

## Lakes College Higher Education

### Terms & Conditions

By accepting an offer on one of Lakes Colleges Higher Education programmes you are indicating that you understand the following terms and conditions and are willing to undertake responsibility for meeting these conditions.

- 1. Enrolment** - Students agree to register on a HE programme at the College by attending our HE enrolment session of which you will be notified the date and time. If requested to you must bring your original academic certificates, acceptable identification documentation (which are up to date photographic identification, normally a passport) and (where relevant) sponsorship letters (which are letters from embassies or employers) and Student Finance Loans letters.
- 2. Fees and Payments** – It is your responsibility to make sure your tuition fees and other expenses relating to your course are paid in a timely manner. The tuition fee will be stated in your offer letter. The fee quoted is revised each academic year. In accepting our offer you are agreeing to abide by our Fee Policy available at;

<https://www.lcwc.ac.uk/wp-content/uploads/2019/01/Fees-Policy-2019-20.pdf>

- 3. Alteration or Withdrawal of a course-** If the courses described on the College website cannot be provided, the College will take such steps as are available to it to minimise the effect of any alteration or withdrawal. Such steps may include alterations to the delivery of teaching or assessment, the offer of a place on an alternative course or the offer of transfer to another course at the College a Partner University or elsewhere, which you may decline.  
It may be necessary for the College to make changes, for example to programme content or course delivery and fees, due to legitimate staffing, financial, regulatory and academic reasons including (but not limited to) industrial action, lack of demand, departure of key personnel, change in government policy, withdrawal or reduction in funding, the requirements of the Quality Code of the Quality Assurance Agency or a change of law. The College will endeavour at all times to keep such changes to a minimum and to keep students informed appropriately.  
You will be entitled to decline or accept the changes to the programme and withdraw but not to receive a refund for those parts of the programme that you have completed whether or not you have passed any assessment.
- 4. Withdrawal of the student** - In accordance with the College regulations Lakes College reserves the right to withdraw an offer of a place or terminate enrolment if we discover subsequently that a candidate has given false information in their application or has omitted to declare information requested or has attempted to tamper with the original offer letter or email.

Students may also wish to take a break from their studies because of illness, or for financial and personal reasons. If this is done, with the agreement of the College, it is known as intermitting and the student will be able to resume their studies at a later date.

However, students may wish to withdraw from their course altogether in order to pursue other career options or enrol on another course at a later date. This is known as withdrawing.

Students are encouraged to discuss their concerns with an academic member of staff before deciding on their next course of action, it is also advisable to consult the Admissions team for a prediction of your entitlement to student finance.

Where the student has chosen to withdraw the following regulations on tuition fee payments set out by Student Finance England must be observed.

For students who started their course on or after 1<sup>st</sup> September, tuition fee payments are made in three instalments: 25% in term one; 25% in term two and the remaining 50% in term three. If a student withdraws from their course part of the way through a term they are still liable for the fee for that term and will still be eligible for a loan. The Tuition Fee Loan is not payable for any term after the student has withdrawn.

**5. Student Conduct** – Students are required to attend lectures, seminars, examinations and other activities which form part of the course of study. Students must also be aware of the College’s Code of Behaviour policy.

Students are expected to regularly attend classes and attend all formal learning opportunities of the course or programme of study. The College expects students to conduct themselves in a manner that does not interfere with the proper functioning of the College, its activities or those of those who work or study here, and which does not have the potential to damage the reputation of the College or its student body. Breaching the Students’ Code of Behaviour and Disciplinary Policy could lead to expulsion from the College and the termination of the contract.

## **6. Related Documents and Policies -**

Code of Behaviour Policy

Disciplinary Policy

Fee Policy

Appeals against academic decisions policy

Admissions Policy

Complaints Policy

If there is any part of the offer that you do not understand, or do not know how to fulfil, you are advised to contact the Admissions team as soon as possible [admissions@lcwc.ac.uk](mailto:admissions@lcwc.ac.uk)