuse to permit you to continue on your course of study and terminate the Contract (without incurring any liability to you).
- 4.5 The College reserves the right not to refund any fee paid after enrolment with the College. Any refund of tuition fees and or reduction in tuition fee liability is at the discretion of the College.
- 4.6 If a student is withdrawn/terminated from the course commencement date, the following levels of tuition fee are payable:

### September Starters

Liability Point	Fee Liability	Amount Refunded
Within 14 calendar days from enrolment or course start	0% of yearly fees	100% - full refund
After 14 days to the 1 <sup>st</sup> week in January of the academic year	25% of yearly fees	75% of yearly fees
From the 1 <sup>st</sup> week in January to 3 <sup>rd</sup> week in April of the academic year	50% of yearly fees	50% of yearly fees
After the 3 <sup>rd</sup> week in April of the academic year	100% of yearly fees	0% of yearly fees

## January Starters

<b>Liability Point</b>	<b>Fee Liability</b>	<b>Amount Refunded</b>
Within 14 calendar days from enrolment or course start	0% of yearly fees	100% - full refund
After 14 days to 3 <sup>rd</sup> week in April of the academic year	25% of yearly fees	75% of yearly fees
From the 3 <sup>rd</sup> week in April to the 1 <sup>st</sup> week in September of the academic year	50% of yearly fees	50% of yearly fees
After the 1 <sup>st</sup> week in September of the academic year	100% of yearly	



qualified.

6.5.3 If you are unhappy with the alternative course provided by the College or if the College is unable to provide a suitable replacement course, you may cancel the Contract and withdraw from the course without incurring any further liability for course fees and you shall be entitled to a refund of all course fees paid to date.

6.6 If a student chooses to cancel the Contract (and withdraw from the course) in accordance, the College will take reasonable measures to assist in finding an alternative comparable course with another Higher Education provider in the UK.

## **7.0 Education Provision**

7.1 The College will ensure that the courses are delivered with reasonable care and skill and that the academic requirements of the course are clearly explained to the student.

7.2 The student is expected to undertake all efforts to meet the academic requirements of the course in accordance with the terms of the Contract, including submission of

9.2 If a student has been excluded from the College, they will no longer be entitled to attend lectures, classes or seminars, use the College's facilities or services, submit assessments, take tests/examinations, or proceed to any degree, diploma or other award of the College.

## **10.0 Liability**

10.1 Whilst the College takes all reasonable care to ensure the safety and security of its students whilst on the College's campus, the College cannot accept responsibility, and expressly excludes liability, for loss or damage to the student's personal property (including computer equipment and software). The students are advised to insure their property against theft and other risks.

10.2 The College shall not be held responsible for any injury to the student (financial or otherwise), or for any damage to the student's property, caused by another student, or by

12.1.3 to process any payments made by you to the College;

12.1.4 for credit scoring, credit assessment, debt tracing or fraud and money- laundering prevention and the College may disclose



14.3 No failure or delay by the College or the student to exercise any right or remedy provided