



# Empire College London

## Terms and Conditions

When you accept an offer to study at Empire College London, you agree to these terms and conditions as well as the College policies and regulations for the duration of your course of study.

It is advisable to read these terms and conditions before you accept your offer of a place for you to understand the commitment you are making and what you can expect from the college.

### 1. Acceptance of your offer

- 1.1 Once an offer of a place has been made (conditional or unconditional) and you have accepted it, you have entered into a legally binding agreement with the college.
- 1.2 If you want to withdraw from this agreement and cancel your acceptance of an offer, you should notify us within two weeks from the date that you accepted the offer.
- 1.3 You should let us know in writing of your decision to cancel the acceptance of your offer. You can do this by emailing [administrator@ecl.ac](mailto:administrator@ecl.ac). Please include your college reference number, full name, date of birth, course name and reasons for cancelling your acceptance of the offer.
- 1.4 The College reserves the right to withdraw an offer of a place in the following circumstances:
  - You did not provide the required documents listed in your offer letter
  - You provided incorrect or fraudulent information which results in an offer of a place being made
  - You are not eligible to obtain a visa to study in the UK (International students only)
  - You fail to register by the enrolment date
  - Where all available places on a course have been filled, or the college has withdrawn the course before the course start date

### 2. Enrolment

- 2.1 By enrolling, you confirm that you will abide by the regulations and policies of the college and that you are liable for the payment of tuition fees for the full duration of your course.
- 2.2 You are expected to attend all classes as scheduled; failure to follow the attendance policy may result in your enrolment being cancelled.
- 2.3 Once enrolled, you are given 2 weeks from the start of your course, for you to make a final decision to your commitment on the course.
- 2.4 If you are subject to immigration control, you must demonstrate that you have appropriate immigration status to be eligible to enrol or register.



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2.5 Registering in the 2<sup>nd</sup> year of your studies is subject to you, having made satisfactory academic progress confirmed by the academic department.

2.6 You must inform the college of any intention to leave or change your course.

## 3. Any changes to your Course

3.1 Once you are enrolled and commenced your course, it is unlikely that the college will make changes to your course. However, if changes are made, we will aim to keep these to a minimum and will notify you in advance of the change taking place.

3.2 The College is entitled to make reasonable changes to your Course where it will enable the College to deliver a better quality of educational experience to students enrolled in the Course.

Examples of why we would make changes may include (but not limited to) are:

- response to feedback from students, for example, changes to units
- staff changes, which can lead to new units being delivered
- response to new requirements from awarding bodies or statutory bodies

## 4. Withdrawal and Suspension of the Course

4.1 Where we have made an offer for an advertised course, we will only suspend or withdraw that course in exceptional circumstances. These could include (without limitation), for example: if the numbers of students do not amount to a viable cohort or any unforeseen circumstances.

4.2 If we have decided to withdraw or suspend a course, we will inform you at the earliest opportunity. We will inform you in writing and make every effort to provide and support you with a suitable alternative.

4.3 If in exceptional circumstances, the college is unable to preserve the continuation of study, students can refer to the Student Protection Plan and the Refund and Compensation Policy.

## 5. Tuition Fees

5.1 Tuition fees set at the time of your offer of a place will remain the same throughout the duration of your course. Once you have accepted the offer, you accept that you will be charged the appropriate fee for each academic year of your course as stated in your offer letter. Tuition fee rates are reviewed annually by the Senior Management Team and may increase for the next academic year. This increase in fees will only apply to new students.

5.2 Tuition fees can be paid in any of the following ways:

- Bank Transfer/Bank Draft/Cheque



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- Via Student Loan Company (SLC)
- Sponsorships

5.3 Students are requested not to make any payments to any third party in respect of admin/tuition fees. Empire College London will not be held responsible if a student makes a payment to any third party. Admission will not be confirmed if the fee is not paid. Students are advised to familiarise themselves with the Refund and Compensation Policy.

5.4 Course fees will be clearly stated on your offer of admission. Payments of fees are set in our tuition fee policy.

5.5 You are reminded that you are liable for the payment of your tuition fees and you must make sure that you have suitable arrangements in place to pay your fees for the duration of the course. The college has every right to recover the tuition fees directly from students and take the appropriate action in case of failure to pay at the agreed times.

5.6 Students who repeat/retake a year or unit must pay the appropriate fee.

5.7 If at any time during or after the completion of your course, you become ineligible for student financial support which you have taken from the Student Loan Company (SLC), you will be liable to pay the tuition fees for the period of the course that you have attended. Applications can become ineligible after re-assessment by SLC for any new evidence that they may have obtained or received. In this case, the college will recover the tuition fees directly from the students and take the appropriate action if necessary.

## 6. Additional Costs

6.1 The tuition fees cover the cost of teaching provision. In addition to these fees, **you** are expected to cover other costs related to your study. These costs may include:

- Equipment
- Books
- Field trips (Non-course related)
- Extracurricular activities (The college will contribute towards extracurricular activities)
- Living expenses
- Travel
- Travel to any work placement as part of your course
- Use of photocopying facilities (internal/external)
- An additional fee of £50, if your fee instalment payment is not received on time or your bank does not clear your payment

6.2 If you fail to register for your course by the enrolment date or the re-registration date (includes returning and withdrawn students) without a valid reason, you will be liable to pay a late enrolment/registration fee of £250 for administrative purposes.

## 7. Tier 4 (General) Points Based System



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- 7.1 The college is licensed by the UK Home Office under Tier 4 of its Points Based System (PBS) to act as a sponsor of international students for visa purposes and has specific duties and responsibilities to UK Visas and Immigration (UKVI) which it must comply under the terms of its licence.
- 7.2 Students who fall into the category of Tier 4 will be required to obtain a confirmation of acceptance (CAS) from the college to apply for a visa to study at the college.
- 7.3 We reserve the right to withdraw an offer of study where information becomes available, or assessment is undertaken, to indicate that you will not be in a position to obtain the appropriate Tier 4 Student Visa.
- 7.4 If a Tier 4 General Student Visa application is refused, a further Confirmation of Acceptance for Studies (CAS) will not normally be issued, however, where there is evidence of particular and resolved circumstances which led to the refusal; these may be taken into account.
- 7.5 If you are found to be failing to comply or failing to hold current leave to remain in the UK or where you are deemed to be endangering the college Tier 4 sponsor license, the college reserves the right to withdraw you from your course and report you to the UKVI.

## 8. Intellectual Property

- 8.1 Intellectual property (IP) is the term used to describe the outputs of your creative and intellectual work, such as writing assignment essay.
- 8.2 Any IP created by you during your course of studies belongs to you unless agreed otherwise in writing between you and the college. All students, however, grant the college permission to use their work or copies of their work (digital or otherwise) for academic, teaching and marketing purposes.

## 9. Data Protection

- 9.1 The college will only process your personal data in accordance with the college Data Protection Policies located at <https://web.empirecollege.london/data-protection/>. By submitting your application form, accepting your Offer and once a registered student, you consent to the use of your personal data with external organisations (working with the college for educational purposes) and by College Data Protection Policies.
- 9.2 You agree to allow the College to use your photographs/video and personal information on official publications, promotional materials and on the College website. (If you do not wish to have your photographs/video and personal information on college publications, please inform the college in writing).

## 10. Liability

- 10.1 The college shall have no responsibility or liability for loss or damage to your personal property, or any injury to you (financial or otherwise), caused by other students (registered at the college) or by any person who is not our employee, student or authorised representative.



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10.2 There may be temporary circumstances beyond our reasonable control which may affect your course of study. In such circumstances, reasonable steps will be taken to minimise the disruption to our services and any adverse impact on you.

## 11. Interactions between the applicant and the College

11.1 The College is committed to ensuring that any interaction with applicants is conducted in a professional, courteous and respectful manner and it expects that any communication from applicants is conducted in the same way.

11.2 The College will not tolerate inappropriate behaviour or language towards its staff members. Hostile, aggressive or otherwise inappropriate behaviour or language, whether expressed verbally or in writing, will be viewed seriously and may adversely affect the consideration of an application, appeal or complaint. Where the behaviour or language is particularly inappropriate, no warning needs to be given before action is taken. Such action may include the withdrawal of an offer or the rejection of an application.

11.3 Conduct which constitutes a criminal offence will be referred to the relevant authorities.

## 12. Complaints Procedure

12.1 You may raise a complaint or an appeal about the manner in which your application was handled or if you are not happy with a refused decision on your application.

12.2 Following enrolment, you may raise a complaint about your course or any other aspect of service provided by the college.

12.3 The college complaints procedure is available on <https://web.empirecollege.london/policies/>

## 13. Other Policies, Rules and Regulations

13.1 As well as these terms and conditions, the college has other related policies that relate to admission to the college. These are available on the college website:

- Admission Policy and Procedures
- Complaints Procedure
- Refund and Compensation Policy
- Tuition Fee Policy

13.2 All other related information related to your course of study will be provided at the time of induction and on the college VLE.

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