



# **UKBC Student Enrolment Terms and Conditions 2025**

**Version 2.0**

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## **Student Enrolment Terms and Conditions**

Applicants must read and sign the box on page 11 to indicate they agree to the terms and conditions below. The signed terms and conditions should be returned to the Admissions Office prior to commencing any programme of study with the UK Business College Limited (hereinafter referred to as “UKBC”)

### **1. EFFECT OF THESE TERMS**

- These terms & conditions (“the Terms”) apply to all undergraduate, postgraduate, and other students (“you”) enrolling with the (“UKBC”, the “College”, “we”, “us”, “our”).
- Together with the other documents to which they refer, these Terms form the contract between UKBC and you, and the conditions that apply to your programme of study at UKBC. If there is any inconsistency between these Terms and any other document generated by or on behalf of UKBC, these Terms shall prevail.
- UKBC delivers programmes under non-university awarding bodies such as City and Guilds and Pearson; All certificates of award will be issued by the awarding body and in its name and not by UKBC.
- Depending on the awarding body of your programme, you may be enrolled as a student of the awarding body, in which case you may be required to abide by the awarding body’s own terms and conditions in addition to these Terms. Where there is any discrepancy between these Terms, and those of the awarding body, the awarding body’s terms shall prevail.
- Prior to enrolment, your recruiter will make it clear to you whether you are required to sign any additional terms and conditions to complete your enrolment.
- No contract will exist between you and UKBC until you formally reply to UKBC accepting an offer, either by signing an Agreement or accepting the Offer through the online application system as appropriate to your method of application.

By signing these terms and conditions and accepting an Offer you formally agree to:

- follow UKBC’s and its awarding bodies’ rules, regulations, and policies,
- ensure payment of all fees due by the dates specified by UKBC, unless previously agreed otherwise in writing by the UKBC Finance Office,
- Ensure that UKBC has the correct personal and contact details for you at any given time, where

applicable, provide proof of your identity, qualifications, and immigration status.

All applications must be signed by the student personally. All applications made online will be assumed to be made by the student in person. Under no circumstances will applications made for an individual by a third party (e.g., an agent or a relative) be accepted.

- UKBC's admissions process is subject to the *Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013*; if you have applied through our online enrolment form using <https://online.ukbc.ac> or have accepted the offer by post or email after contacting our admissions department by telephone or email only, your acceptance of these terms will be treated as a 'distance contract'. In such cases after accepting an Offer you have a right to cancel your enrolment at any time up to 14 days after you confirm your acceptance.
- If you cancel within this period, you will be entitled to a refund of any deposit/tuition fees which you have paid, and you will not be bound by these Terms. If you have requested and explicitly consented to early performance of the services below, then UKBC will be entitled to deduct the value of any such services provided at the time of your cancellation request.  
Refunds requested by students of a 'distance contract' will be paid within 14 days of the cancellation request. UKBC prefers these requests be made on the cancellation form by email or delivery to the Registrar, however any clear statement of your intention to cancel is sufficient.
- Once the above cancellation period has expired, you may terminate this agreement by notice at any time by post to our Head Office (97-99 Park Street, Luton, LU1 3EY) or by email to the Registrar ([registrar@UKBC.ac](mailto:registrar@UKBC.ac)). If you do so a minimum of 30 days prior to the programme start date, you will receive a refund of all pre-payments. If you do so less than 30 days prior to the final semester you will be refunded 50% of the prepayments made. No refund is available for cancellations in the final semester.

*For more information about your eligibility for a refund, please refer to UKBC's Tuition Fee and Refund policy.*

## **2. UKBC'S OBLIGATIONS**

UKBC shall:

- provide a high-quality programme that aligns with the description given in any promotional material or by the College's recruiters, and ensure that threshold academic standards for qualifications are consistent with the relevant national frameworks,

- enroll you as a student with your programme's awarding body provided you meet all entry requirements set by the awarding body at the relevant date of progression,
- make available to you such learning support facilities and services as are reasonably necessary for completion of the programme. UKBC shall be able to make variations from time to time to the services and facilities provided, and you agree that changes to such support facilities and services shall not be deemed to be substantial changes to this contract.
- Take all reasonable steps to ensure that study programmes are delivered in full and meet the expectations students have when they accept an offer to study with the College. Most importantly it will ensure that students who successfully engage with their studies are not prevented from achieving the qualification due to them for reasons of:
  1. Changes to a programme's content,
  2. Changes to, or loss of access to learning resources or campus facilities
  3. Changes to awarding body arrangements
  4. 'Teaching-out' of programmes for which there will be no further recruitment.

*UKBC's Student Protection Plan sets out how the College will ensure that its programmes are delivered as closely aligned as is reasonably possible to that which is described in its promotional materials and pre-contract information.*

### **3. ACCURACY OF INFORMATION ABOUT YOUR PROGRAMME**

- UKBC makes every effort to ensure that the information provided to you about your programme is correct, and that we do not omit telling you about important information that might affect your decision to study with us. Occasionally it may be necessary to update a prospectus or programme page, due to legitimate staffing, financial, regulatory, or academic reasons. UKBC will always endeavour to keep any changes to such information to a minimum and to keep you informed appropriately.

### **4. YOUR OBLIGATIONS**

- You are required to comply with your obligations under these Terms and to:
- attend lectures, tutorials, examinations, and other activities which form part of the Programme (subject to absence for genuine medical reasons or other special circumstances). If your attendance or participation on your Programme is such that UKBC believes that you will be unable to successfully progress or complete the Programme, or you fail to respond adequately to UKBC's attempts to seek your re-engagement with your programme of study, UKBC may withdraw you from the Programme without refund. If you are withdrawn from the programme due to non-submission or poor attendance, you will remain personally liable for the fees for the year you are withdrawn, and any previously completed year.

- arrive for your classes on time, stay for the full duration of the session, participate in activities enthusiastically and engage according to the requirements of the module and the lecturer.
- complete and submit all programme work required for the programme of study by published deadlines or inform a Programme Manager where a situation arises that prevents you from doing so in accordance with UKBC's procedures.
- provide UKBC with an emergency contact name and details which may be used by UKBC at its discretion, and promptly update UKBC of any changes to these contact details.
- notify UKBC promptly of any changes to the information which you submitted on application or enrolment; for example, if you change your correspondence address.
- familiarise yourself with and agree to abide by all rules, regulations, and policies, and codes of conduct of UKBC, and those of any awarding body that you are enrolled with through UKBC. These will be made available on the Student Portal.
- comply with any professional standards, if applicable, in relation to the Programme.
- behave appropriately whilst on UKBC premises, cooperate with all the efforts of UKBC to comply with its Health and Safety obligations and comply with the Student Code of Conduct set out in the Student Handbook, in the Student Code of Conduct & Disciplinary Procedures, and available on the UKBC website and its Student Portal.
- always carry your UKBC issued Student Identification Card ("ID Card") whilst on UKBC premises or engaged in UKBC activities and present it to authorised UKBC staff if requested to do so and to not allow any other person to use this card for any reason whatsoever.
- comply with any reasonable instructions issued to you from time to time by UKBC.
- inform UKBC promptly, and in writing, in the event that you choose to withdraw from your programme.

## **5 INTERNALEU/EEA STUDENTS:**

- For students with limited leave to remain in the UK: You must provide evidence of your continuing leave to remain (i.e., a current Tier 4 or similar visa from another institution/spouse visa, etc. which has not been curtailed), on enrolment and whenever it is requested by UKBC. You must promptly submit to UKBC copies of any correspondence with the UKVI/the Home Office and inform UKBC of any changes to your immigration status. UKBC may remove you from the programme without further notice and without refund if you fail to provide these on the dates required.
- EU or EEA students who have not applied for or been accepted under the EU Settlement Scheme (the immigration scheme as established by the UK Government for EU and EEA citizens) and who plan to arrive in the UK from 1 January 2021 onward will be required to apply for a student visa in order to study on a programme which is longer than 6 months.

## **6 FEES AND PAYMENT**

*UKBC's policy on fees is detailed in full in the Tuition Fee and Refund Policy.*

- You are individually responsible for payment of tuition fees and other charges and costs incurred during your programme, even where you have an agreement for sponsorship (e.g., with an employer) or student finance from Student Finance England. This means that should you lose or cancel your sponsorship, or your sponsor's payment is delayed, for whatever reason, you will be personally liable for payment of the fee.
- If you are not entitled to government funding from the Student Loans Company, you must make payment of the programme fees on your own as set out in the offer (the Programme Fees) for each year in full prior to each year's start date, unless you have agreed an instalment plan with your campus Finance Officer here in UKBC.

- Regardless of the method you choose to pay your programme tuition fees, whether it's through the Student Loans Company or self-funding, the programme tuition fees do not cover potential extra charges. These additional fees may include library facility expenses, such as costs for printing and copying services, fees for replacing documents or identity cards, and administrative charges for the expedited production of letters (£15 per urgent letter) and £5 per non-urgent hardcopy duplicate letters.
- If you have not met the main assessment requirements for a specific module and you have also failed to submit required re-submissions or missed relevant exams, the College may require you to retake the module. The fee for each module retake will be determined by the college's policy. The fees associated with retaking modules will be calculated in proportion to the number of credits required for the retake. However, these retake fees will not exceed the overall annual tuition fee for the relevant programme year.
- If payment of the Programme Fees (or any instalment under an instalment plan is) not made by the agreed date(s), you will also be charged a late fee of £15.00 per missed instalment. We also reserve the right to charge interest at 3% per annum from the date of the missed instalment and recover any costs of instructing a third party to recover the debt. If you pay by cheque and that cheque is returned unpaid, an additional bank and administrative charge of £30 per dishonored cheque will be added to the fee balance.
- In addition to the charges set out above, UKBC may also take any or all of the following steps if you fail to pay the Programme Fees or any instalment of an instalment plan:  
immediately cancel any instalment plan and demand payment of the balance; suspend
  - access to the library and computing facilities;
  - not accept or mark the examination scripts and assignments/programme work;
  - not enroll or re-enroll you with the awarding body;
  - not submit any unit/module results to the awarding body;
  - withhold the final award certificate and transcript;
  - suspend you from the Programme;
  - cancel your enrolment/refuse to re-enroll you, and remove you from the programme;
  - pass your debt to a third party (e.g., a solicitor or debt collection agency) for collection at your expense.

## **7 UKBC RULES AND REGULATIONS**

- You are required, as a condition of accepting an Offer, to abide by all relevant codes, rules and regulations of UKBC in existence during the Programme which relates to the activities of students at UKBC, or which may apply to you and your particular programme option. These shall include (but shall not be limited to) the following:



- UKBC and the relevant awarding body's Academic Regulations;
- UKBC's Tuition Fee and Refund Policy,
- UKBC's Student Complaints Procedure;
- UKBC's Student Code of Conduct and Disciplinary Procedure,
- UKBC'S Academic Misconduct Procedure
- UKBC's Health and Safety Policy,
- UKBC's Student Attendance Policy & Procedures,
- UKBC's Library Regulations,
- UKBC's Data Protection Policies and policies relating to the use of IT facilities,
- UKBC's Preventing Extremism and Radicalisation Policy.

All programme handbooks, codes, rules and regulations of any other relevant organisation or institution, if required as part of the programme, as such codes, rules and regulations are amended from time to time.

- For avoidance of any doubt, your removal from your programme at UKBC because of disciplinary action taken against you in accordance with the disciplinary procedures of UKBC, shall not discharge you from your obligation to pay the outstanding programme fees to UKBC.

## **8. CHANGE OF CIRCUMSTANCES**

- UKBC is entitled to end the contract immediately by notice in writing to you in the following circumstances:
- If there is a change in your circumstances between the acceptance of an Offer by you and the beginning of the programme or if UKBC becomes aware of information relating to you not previously known to it (including, but not limited to, information about criminal convictions, subject to the Rehabilitation of Offenders Act 1974) which in the reasonable opinion of UKBC makes it inappropriate for you to study on the programme; or
- If, in the reasonable opinion of UKBC, you have failed to provide UKBC with all relevant information which could affect your acceptance on the programme or have supplied false or misleading information relating to your application for the programme.

## 9 PROVISIONS OF THE PROGRAMME

UKBC strives to maintain the integrity of its programmes and associated services, there can be exceptional situations that necessitate adjustments. Compelling circumstances might include legal requirements, regulatory changes, or unforeseen events that impact the institution's ability to deliver the programme as originally planned.

**Certain circumstances, which are beyond UKBC's reasonable control, may necessitate changes to the contract with you to ensure that we can continue to deliver your Programme. There are external factors that could impact programme delivery (without limitation):**

**Compliance with Law and Court Orders-** UKBC must ensure that it adheres to any new laws or judicial rulings affecting its operations, which could involve changes in programme content or delivery methods.

**Regulatory Guidance -** Changes may be necessary to align with directives from regulatory bodies, which could impact programme structure, funding, or compliance standards (e.g., the Office for Students or Competition and Markets Authority, or a UK Government Department).

**Disruptive Actions by Third Parties-** Events such as transportation strikes, utility failures, or criminal activities can disrupt normal operations, necessitating adjustments to programme delivery or facilities.

**Extraordinary or Unforeseeable Events-** Natural disasters, pandemics, or civil unrest are examples of events that can severely impact the institution's ability to deliver programmes as planned, leading to necessary changes.

UKBC commitment to minimise disruptions caused by circumstances outside its control while also clarifying its limitations regarding financial liability. Here's a breakdown of the key points:

**Minimising Disruption:** UKBC will make efforts to reduce the impact of any disruptions on programme delivery and related services. This indicates a proactive approach to maintaining educational quality.

**Necessary Arrangements:** The institution will take steps to ensure that the programme is delivered as fully as possible, even in challenging situations.

**Liability Disclaimer:** UKBC will not be held financially responsible for any losses, damages, or expenses incurred by students due to delays or changes caused by external factors beyond its control. This means that if unforeseen events disrupt the programme, students cannot claim compensation for those disruptions.

This statement outlines measures UKBC has in place to address potential disruptions in programme delivery or certification of learning outcomes. Here are the key points:

**Potential Events:** The statement mentions specific scenarios that could trigger these continuity plans, such as the loss of programme validation, resources, or even the closure of UKBC itself.

**Student Protection Plan:** These contingencies are included in the **Student Protection Plan**, which provides details on how the institution will safeguard students' interests during unforeseen events.

**Awarding Body (Pearson):** UKBC collaborates with Awarding Body to deliver programmes. Pearson oversees the academic content, ensuring that the curriculum remains current and aligned with the latest research and industry practices.

**Changes by Awarding Body (Pearson):** If an Awarding Body alters its programmes, UKBC will need to adapt accordingly, which may affect the delivery of the curriculum.

This statement highlights UKBC's commitment to communication and support in the event that an Awarding Body proposes significant changes to a programme. Here are the main points:

**Notification of Changes:** UKBC will inform students promptly if an Awarding Body intends to make substantial changes to the programme, such as removing a module. This ensures that students are kept in the loop about their educational experience.

**Replacement Modules:** In the case of a module being removed, UKBC will offer a suitable replacement. This means that while the programme may change, efforts will be made to ensure that students still receive a comprehensive education without significant gaps in their learning.

This statement outlines UKBC's commitment to evaluating the implications of any changes made to a programme, whether by the institution itself or its Awarding Body (Pearson). Here are the key aspects:

**Quality Consideration:** UKBC prioritises the quality of the programme and the overall academic experience for students when assessing changes. This reflects a commitment to maintaining high educational standards.

**Impact on Professional Value:** The institution will consider how changes might influence the programme's relevance and value in relation to the profession it

prepares students for. This ensures that students are equipped with skills and knowledge that meet industry demands.

**Completion Ability:** UKBC will evaluate whether any alterations could affect students' ability to successfully complete the programme. This consideration aims to minimise disruptions to students' academic progress.

This statement addresses the situation where a programme or a module may be cancelled due to insufficient number of enrolments for the intake. Here are the main points to understand:

**Cancellation Due to Viability:** UKBC reserves the right to cancel a programme or module if there are not enough enrollments to make it financially viable. This is a common practice in educational institutions to ensure that programmes can be effectively delivered.

**Notification of Discontinuation:** If a programme that a prospective student has received an offer for is discontinued before they register, UKBC will inform them as soon as possible. This demonstrates a commitment to transparency and communication.

**Replacement Options:** UKBC will attempt to provide a suitable replacement programme or module for students who are affected by the cancellation, ensuring that they have options to continue their education.

**Cancellation Rights:** If a student is dissatisfied with the replacement programme or if UKBC cannot provide a suitable alternative, they have the right to cancel the contract and withdraw from the programme without incurring liability for tuition fees. This policy protects students from financial loss in such situations.

This statement outlines UKBC's commitment to providing and maintaining IT facilities for students. Here are the key points:

**IT Facilities for Studies:** UKBC offers IT resources that students can utilise for learning, research activities, and the creation of assessed work. This support is essential for facilitating a productive learning environment.

**Maintenance and Upgrades:** The institution commits to keeping the IT equipment in good condition and ensuring it is regularly updated. This includes implementing the latest anti-malware and security features to protect against data loss and security threats.

**Focus on Student Support:** By maintaining up-to-date technology and security measures, UKBC aims to minimise disruptions to students' studies and enhance their overall academic experience.

This commitment reflects a focus on providing a reliable and secure learning environment.

This statement emphasises the responsibilities of students regarding the use of UKBC's IT facilities. Here are the key points:

**Compliance with Acceptable Use of IT Policy:** Students are required to follow the UKBC Acceptable Use Policy when utilising IT equipment. This policy outlines acceptable behaviours and practices to ensure the proper use of technology.

**Careful Usage:** Students should take precautions while using the IT facilities, such as regularly backing up their work, browsing the internet carefully, and avoiding suspicious links. These practices help maintain the integrity and security of the systems.

**Liability Disclaimer:** UKBC will not be held liable for any loss or damage resulting from a student's misuse of IT facilities. This means that if a student's actions compromise the system's security, they may not be protected from the consequences.

**Personal Use at Own Risk:** While personal use of UKBC's IT facilities is permitted under certain conditions, such as for personal browsing or online shopping, any risks associated with such activities are borne by the student. UKBC will not be liable for any losses or damages incurred from personal use.

This policy serves to protect both the institution's IT resources and the students using them. If you have further questions about the Acceptable Use Policy or safe practices, please contact our IT officers for assistance at [IT@ukbusinesscollege.org](mailto:IT@ukbusinesscollege.org)

This statement outlines UKBC's commitment to maintaining fair terms and conditions for students and addressing any breaches. Here are the key points:

**Clear Terms and Conditions:** UKBC emphasises the importance of transparency and fairness in its terms and conditions for all students using its services.

**Compensation for Breaches:** If UKBC fails to uphold its terms and conditions, the institution acknowledges that compensation may be necessary to address any damages incurred by students. This demonstrates a commitment to accountability.

**Adherence to Consumer Laws:** Any compensation awarded will be in line with applicable consumer laws and regulations, ensuring that students' rights are protected.

**Non-Exclusion of Certain Liabilities:** UKBC explicitly states that it does not exclude or limit liability for specific serious matters, including:

Death or personal injury resulting from the proven negligence of the institution or its employees, agents, or subcontractors.

Fraud or fraudulent misrepresentation.

Any other matters that cannot be legally excluded or limited.

This approach reflects a commitment to ensuring student safety and upholding legal obligations. If you have any questions about these terms or how they might apply to you please contact [administrator@ukbusinesscollege.org](mailto:administrator@ukbusinesscollege.org)

#### **10. SPECIAL CONDITIONS**

- You agree that you will abide by any special conditions relating to the programme set out in the Offer, instalment plan, testimonial form, or any other supplementary contract agreed between you and UKBC, and these shall be incorporate in this contract.

#### **11. DATA PROTECTION**

- UKBC will only ever process your personal data in accordance with the College's Data Protection Policy and otherwise as permitted by applicable data protection law.
- By accepting an offer of placement, you understand that UKBC may use and process personal data or information regarding you, including Special Category (i.e. data revealing your racial or ethnic origin, political opinions, religious or philosophical beliefs, health, sexual orientation) and Criminal Offence Data while you are a student of UKBC and after you have left UKBC as set out in its Data Protection Policy. Any data UKBC holds will be collected and processed in accordance with domestic law.
- Students who are involved in dealing with other peoples' personal data (for example in some research projects, or in the programme of a work placement) must ensure that they abide by the requirements of data protection law (which contains requirements about security of personal data, and how such data is used and shared) as outlined in the College's Data Protection Policy and seek guidance from their tutor or supervisor where appropriate.

## 12. INTELLECTUAL PROPERTY

- UKBC's brands and trademarks are owned and licensed by UKBC. Our awarding bodies' brands and trademarks are owned and licensed by those awarding bodies.
- Copyright of your programme material and all other material on our website belongs to us.
- No part of our website or your programme material may be copied, reproduced or republished in any form or by any means, without obtaining our prior written permission. We reserve the right to bring legal action against you if you breach this obligation.
- By entering into these terms and conditions you agree that the copyright in any images of you used on our marketing materials and website will belong to us.

- You will own the copyright and other intellectual property rights vesting in content created by you in the programme of and for the purpose of your studies with UKBC, except content created for the following: -
  - a) On programmes that are part of an ongoing research program (and this fact has been stated in the Offer):
  - b) on or for a work-placement assignment.
- In accepting these terms, you agree to grant UKBC an irrevocable, world-wide, royalty-free, non-exclusive license to use, copy, edit, and distribute any material in which your intellectual property rights such as copyright may subsist, for academic, promotional, and other non-commercial purposes. You agree to execute any deed, assignment, or other documents necessary to affect such a license on request by us.

### 13. GENERAL

- If any provision of these Terms is or becomes illegal, invalid, void or unenforceable that shall not affect the legality, validity or enforceability of the other provisions within these Terms.
- Any notice or other communication made under these Terms shall be in writing (including by email) and addressed to you at the last address notified by you to UKBC and/or sent to your UKBC email account, and shall be deemed to have been

properly served: -

- if delivered by hand when left at that address;
- if sent by email, on the day on which it was sent, or if not a business day, the next business day thereafter.
- if made by pre-paid first-class post, on the second business day after being posted to that address.
- If you breach these Terms and UKBC chooses not to exercise any right which it may have against you, that shall not prevent UKBC from taking action against you in the future in respect of that breach or any further breaches by you.
- These Terms are only enforceable by you and UKBC. No other person shall have any rights in connection with these Terms.
- UKBC shall not be liable for any loss, theft, misuse or damage to your property while on UKBC premises nor any injury or death not occasioned by the gross negligence of UKBC, its office bearers, employees or agents. UKBC shall further not be responsible for any losses you would not have suffered had you taken reasonable steps to avoid or reduce such loss.

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- Only you and UKBC are parties to this agreement. No other person or institution shall have rights under the Contracts (Rights of Third Parties) Act 1999 to enforce the terms of this agreement.
- Failure by you or UKBC to enforce any breach of any terms of this contract shall not constitute a waiver of the said provision and further shall not prevent UKBC from taking steps to enforce that or any other provision.
- These Conditions shall be governed by and construed in all respects in accordance with the laws of England and Wales and are subject to the exclusive jurisdiction of the English courts.

#### **14. APPEALS AND COMPLAINTS**

- As an enrolled student, should you wish to complain about the service you receive from UKBC, you should refer to our *Student Complaints Procedure* and follow the procedures described. This procedure has been produced to help UKBC resolve any complaints you may have as promptly, fairly and amicably as possible.

*A separate Admissions Complaints Policy is available for applicants, this can be found in the College's Admissions Policy.*

- If, having followed the Student Complaints Procedure to completion, you remain dissatisfied and, if you are an enrolled student, you have the right to make a complaint to the Office of the Independent Adjudicator for Higher Education (the OIA).
- If you wish to appeal a decision that you have received from the UKBC that affects your academic status, you should refer to our Appeals Policy and follow the procedures described. This policy similarly looks to deal with all appeals in a prompt and fair manner.

#### **15 SPECIAL PROVISION – REMOTE LEARNING**

- Further to UKBC's Student Protection Plan, where UKBC is required to make temporary changes to the way in which we deliver our programmes, which includes making greater use of online programme delivery methods. Regardless of such changes, UKBC remains committed to delivering a high-quality academic experience and supporting its students to achieve successful outcomes.
- By agreeing to these terms and conditions, students accept that there may be occasions where study must be conducted wholly or partially online in order to

comply with UK Government social distancing policy and confirm that they will continue to engage with their studies under these circumstances.

- Where study must be conducted online, due to unforeseen circumstances. students accept that there is no entitlement to an adjustment of tuition fees or eligibility for a refund owing to these circumstances, and that such circumstances do not affect any provision within these Terms or mitigate the expectation that students will abide by the College's policies and procedures, except where these are temporarily modified by the College.

## **16 TERMS AND TERMINATION OF THE CONTRACT**

This contract can be terminated by UKBC or yourself if the following Terms and Conditions are not adhered to:

- UKBC shall be entitled to refuse to enrol you on the programme, if at the date of termination, you have not already been enrolled,
- Failure to respond to the College's request for additional information regarding your application/enrollment within the stipulated time
- Unsatisfactory attendance and lack of engagement with your studies, as per the College's Attendance and Engagement Policy.
- Failure to enroll and re-enroll on your registered programme of study
- Failure to make satisfactory academic progress, as determined by an Assessment and according to academic regulations in place;
- UKBC will not be liable for any loss or damage of whatever nature which you may suffer as a result of any action taken against you by UKBC to terminate these Terms or disciplinary action by UKBC (provided the action by UKBC is taken properly in accordance with these Terms or UKBC's procedures),
- you are required to return the Student Identification Card, which was issued to you on enrolment, and any special equipment provided by the College for use on your Programme; and Any instalment payment facility in respect of the programme will be terminated, and the full balance of outstanding programme fees will become due immediately.

Additionally, College may terminate the Contract by written notice in the following circumstances:

- If a change in your circumstances occurs between accepting an offer and starting your programme, which, in the reasonable opinion of the College, makes it inappropriate for you to study on your programme.
- If the College becomes aware of previously unknown information about you (e.g., unspent criminal convictions) that, in the reasonable opinion of the College, makes it inappropriate for you to study on your programme.

- If, in reasonable opinion of the College, you have failed to provide all the relevant information or have supplied false or misleading information related to your application for your programme.

**Please sign your agreement to these terms overleaf:**

**Student Enrolment Terms and Conditions**

**Please indicate your acceptance of these conditions by signature in the space below.**

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**PRINT NAME:**

**DATE :**

