



3-5 Globe Road, London, E1 4DT, U.K

Executive Summer Programme

Please insert course title: "-----" (July, 2008)

TERMS AND CONDITIONS OF ENROLMENT

1 THE ENROLMENT CONTRACT

1.1 You offer to register and the College accepts your offer to register subject to the conditions set out below. The contract in respect of your registration comes into existence when your offer of enrolment has been accepted in accordance with these terms and conditions.

Receipt of an offer of registration via our website does not automatically constitute acceptance of an offer of registration.

1.2 The contract in respect of your registration comes into existence when the College debits your account with the fees relevant to the course/programme (or full cash payment is received by the College or our College account is credited on your payment instrument) that you have offered to register for. The College will confirm in writing its acceptance of your offer to register.

2 THE COLLEGE'S OBLIGATIONS TO YOU

2.1 The College will provide you with the course tuition/training/conference and course materials described in the course description.

2.2 The College will not be liable for any failure to perform any or all of its obligations where that failure is due to the intervention or actions of a third party or to any cause beyond the reasonable control of the College.

3 COURSE FEES

3.1 Enrolment is not complete until the fee for the appropriate module(s)/course/programme has been paid in full.

4 REFUNDS

4.1 A refund is not possible where enrolment is complete, course/programme has commenced and study materials have been given out to the candidate. The College would refund course/programme fees following extenuating circumstances resulting in inability of a candidate to attend a course/programme enrolled in the College, providing the candidate informs the college at least two (2) weeks to the commencement of the course/programme. Refunds will attract a non-refundable registration fee of **£200.00 and a variable administration fee** depending on additional costs that the College may have incurred in the case of the particular candidate. Where there is refund eligibility, it will be made by Cheque for all other forms of payments to the College and by direct credit on the debit or credit card that was used in making payment(s). Refund payment may a few weeks and up to 40 working days depending on the workload of the accounts department of the College.

5 THE COLLEGE'S RIGHT TO TERMINATE THE ENROLMENT

5.1 The College may terminate your enrolment at any time if:-

You are found to have provided the College with information which is untrue or misleading;
You fail to meet any academic or administrative requirements specified in the course description;

You fail to pay your Course Fee or you are otherwise in debt to the College or its agent;
You breach any of the further terms and conditions of the College as contained within the letter confirming enrolment, or any documents subsequently issued to you at any time.

6 THE LAW GOVERNING THIS AGREEMENT

6.1 The enrolment and the terms and conditions contained and referred to therein shall be governed by and construed in accordance with English law.

7 THE AGREEMENT

7.1 The Enrolment Agreement and the terms and conditions contained and referred to therein forms the agreement between the College and you, the student, and supersedes any verbal representations which may be made by any employee or agent of the College at any time.

8 PERSONAL DATA AND DATA PROTECTION

8.1 The College holds general information about students, such as name, address; course studied and fee payments, and data to do with examinations, assessments and course results.

8.2 Personal information is used in the following ways:

To process applications;
To provide services to applicants and students;
This includes sending you information about current and future study opportunities with the college;
To undertake research in order to help us plan and improve our services;
We may contact applicants or students ourselves or ask outside research agencies to do so on our behalf and;
To produce statistical information for publication

8.3 Information about course results will only be disclosed to a sponsor if you have given consent.

8.4 If you are in debt to the College, information may be disclosed to third parties for the purposes of debt recovery.

8.5 The College is committed to the data protection principles of good information handling practice.

8.6. If you are studying outside the European Economic Area (EEA) it may be necessary for your personal data to be transferred to countries outside the EEA and for institutions which have a partnership arrangement with the College to be given access to it, in order for services to be provided to you.

8.7 Whereas the **Data Protection Act 1998** restricts the transfer of personal data outside the European Economic Area, transfers over the Internet may take place potentially to any country in the world. Whenever you opt to use the Internet therefore, your consent to such transfers is implied by your action.

9 ASSESSMENT OF EXAMINATION/ASSIGNMENT

9.1 In relation to assessment of examination/assignment, the examiners'/assessors' decision is deemed to be subject to the final decision of the Academic Board of the College. This is in keeping with the College Quality Assurance guidelines

10 RE-MARK OF ASSIGNMENTS

10.1 Students who do not achieve a pass mark in one or more assignments/examinations may submit another assignment, which will be remarked at no extra cost. All such requests for re-submission of assignments must be in writing.

Accept

Decline