

LONDON BROOKES COLLEGE

Enrolment Terms and Conditions

By accepting an offer to study on any undergraduate programme at London Brookes College ("the College"), you enter into a legally binding agreement with the College. In doing so, you agree to be bound by and to adhere to these Terms and Conditions, which should be read in conjunction with the College's Admissions & Recruitment Policy & Procedures. Should any modifications or additions to this agreement be required, those must be recorded in writing and jointly approved by both you and the College.

Your official offer is detailed in the letter you received directly from the College. It is strongly advised that you familiarise yourself with all relevant College policies, including these Terms and Conditions, both before accepting your offer and again prior to enrolment. These Terms and Conditions apply to all individuals enrolling as undergraduate students at the College and set out your rights and obligations while studying at London Brookes College.

1. Definitions

Offer: A conditional or unconditional offer of a place on a College programme of study, made to you in writing by the College.

Programme: The course of study on which you have been offered or accepted a place, or on which you are registered.

Tuition Fee: The fee incurred by studying on a Programme for each academic year of study (see Condition 4 for further information on fees).

2. Acceptance and Withdrawal of Your Offer

1. You are required to sign and return the offer letter within 14 days of receiving it.
2. Your contract with the College will begin once the College has received your signed acceptance of the offer.
3. You are entitled to cancel this contract at any time up to two weeks after entering into it, and up to two weeks after your Programme start date, without giving any reason. This cancellation must be made in writing.

3. Your Responsibilities

By accepting the Offer, you acknowledge and agree to:

1. Comply with the College Regulations, Rules, Policies and Procedures, and the Student code of conduct, which are regularly updated and can be found in the Student Handbook, Programme Handbooks, and on the College website.
2. Adhere to the Awarding Organisation's rules and regulations (where applicable), along with any relevant updates.
3. Fulfil any professional accreditation and/or regulatory body requirements for your Programme, if applicable.
4. Register on your chosen Programme by the date stipulated in your offer letter.
5. Submit a written request if you wish to change, defer, or withdraw from your Programme. You may not make such changes without the written agreement of the College. A written request to change your Programme of study must be made within three weeks of the Programme start date.

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6. Arrange to begin and continue your studies on a full-time basis (or as specified by your Programme requirements).
7. Attend all tutorials and lectures according to the timetable. Failure to maintain attendance as per student attendance policy may result in disciplinary action, including suspension or termination of your registration. Any absence must be authorised by the College. Any suspensions or terminations will be reported to relevant regulatory authorities.
8. Attend the College on the days timetabled for face-to-face sessions each week. The specific days for both daytime and evening classes may change each term. If this occurs, you will be provided with at least four weeks' notice to help you plan around your other commitments.
9. Comply with all requirements relating to work-based learning if your Programme includes such a component.
10. Attend additional sessions if you have authorised or unauthorised absences so you can update your attendance record and catch up with academic work.
11. Abide by the College's disciplinary policies. Inappropriate behaviour or misconduct may lead to the termination of your registration.
12. Refrain from travelling overseas for holidays or family events during term time. Travel during term time will be authorised only in emergency situations, provided you supply appropriate evidence.
13. If your Programme requires professional registration, a statutory or regulatory body licence, or a work placement, you must disclose all relevant information (including criminal records, medical conditions, and disabilities) during admissions and throughout your study, and comply with the applicable rules and regulations.
14. Pay any fees associated with professional registrations or licences and maintain these as required.
15. Observe additional obligations placed as per the college policies and procedures applicable to the student.

4. College Fees

4.1 Tuition Fees

- All Programmes leading to an award incur a tuition fee for each academic year of study. This includes repeated years with or without attendance, partial supervision, and with or without mitigating circumstances.

4.2 What Your Tuition Fee Covers

1. Your Tuition Fee includes tuition and registration charges with the Awarding Organisation.

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2. Tuition Fees are set annually in accordance with the approved fee rate for our registration status with the Office for Students (OfS) for both local and international students. These fees are stated in your Conditional Offer Letter.
3. Other fees (for example, repeat study fees) may increase in subsequent years.
4. The cost of day trips, penalties, and other specific items may be charged separately.
5. You are responsible for checking your eligibility for government funding (for example, from the Student Loans Company) before you enrol.
6. A penalty of £25 will be charged if you are self-funded and your cheque payment is dishonoured. If no alternative arrangement is agreed, your registration may be terminated.
7. A refundable deposit of £25 is required if you wish to borrow books from the library. This amount will be returned at the end of your Programme, provided all borrowed books are returned in good condition. If a book is overdue, a penalty of £5 per day will apply until it is returned.
8. Items such as printing, photocopying, laptops, calculators, and field trips are not included in the Tuition Fee and must be paid for separately. Printing, photocopying, and field trip costs may vary; students will be informed of these costs when applicable. You are expected to purchase any essential personal equipment before the start of your studies.

4.3 Tuition Fee Payment Responsibility

- When you accept the Offer, you accept responsibility for ensuring that the College has full and correct information about who will pay your Tuition Fee. Failure to provide correct details may result in the termination of your admission.

4.4 Sponsorship by External Organisations (other than SLC)

- If you are sponsored by an external organisation:
 1. The College may share your personal data, including academic standing, with your sponsor.
 2. You remain responsible for ensuring the Tuition Fee is paid in full each year.
 3. If your sponsor defaults on any payment, the outstanding Tuition Fee will be transferred to your student fee account for immediate payment.

4.5 Self-Funded Students

- If you are self-funded, you must pay your Tuition Fee in full for each year before the start of the academic year.
- If you cannot pay in full, a payment plan may be set up for instalments. However, if you default or fail to arrange payment, your registration may be terminated until payment is made.

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- If you owe fees at the end of an academic year, you may be prevented from registering for the next academic year until the debt is cleared or an acceptable arrangement is agreed.
- If you have any outstanding fees one calendar month before the graduation date, you may be prohibited from graduating.
- Any discounted fees offered will be revoked if you fail to meet agreed payment arrangements.

4.6 Outstanding Non-Tuition Fee Payments

- If you have outstanding charges unrelated to tuition (for instance, library fines or other penalties), you may complete your course but must settle these charges before collecting your certificate or attending your graduation.

4.7 Partial Funding by the SLC

- If you are a local student funded by the Student Loans Company (SLC) but the loan does not cover your full Tuition Fee, you must pay the remaining amount before the course begins or via an agreed payment plan. Non-receipt of full fees could result in your deregistration.

4.8 Refunds and Withdrawals

- You will not be charged Tuition Fees if the College declines your registration or if you fail to register on your Programme, having previously accepted an offer.
- You will not be charged if you withdraw within the first two weeks of your Programme start date.
- If you withdraw or suspend your studies after the first two weeks, the College will recalculate your fees based on the date of formal notification of your withdrawal. You are not entitled to a refund of fees for the period in which you were registered.
- Refunds and compensation will be processed in line with these Terms and Conditions and our Refund and Compensation Policy. Any payments due will be made via the original payment method

4.9 Annual Fee Increases

- Your Tuition Fee may increase annually in line with inflation or to reflect changes in legislation or government requirements. The College typically uses the Consumer Price Index (CPI) as its inflationary measure.

5. Programme Content, Changes, and Academic Considerations

In return for your Tuition Fee, the College provides educational services and facilities, as well as support to help you progress in your studies. You agree to fully engage with your learning and meet the expected standards of behaviour and personal responsibility.

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5.1 Programme Changes and Reviews

- The College's website, prospectus, and other promotional materials reflect the Programme information available at the time of publication.
- Programme content is reviewed regularly to ensure currency and relevance. Changes may result from student feedback, external examiner reports, or Awarding Organisation requirements.
- Occasionally, certain modules or timetabling arrangements may change for reasons beyond the College's control.
- Any changes introduced by the Awarding Organisation typically do not affect students enrolled on an existing version of the Programme.

5.2 Reasonable Changes

- The College may make reasonable changes (without prior notice to you) to keep the Programme content and delivery up to date; respond to developments in academic teaching, research, or professional standards; or address external examiner or student feedback.
- The College may also modify Programmes as part of routine Programme reviews, or to comply with changes in the law, regulatory requirements, or statutory obligations.
- In making these changes, the College will endeavour to minimise impact on students and will normally notify or consult affected students in advance.

5.3 Significant Changes

- If the College proposes a significant change for reasons other than those in 5.3, it will seek your consent (including from applicants holding an offer).
- If you do not consent and the change causes you significant detriment, the College will work with you to mitigate the adverse effects or explore alternative arrangements.
- If you remain dissatisfied, you may withdraw from the Programme, and the College will offer reasonable support to help you transfer to another provider.

5.4 Disruption to Programme Delivery

- In rare cases, delivery of your Programme may be disrupted by circumstances beyond the College's reasonable control. Examples include industrial action, the unanticipated departure of key staff, acts of terrorism, natural disasters, or severe weather.
- In the event of such disruption, the College will provide as much notice as possible and take all reasonable steps to minimise the impact. This may include (but is not limited to) modifying elements of the Programme, rescheduling teaching, offering alternative delivery methods, changing the location of delivery, or assigning different staff where necessary.

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5.5 National Lockdown or Other Exceptional Circumstances

- If a national lockdown (e.g., due to a pandemic) or similar situation arises, the College will take all reasonable steps to ensure educational continuity, for example by moving to online delivery.
- Special arrangements may be offered to students with particular needs, depending on government guidelines.

5.6 Programme Closure

- If, following a review, the College decides to close a Programme permanently for future intakes, it will ensure arrangements remain in place for current students to complete their studies and maintain the required academic standards and learning opportunities.

5.7 Minimum Student Numbers

- In exceptional circumstances, a Programme may not run if the minimum enrolment target (normally 15 students per course) is not met. In such cases, the College will provide at least four weeks' notice before the start date. Fees paid will be refunded in full or transferred to an alternative Programme, with adjustments made accordingly.

5.8 Consultation on Changes

- The College may implement changes under Conditions 5.5 to 5.8 without your explicit consent if (i) student representatives have been consulted (directly or through committee representation) and (ii) you have been notified before the changes take effect.

For further information, please see our Student Protection Plan.

6. Our General Obligations

1. The College is committed to providing equal treatment regardless of gender, age, race, ethnicity, disability, sexual orientation, household income, religion, or belief. If you experience unfair treatment, you have the right to complain via the College's complaint procedures.
2. The College will provide a safe and secure physical environment for all students attending its premises.
3. For students in receipt of government funding, the College will normally confirm your attendance with the SLC if we are satisfied you intend to study. If your SLC approval is delayed, the College reserves the right to defer confirming your attendance if you fail to maintain satisfactory attendance or comply with College policies on coursework and assignment submission.
4. The College will provide high-quality academic and pastoral support delivered by qualified personnel to enrich your learning experience.
5. The College will encourage student representation and consider feedback seriously, acting promptly and appropriately where possible.

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6. You may appeal assessment decisions in accordance with the College's Academic Appeals Policy.
7. The College will take reasonable measures to support students with disabilities or special needs, provided the College is informed in a timely manner.
8. The College will protect all personal data in line with data protection regulations (UK GDPR / Data Protection Act 2018). It will not disclose your personal data without your consent, unless required to do so by regulatory or legal authorities. (See Section 7 for further details.)
9. The College may contact you if there are concerns about your ability to manage your studies, referring you to appropriate support services. In cases of serious mental health concerns where fitness to study is in question, the College may require you to seek medical support, and you could be suspended until deemed fit to return. Relevant authorities, including funding bodies, will be informed if you are suspended on health grounds.
10. The College will request transcripts and final awards for qualified students from the relevant Awarding Organisation once all due diligence processes have been completed. Timelines for receiving certificates depend on the Awarding Organisation.
11. Final qualification certificates are normally presented at the annual Convocation Ceremony, usually held in September. Completion letters can be issued upon request before the ceremony.
12. In case of any delays in receiving certificates from the Awarding Organisation, the College will issue interim completion letters at Convocation to confirm pending awards until the original certificates are available.
13. The College provides general career development guidance and employability support. However, it is ultimately your responsibility to find suitable employment after completion of your qualification.
14. The College organises extra-curricular activities, including guest lectures, seminars, and social events during term time. You may be invited to participate and provide feedback.
15. Upon completion of your course, you may be invited to join the College Alumni. If you join, your contact details and post-graduation destination will be retained for alumni engagement and events.
16. The College may invite you to participate in the government's Graduate Outcomes survey (conducted by HESA) approximately 15 months after you graduate.

7. Your Personal Data

By accepting the Offer, you agree that:

1. The College may store and process your personal and sensitive data (Information) for its purposes and to meet its legal obligations, including those to funding bodies and government regulators.

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2. You are responsible for ensuring your personal information remains accurate and up to date while enrolled.
3. After graduation, the College may continue to store your contact details to share news, events, and fundraising opportunities unless you opt-out.
4. The College may share your Information with external agencies such as HESA, the OfS, the SLC, UKVI, the OIA, local authorities (for purposes including Council Tax exemption) as required by law, or TfL for Student Oyster photocard.
5. If your Programme requires a Disclosure and Barring Service (DBS) check, you must provide your DBS Certificate number to authorised admissions staff and consent to them receiving any relevant information about criminal records.

For more information on how the College uses your personal data and your rights, please refer to the Privacy Notice.

8. Intellectual Property

1. Intellectual Property (IP) refers to any idea, invention, method, discovery, design, trademark, copyright work (including software and data), database rights, trade secret, confidential information, or similar.
2. IP you create during your studies normally belongs to you unless:
 - You have been commissioned by the College to develop it.
 - You generate IP that builds upon existing IP owned by the College or its partners, in which case you may be required to assign such IP to the College and be entitled to a share of any revenue.
 - You are an employee of the College and developed the IP in that capacity.
3. If you have access to confidential information belonging to the College or a third party during your studies, you must use it only for study purposes and not disclose it without prior written consent.

9. Complaints

- If you wish to make a complaint about your Programme or the College's facilities and services, you should follow the Student Complaints Policy and Procedure.
- If your complaint relates to recruitment or admissions, please consult the relevant policies and procedures on the College website.

10. Third-Party Rights

No third party has the right to enforce any part of these Terms or any term of your student contract with the College.

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11. Learner Code of Conduct: Essential Guidelines

This Code of Conduct, derived from the College's primary rules and regulations, is designed to support your academic success, enhance your learning experience, and maintain a secure environment. You are expected to uphold the following:

A. Attendance and Punctuality

- **Absences:** Provide valid evidence (e.g. a medical note from your GP) for any absence. Inform the College before the session starts or, where possible, in advance of foreseeable absences.
- **Make-up Sessions:** Attend additional classes if you have missed lectures due to illness or mitigating circumstances.
- **Punctuality:** Students must attend their classes according to the scheduled timetable. Late arrivals should report to their class tutor immediately.

B. Personal Details and Travel

- **Updating Personal Details:** Promptly inform the College of any changes to your personal details (e.g. passport, address, telephone number, next of kin) or significant changes in circumstances (including breaches of UK law).
- **Name Changes:** If you officially change your name, notify the College and provide the necessary documentation. Any related costs will be your responsibility. Please also inform Student Finance of your name change, if relevant.
- **Term-Time Travel:** Travel abroad or holidays during term time are not permitted, except in emergencies such as serious illness or family bereavement.

C. Conduct on College Premises

- **Language:** English is the main language of course delivery. To support an inclusive and effective learning environment, students and staff are encouraged to use English in shared academic and communal spaces, particularly when communicating with a wider group. However, students and staff are free to communicate in any language.
- **Computer Usage:** Use College computers **solely for academic or study purposes**.
- **Policies and Regulations:** Adhere to all College policies, codes of practice, and regulations, including health and safety requirements.
- **Courtesy:** Recognise others' rights and act with respect and consideration towards fellow students, staff, and visitors.
- **Respect:** Refrain from using abusive or offensive language or gestures towards anyone within the College community.

D. Respect for Property

- **College Property:** Treat all College property with care, ensuring the environment remains clean and supportive for learning.

E. Academic Engagement and Integrity

- **Commitment to Study:** Engage fully with your studies and inform your tutor if you encounter any difficulties.
- **Coursework and Deadlines:** Complete and submit all coursework, homework, and assignments by the specified deadlines.
- **Responsiveness:** Respond promptly to reasonable requests from College staff regarding your studies.

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- **Plagiarism and Cheating:** Ensure all work you submit is your own; any form of plagiarism or cheating is strictly prohibited.
- **College Reputation:** Conduct yourself in a way that upholds and enhances the College's reputation.

F. General Behaviour and Responsibilities

- **Mobile Phones:** Switch off mobile phones during lessons, assessments, or any situation where they could disturb others.
- **Prohibited Substances:** Refrain from smoking on College premises and note that consuming alcohol during College hours is strictly forbidden.
- **Sobriety:** Attending classes under the influence of alcohol, banned substances, or illegal drugs is prohibited.
- **Equipment:** Bring necessary resources (e.g. textbooks, stationery) to each lesson.
- **Identification:** Wear your College ID card at all times and present it when requested by a member of staff.

G. Prevent and Safeguarding

- **Safeguarding Responsibilities:** The College is committed to safeguarding the welfare of all students and staff. You must comply with all relevant safeguarding procedures and be mindful of your own and others' well-being.
- **Prevent Duty:** Abide by the College's responsibilities under the Prevent Duty to protect individuals from extremism or radicalisation. If you have any concerns, report them immediately to the designated Safeguarding Lead.

H. Certificates and Graduation

- **Qualification Certificates:** Certificates are typically awarded at the graduation ceremony. If you cannot attend, you may request them by contacting the administration team or by providing a prepaid, self-addressed envelope. Please note that the College accepts no liability for certificates lost in the post.
- **Authorised Collection:** You may authorise another person to collect your certificate on your behalf, provided they have your signed permission and appropriate identification.

By accepting a place at London Brookes College, you confirm that you have read, understood, and agree to abide by these Student Enrolment Terms and Conditions.

| | |
|---------------|--|
| Student Name: | |
| Signature: | |
| Date: | |