



Terms and Conditions

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Document Version Control

Version	Date	Changes	Reason	Author
1	08/24	New document	Need to bring together information from other related documents into a single Ts and Cs document.	Head of QA

These Terms and Conditions will be reviewed annually. Any amendments require the approval of our College Oversight Board.

This Policy is available on the College website.

If required, hard copy or large format edition may be requested from Student Services.

If you have any questions relating to these Terms and Conditions, please email: registry@britcollege.ac.uk

1 Introduction

This document sets out the Terms and Conditions which form part of the contract between Brit College and an applicant who has accepted an offer of a place on a course.

Note: Our **Student Protection Plan** sets out a number of risks that could result in an interruption to the studies of current students or a delay in the start of studies of prospective students. If a risk occurs, the Plan sets out the support we will provide to minimise the impact, and (where applicable) any right to a refund of tuition fees and the payment of compensation.

2 Our Right to Cancel your Application or Withdraw you from the Course

We reserve the right to cancel your application or withdraw you from the course under certain circumstances, for example:

- You supply any false or inaccurate information or documents as part of your application.
- You fail to attend adequately (see Engagement Monitoring in Section 6 below).
- You misuse our attendance system and/or your Student ID card.
- You conduct academic misconduct on a level that it is deemed that you should be withdrawn from your course.
- Your behaviour is such that, in line with our Student Misconduct Policy, we decide to withdraw you from the College.

3 Fees and Refunds

3.1 Fees

Full information about fees and refunds can be found in our *Student Fees, Refunds and Compensation Policy*.

Fees for our courses can be found on our website under the respective course information.

3.2 Refunds

Students considered to be eligible for a refund should complete a refund request form, explaining the reason for requesting a refund.

Students who withdraw prior to the start of the course must inform the College in writing **within 14 days from the start of the course** in order to receive a refund. In such cases the fees paid for the first term will be refunded to the student/sponsor/SLC in full within 10 working days from the date when the written withdrawal request was received. A request for withdrawal must be made in writing within this 14-day period.

Our Student Fees, Refunds and Compensation Policy lists examples of exceptional circumstances which will automatically entitle students to a complete refund and circumstances which will not automatically entitle a student to a refund.

Our Student Fees, Refunds and Compensation Policy also provides guidance on how to complain about a decision regarding the issuing of a refund.

4 SLC Funding

If you are a national of the UK or an Irish citizen, provided you have lived in the UK for three years prior to the start of the course, you may be eligible to apply to the Student Loans Company (SLC) for a loan to cover your tuition fees, subject to satisfying the eligibility criteria. The same may also apply to EU nationals who were lawfully resident in the UK before 31 December 2020, and who will generally have applied for (and subsequently been granted) settled or pre-settled status under the EU Settlement Scheme before 30 June 2020.

Further information about the SLC is available at: www.slc.co.uk

If your tuition fees are paid through the SLC you will not be required to pay any additional tuition fees other than those paid to us through the SLC. We will not make any refund of any tuition fees received through the SLC unless such request is received directly from the SLC (and all such refunds will be paid directly to the SLC).

If for any reason the SLC does not pay any part of your tuition fees, you will be liable to pay any outstanding balance. If the SLC claims back tuition fees, you will be liable to pay the tuition fees directly to Brit College.

For any SLC queries, please contact accounts@britcollege.ac.uk

5 Contact Details

It is essential that if, at any time, your personal or contact details change you notify Registry (registry@britcollege.ac.uk) and provide any required verification. Failure to do so may result in you not receiving critical information about your course, or receiving incorrect documents (e.g. if you change your name and you do not inform us and provide the verification documents, your Transcript and Award Certificate will be issued in your previous name, and a payment will be payable for issuing a new Award Certificate in accordance with Section 2.3 above).

If you do not receive correspondence or if you fail to respond to a letter, email, telephone call or text message that we send to you because you have failed to inform us of changes, this will not be acceptable in any claim of mitigating circumstances or any appeal. It is your responsibility to keep this information up-to-date.

Where a communication is sent to you by email, text and/or letter at the contact details we hold, that communication will be deemed to have been delivered and received by you.

6 Deferrals and Re-Enrolment

If for any reason you need to defer the start date of your course, this may impact your course fee. If you are deferring your start date to a new start date within the same academic year, the cost of the course will remain the same. However, if you are deferring to the following academic year, there may be a small increase in the cost of your course. The terms of your enrolment will remain the same if you defer your start date.

7 Engagement Monitoring

By enrolling on one of our courses, you agree to have your attendance and engagement monitored in line with our Engagement Policy (available in the Policies and Forms section of the Student Life area on our website). Failure to engage adequately with your studies can result in you being suspended or withdrawn from your course.

8 Data Protection

By enrolling on one of our courses you agree to the terms of our **Privacy Notice**.

9 External Reference Points

- Competition and Market Authority's Guide, Higher Education. Undergraduate students: your rights under consumer law at:

www.gov.uk/government/publications/higher-education-guide-to-consumer-rights-for-students

- Consumer Protection from Unfair Trading Regulations 2008 (CPRs)
- Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 (CCRs)

10 Related Internal Policies and Procedures

- Student Protection Plan
- Consumer Protection Policy
- Engagement Policy
- Privacy Notice
- Procedure: Student Registrations and Confirmation of Attendance
- Privacy, Security, Data Protection and Data Management Policy
- Admissions, Applications and Enrolment Policy
- Complaints Policy