CECOS COLLEGE STUDENT CONTRACT 2025 - 2026

A. Introduction

1. This document sets out your relationship with CECOS College London. You are enrolled with the College as a student on your chosen programme. The College has full contractual responsibility for your learning through providing you with the programme with reasonable skills and care in accordance with all applicable requirements. The College has primary responsibility for complying with your rights as a consumer under relevant consumer protection legislation and assumes further responsibilities regarding the educational services it provides to you and for providing you with all necessary information (including information relating to your programme, tuition fees and, where applicable, progression routes).

B. Your Contract with CECOS College

2. Before you accept an offer of a place at the College, you should check that the details in the offer are complete and accurate. If you have any queries, you should contact the College by email at admissions@cecos.ac.uk or by telephone on 0207 7359 3316.

3. When you accept the offer of a place and your contract with the College, and as appropriate the partner University or awarding body takes effect, and you agree to be bound by the terms of this document and the University and College's policies and procedures including the Student Handbook(s) for your programme of study, any additional agreement that is required as part of your programme and the other documents referred to in this document. Accordingly, you should read this and other documents referred to carefully.

4. For undergraduate and postgraduate students who received their offer direct from the College, your contract takes effect when you accept the College's offer of admission in accordance with the terms of your offer correspondence.

5. For undergraduates who receive their offer through UCAS, your contract takes effect either:
   - When you accept your offer as your 'Firm Choice'; or
   - If you accept your offer as your 'Insurance Choice', when your 'Insurance Choice' becomes your 'Firm Choice' (i.e. because you did not receive the required grades for your original 'Firm Choice')

C. Immigration requirements

6. The College and its partner colleges and universities are each under a legal obligation to ensure that all students comply with relevant visa or immigration requirements and they may report any non-compliance to the Home Office or UK Visas and Immigration (or anybody that replaces it).

7. The College and/partner university or college may request information and documents from you to ensure that you are complying with any visa or immigration requirements. You must comply with such requests within a reasonable time (or any specific timeframe stipulated by the College or the University). If you do not meet any visa or immigration requirements, or if you fail to provide the necessary information within a reasonable time, the College or the University may elect to terminate your contract (whether immediately or otherwise) and withdraw you from your course.

8. If you are a Tier 4 international student, you must familiarise yourself and comply with your specific attendance monitoring requirements as well as any other requirements specified in your visa. If you do not comply with the attendance, monitoring and other requirements for Tier 4 international students, with the conditions of your Tier 4 or any other visa, or with the United Kingdom's immigration rules, the College or the University may withdraw you from your course and report you to the Home Office or UK Visas and Immigration (or anybody that replaces it). Further information is provided on the partner University's website (www.staffs.ac.uk/international) or (www.newman.ac.uk/knowledge-base/international-eu-students/) and on the College's website.

D. Changes to your Programme of Study or this Document

9. The College and its partner Universities are continuously developing, refining and improving their services and programmes, and introducing new options, programmes or courses, for the benefit of its students. This may be to reflect student feedback or matters of academic judgement or expertise, to accommodate changes or developments in learning theory or practice or teaching practices or facilities, or to keep programmes, practices and areas of study up-to date. This may lead to changes in the terms, content or delivery of the university validated programmes from those set out in the prospectus or on the websites of the College or the Universities.

10. The College (in consultation with the University as appropriate) will not make fundamental changes to your programme (for example, a change to the programme title, programme award or accreditation, substantial change in core programme content, or the introduction of a progression hurdle) once you have started your programme unless it is required to do so by law or regulatory guidance or by any of the events listed in clause 57, to meet professional requirements, or where you agree to the changes.

11. The College may change this document from time to time to comply with any legal or regulatory requirements. If the College is required to make significant changes to this document, the College will notify you of this as soon as possible.

E. Your Programme of Study

12. The College will provide you with education services (including teaching, learning and, where applicable, research opportunities; course materials and assignments; resources, facilities and support; and administration, enrolment, assessment, placement and other services) and related activities which the College or the University considers appropriate for your programme. Details such as timetable and venue will be provided to you on or after your enrolment as a student.

13. You will need to participate fully in your programme. This will include attending and taking part in teaching, learning and/or research events included in your programme; meeting regularly with your supervisory team as **appropriate**; making proper use of all the resources available; and preparing and submitting work on time.

14. All courses and modules offered at CECOS College require a **minimum of attendance of 80%**. You must comply with such requirements in order to progress with the course or to attain the appropriate award or qualification. If you are undertaking a health-related course, you must comply with the attendance policy which includes placement attendance requirements. Alternatively, you may be subject to attendance requirements specified by an employer, a professional or regulatory body or other party.

15. Provided that you successfully fulfil the requirements of your programme, pay your fees and otherwise meet your obligations as a student (as set out in your contract with the College and the

Student Code of Conduct) the College will grant you the appropriate award or qualification through its partnership or accreditation agreements.

16. If your record of engagement is considered unsatisfactory, through factors such as poor attendance and poor or non-submission of assessed work which exceeds the threshold of more than one Module/Unit of credits for non-submission of assessed work, you will be entered into the College's Attendance and Academic Review procedure, with the Attendance and Academic Support Policies being available on the College VLE. You will be invited to a meeting to discuss how these issues can be addressed. If you do not attend the meeting (or any subsequent meeting arranged to deal with this issue) without good reason, the College or the University may withdraw you from your course. Further information is available in the Academic Regulations and Procedures section of the partner University's website and through policies available on the College's Virtual Learning Environment (VLE).

17. Should the reason for your academic engagement not meeting expectations be a physical or mental well-being issue, or an unmet support need, then the College will utilise the relevant processes within the College's Study and Wellbeing Procedure, available on the College website, in order to facilitate either your re-engagement with, or interruption of, your programme of study as appropriate.

18. Provided that you successfully fulfil the requirements of your programme of study, pay your fees and otherwise meet your obligations as a student (as set out in your contract with the College) you will be granted your appropriate award or qualification. You shall furthermore be entitled to attend the College's annual Graduation Ceremony.

F. Further undertaking by Partner Universities and Awarding Bodies

19. The College will provide your programme of study in accordance with the Partnership Agreement with the franchising University or a Centre Agreement with an Awarding Body. Under the terms of such agreements the University or Awarding Body shall:

    a. Assume overarching responsibility for reviewing and supervising the quality of your programme of study and student experience, take appropriate action where necessary to ensure that they meet all applicable academic and other standards, conduct periodic reviews of the College to verify its quality assurance systems, and work with the College to maintain, enhance and develop the academic standards and quality assurance of your programme of study;
    b. Enable you to study under their quality assurance policies, academic regulations, guidance and procedures relating to your programme of study;
    c. In monitoring the College in the discharge of its duties under its Partnership Agreement or Centre Agreement, and in exercising any rights against the College (whether to terminate those arrangements, to suspend or discontinue your programme of study or the recruitment of further students, or otherwise), have regard to the collective interests of the students concerned;
    d. Use its reasonable endeavours to enable you to continue and complete your programme of study in accordance with its normal timetable (or subject to such extended study periods as may be permitted in accordance with applicable regulations) in the event that the College is unable to continue the programme of study for any reason; and
    e. Co-operate with the College to address any issues arising from student feedback (including the results of the National Student Survey (NSS) and any other surveys undertaken by the College, University or Awarding Body, or similar or replacement surveys) as part of the academic monitoring process.

20. Where your programme of study is provided in accordance with the Partnership Agreement with

the franchising University (the University), you will also be enrolled as a student of that University and will be entitled to:

a. Borrow books, documents and other materials from the University's libraries under lending arrangements and procedures agreed by the College and the University from time to time, and in accordance with (but subject to) the terms of any licence for the use of any such books, documents or materials granted to the University by third parties; and
b. Access to the University's current electronic library, electronic portal and eLearning materials, subject to:
(i) Any limits placed on the use of materials licenced to the University by third parties;

(ii) Your acceptance of the University's standard terms and conditions for library use; and

(iii) Such arrangements and procedures as the University may specify in writing from time to time;

21. Provided that you shall not be entitled to free access to the University's support, recreation and/or similar services, except by specific arrangement agreed between the College and the University from time to time.

22. When using the University's premises, facilities or learning materials, you shall comply with the University's rules of conduct in respect of its students from time to time.

23. The University shall give due consideration to any application you may make for progression to other University courses submitted by such deadline and in accordance with such procedure as the University may specify. However, your progression to a University course is not guaranteed and is subject to your successful completion of the relevant foundation degree, higher national certificate, higher national diploma or other award, satisfaction of any other conditions of entry for such course, and the availability of places for the relevant academic year. In the event that your application for progression to a University course is not successful, the University may offer an alternative course.

G. Placements

24. If your course or programme involves you undertaking a placement, you will be provided with further information by the College. Neither the College nor the University will be responsible for any acts or omissions of a third-party placement provider.

H. Intellectual Property

25. You will own and retain the rights to any intellectual property (such as copyright, trademarks and patents) that you create during the course of your studies or research activities, unless you agree otherwise with the College or the University. This is subject to the College's Intellectual Property Policy which is available on the College website.

I. Accommodation, Insurance, Funding and Immigration

26. During your time as a student of the College, you should:
    a. Arrange your own accommodation. Any accommodation provided by the College will be subject to a separate agreement;
    b. Have adequate insurance for your personal belongings (you are strongly recommended to obtain insurance against risks such as theft and damage) and, where appropriate, medical insurance;
    c. Arrange sufficient funding for all tuition, living and other fees and expenses arising from your programme of study, The College is not responsible for the decisions, actions or omissions of any independent funding providers (such as Student Finance England or any organisation that replaces it); and

d. Satisfy any applicable Visa or other immigration requirements that apply from time to time, including any language competence requirements.

J. How the College May Use Your Personal Information

27. You agree that, during and after your time at College, the College shall hold and process personal data (including special category personal data) in accordance with the Data Protection Act 2018 and any legislation that amends or replaces it. The College shall do this in accordance with its Data Protection Policy, available on the College's website, along with comprehensive privacy information, including its Privacy Notice for University Level (Higher Education) students.

28. The personal data held by the College will include information that you provide as part of the enrolment process, as well as any necessary information, which the College will process while you are a student. The personal data will be held by the College to assist with (amongst other things):
    a. The normal functioning of the College (including general administrative and academic functions)
    b. Providing you with services and support;
    c. Managing student finances, collecting tuition fees and recovering outstanding debts;
    d. Managing College accommodation and property;
    e. Taking disciplinary action, where appropriate;
    f. The prevention of crime and disorder; and
    g. Analysing student records to monitor quality and performance.

29. The College may disclose personal data held about you to other parties, including the following organisations:
    a. The University or Awarding Body that validates, franchises or otherwise quality assures your programme of study and awards your qualification. This will be subject to a separate data sharing agreement between the two parties;
    b. Where your programme of study is provided in accordance with the Partnership Agreement with a validating or franchising University (the University), the Student Union or other recognised student representative body of that University of which you are entitled to membership;
    c. Council Tax Offices and Electoral Registration Officers;
    d. Student Loans Company, the Local Education Authority and any relevant sponsoring body;
    e. The Home Office, UK Visas and Immigration (or organisation that replaces it);
    f. Office for Students, Higher Education Statistics Agency, Quality Assurance Agency for Higher Education and the Office of the Independent Adjudicator for Higher Education and professional and regulatory bodies;
    g. Approved agencies undertaking mandatory student survey activities, including Ipsos MORI for the purposes of the National Student Survey (NSS);
    h. The Police and other law enforcement agencies and emergency services;
    i. Debt collection agencies;
    j. Third party services providers and external research and survey organisations; including, but not restricted to, Turnitin UK for the purposes of originality checking of assessed work; and
    k. Employers and prospective employers (for reference purposes).

    ***N.B**. This list is not exhaustive and the College may also disclose personal data held about you to other parties if it considers to be in your vital interests to do so. You can find out further information (including the circumstances in which your personal information is to be shared with other organisations) in the personal information and data protection section of the student handbook. This section may be updated from time to time to reflect legal or regulatory changes, or the College's general academic or administrative requirements. The latest version*

of the section will apply to your contract with the College, from the time when the section is published or updated.

30. The College may record lectures and other education events and activities in which you may be involved. Any recording will be in accordance with the College's recording policies in force from time to time.

31. The College may record or photograph you and other students for promotional and other purposes. Wherever possible the College will notify you of this and provide an opportunity for you to request to be excluded from such activity.

32. The College may check the accuracy of information held and processed with external sources or databases.

K. IT and Information Security

33. You must comply with all policies, rules and regulations in relation to the use of IT during the course of your programme of study. These services include the College's 'Information Security Policy', which is available on the College's Website.

34. Use of all IT equipment and its connection to the College's IT network must comply with the Code of Practice for the Acceptable Use of ICT and Electronic Communications Systems by CECOS College Students, which will be provided to students during their IT induction and is available on the College Moodle. This prohibits the use of computing devices and the College's network for, amongst other things, any illegal activity, the creation or transmission of offensive or obscene material and communicating extreme or radical views. The College may monitor the use (including personal use) of its network and systems (including telephone, email, voicemail, internet, other communications and internet systems) and review or restrict information transmitted using them as reasonably necessary to ensure the appropriate use of its services and to comply with legal obligations.

35. By connecting to the College's IT network, you are accepting all of the associated risks. This includes when you connect with any of your own devices. The College will not be liable for any damage that is caused by your use of IT equipment and/or connection to the College network, except in the case of any foreseeable damage arising directly from the College's negligence or failure to comply with this contract.

L. Health and Safety

36. The College will act in accordance with all health and safety legislation and regulations to provide a safe working environment for you during the course of your programme of study. This applies to all campuses and locations where staff and students may be working and studying.

37. The College will monitor health and safety to ensure continuous improvement, to reduce the risk of any accident and to prevent injury or ill-health.

38. The College will provide such information, instruction, training and supervision as is reasonably necessary to ensure the health and safety of its staff and students.

39. You must make yourself familiar with the College's policies and procedures relating to health and safety, including the responsibilities of students as set out within the College's Health and Safety Policy, available on the College website, and any specific rules and regulations that apply to your programme of study or the building in which you are located. All health and safety policies and procedures must also be followed when you are studying off campus. If you fail to follow health

and safety policies, procedures, rules or regulations the College may take disciplinary action against you.

40. You must inform the College if you have any mobility issues or if there is any other reason which would affect your ability to follow any health and safety policies, procedures, rules or regulations. The College will make any reasonable adjustments and provide you with additional support to ensure your safety and well-being.

M. Tuition Fees

41. Every student is charged a tuition fee for each year of their programme. Information on tuition fees (including the amounts and how to make payment) is included in the Fees Polices available on the VLE, and on the College's website. There are additional costs for some programmes. Please check the Programme Fact Sheet for more details of these.

42. You must pay the tuition fees for your programme and any other charges you incur to the College by the due date. If a third party is paying these amounts on your behalf (such as Student Loans Company), you must make sure that payment is made on time.

43. If your tuition fees are not paid in full on time, you may be referred to a debt collection agent and risk having your award withheld and graduation deferred, or not being allowed to re-enrol on a programme until all arrears have been paid. The College's Fee Policy has more details and is available in here

44. If you raise what the College considers to be a genuine dispute regarding an invoice for tuition fees and notify the College of that dispute promptly after receiving the invoice, then, until the dispute has been resolved, the College will not exercise its rights and will allow you to continue with your programme.

N. Student Fee Status Classification

The College applies government regulations to assess which fee rate should apply to each student.

O. The Liability of the College and the University to You

45. If the University fails to comply with its contract with you, the University is responsible for any loss or damage you suffer that is a foreseeable result of the University's breach of contract or failure to use reasonable skill and care. However, the University is not responsible for any loss or damage that is unforeseeable or which arises from the acts or omissions of the College. Such as:
    - any injury to a student, financial or other loss or damage resulting from such injury, or for damage to property, caused by any other student, or by any person who is not an employee or authorised agent of the College;
    - financial or other consequential loss where such loss or damage is a result of theft, fire, or flood;
    - any loss as a result of cyber fraud, damage to or theft of computer equipment (including infection with a computer virus);
    - any injury arising from voluntary activities;
    - loss of opportunity and loss of income or profit, however arising;

    Loss or damage is foreseeable if it is an obvious consequence of the University's breach or if it was contemplated by you and the University at the time the contract was entered into.

46. The College and the University are separate organisations and neither is responsible for the acts or omissions of the other. Their respective obligations are several and not joint and several. This

means that you can hold the College responsible for the specific obligations it assumes under this document but not for the obligations assumed by the University. Similarly, you can hold the University responsible for the specific obligations assumed by the University under this document but not for the College's obligations.

47. Neither the College nor the University excludes or limits in any way its own liability for:
    a. death or personal injury caused by its own negligence or that of its own employees, agents or sub-contractors;
    b. fraud or fraudulent misrepresentation; or
    c. any other act or omission, liability for which may not be limited by law.

48. The University's total liability to you (whether in contract, tort (including negligence), breach of statutory duty, or otherwise), in connection with your contract with the College and the University shall be:
    a. a repayment of sums paid by a student to the university or an appropriate reduction in the amount of sums owed in future by the student to the university. This could include tuition fees, other course costs.
    b. Compensation for some other recognisable loss suffered by the student. This normally falls into two categories, either: (a) recompensing for wasted out of pocket expenses incurred, which were paid to someone other than the university (such as travel costs) or (b) an amount to recompense for material disadvantage arising from a failure by the University to discharge its duties appropriately.

49. Subject to paragraph 48, the College's total liability to you (whether in contract, tort (including negligence), breach of statutory duty, or otherwise), in connection with your contract with the College and the University shall be:
    a. a repayment of sums paid by a student to the university or an appropriate reduction in the amount of sums owed in future by the student to the university. This could include tuition fees, other course costs.
    b. Compensation for some other recognisable loss suffered by the student. This normally falls into two categories, either: (a) recompensing for wasted out of pocket expenses incurred, which were paid to someone other than the university (such as travel costs) or (b) an amount to recompense for material disadvantage arising from a failure by the College to discharge its duties appropriately.

50. Neither the College nor the University will be liable to you for any lost or unreturned work submitted for assessment. It is important that you follow any instructions from the College or the University in submitting work and that you retain copies of work submitted.

51. You will not be liable to the College or the University for any failure or delay in performing your obligations under this contract which is due to any cause beyond your reasonable control. Similarly, neither the College nor the University will be liable to you for any failure or delay in performing their respective obligations under this contract which is due to any cause beyond their reasonable control (including those circumstances described in paragraph 56 below).

P. How to Cancel or Withdraw

52. Whether you receive your offer directly from the College or through UCAS, you have a statutory right to cancel your contract with the College and the University under the Consumer Contracts Regulations 2013. If you wish to exercise this cancellation right, you must notify the College of your cancellation request within a 14 days' "cooling off" period, starting on the day after your contract with the College and the University takes effect in accordance with paragraph 74.

53. To exercise this right to cancel, you must provide the College with a clear statement setting out your decision to cancel your contract with the College and the University. Details of how to contact the College are set out in paragraph 19.1. You may use the cancellation form on the University's website for this purpose but you do not have to do so.

54. In addition to your statutory rights, the Colleges allows full-time or part-time undergraduate students and postgraduate taught students to withdraw from their programmes of study with no fee payable up to 14 days after the commencement of the relevant programme which includes induction week. These rights are set out in the College' Fee Policy.

55. If any fees are due to be reimbursed to you under the terms of your contract the College will use the same payment method as you used to make your original payments.

Q. Programme Changes in Circumstances outside the Control of the College and the University

56. It may be necessary for the College or the University to:

    a. revise the terms, content or delivery of programmes from those set out in the prospectus or relevant website in circumstances that are outside of the College's control; or
    b. discontinue, suspend, merge or combine options within programmes; or introduce new options or programmes, in circumstances outside the control of the College or the University.

57. The College will make all reasonable efforts to deliver and assess courses opportunities leading to its awards as described in the materials published by the College. The College reserves the right to vary arrangements in exceptional circumstances which are beyond the College's reasonable control. Examples of such circumstances may include but are not limited to:

    a. fire, flood or other adverse weather conditions
    b. complying with government or local authority regulations relating to pandemic, epidemic or local health emergency
    c. interruption or failure of utility service, including but not limited to electric power, gas or water
    d. the acts, decrees, legislation, or restriction of government or law

If the College's performance of this contract is affected by an event outside its control, the College will contact you as soon as possible to inform you of this and that reasonable steps will be taken to minimise any impact.

Where such events occur, the College will seek to minimise the impact on the student learning experience by, for example:

    a. delivering a modified version of the same course
    b. delivering a modified version of an assessment
    c. making available to affected students such learning or other support and other services and facilities as it considers appropriate
    d. offering affected students, the opportunity to transfer to another course or to withdraw and be given reasonable support to move to another university or college.

58. If the College's services to you are affected by an event referred to in paragraph 56 above, the College will give as much notice as possible and:

    a. If an entire programme is cancelled before the start date and you have made any payments in advance, the College will take steps to provide you with an alternative programme or will refund those payments to you; and
    b. If part of a programme is cancelled (after its start date) or changed (either before or after its start date), the College will take steps to mitigate the effects on the services it provides to you (which may include providing you with an alternative programme).

59. We may not be able to deliver your Programme after acceptance of your Offer in exceptional circumstances. Examples of where Programme closure may be made or required are (without limitation):
    a. the government requires changes to be made resulting in the course needing to be cancelled;
    b. if there are insufficient numbers expected on a specific Programme, which could impact on your academic and student experience. The decision to close a programme due to low numbers will be made at least six weeks before the start date and no later.

Any Programme closure and/or refund application in relation to a Programme closure would be considered in accordance with our Student Protection Plan.

60. The College will seek to minimise the adverse impact on you of any changes to your Programme of Study outside of the College's control in accordance with its published University Level (Higher Education) Student Protection Plan, available on the College website.

R. Termination of the Contract by the College

61. Apart from its other rights to terminate under the terms of this contract, the College may terminate its contract with you with immediate effect by notifying you in writing, if you:
    a. Fail to pay any outstanding tuition fees;
    b. Do not enrol on your programme of study;
    c. Are withdrawn from the College for any reason whatsoever;
    d. Are convicted of a criminal offence; or
    e. Commit a material breach or repeated breaches.

62. Your admission and continued registration with the College, and with the University or Awarding Body that validates, franchises or otherwise assures your programme of study and awards your qualification, are also subject to:
    a. Any requirements set out in the College's offer to you;
    b. Any entry and attendance requirements relevant to your programme of study;
    c. Any health, welfare, fitness to study, fitness to practice or criminal record checks which apply to your programme of study; and
    d. Any immigration or Visa checks and requirements that may apply from time to time.

63. Any offer made to you may be withdrawn or revised, and you may be withdrawn as a student of the College, if your application is found to contain information or omissions that are false or misleading.

S. Contact with the College

64. If you wish to contact the College in writing or are required to give the College written notice of any matter, prior to enrolment on your programme of study you can deliver this by hand, by e-mail to Admissions@cecos.ac.uk or by pre-paid post to the Admissions, CECOS College London, 23, South Mall, St George's Chambers, Edmonton Green, London, N9 0TS. The College will contact you in writing to confirm receipt of this.

65. If you wish to contact the College in writing or are required to give the College written notice of any matter, following enrolment on your programme of study you can deliver this by hand, by e-mail to studentsupport@cecos.ac.uk or by pre-paid post to CECOS College London, 23, South Mall, St George's Chambers, Edmonton Green, London, N9 0TS. The College will contact you in writing to confirm receipt of this.

66. If the College has to contact you or notify you in writing, it will do so by personal delivery, email to your personal email address, prior to enrolment only, by email to your College email address, following enrolment, or by pre-paid post to the most recent contact address that you provide to the College.

67. You must:
    a. Inform the College promptly of any changes in your contact details; and
    b. Check your College e-mail account regularly (at least once per day).

68. The College is not responsible if you fail to receive or read notices sent to you via the above channels if you do not meet these requirements.

69. What if something goes wrong?

70. The College aims to provide a high-quality services to its students. Unfortunately, there may be an occasion when something goes wrong. Whatever your complaint, you can expect to be dealt with fairly and promptly and in line with the College's, and where appropriate the franchising University for your programme of study, complaints or appeals procedures (as updated from time to time). Information about these procedures can be found on the College website and on the VLE. You can also contact the College by email on info@cecos.ac.uk or telephone 0207 7359 3316 for information and guidance.

71. You will not be treated less favourably or disadvantaged by making a complaint or appeal on an academic matter. If you are unable to resolve a complaint or an appeal about an academic matter with the College, you may be entitled to refer the matter to the franchising University or awarding body for your programme of study. If the matter subsequently remains unresolved you may be entitled to refer it to the Office of the Independent Adjudicator (OIA) (or any organisation that replaces it). Please check the OIA website at www.oiahe.org.uk for further information. You may also be able to use the Online Dispute Resolution platform to assist in resolving a dispute relating to your programme of study, which is available at http://ec.europa.eu/consumers/odr/ .

72. You have legal rights in relation to any College services which are not provided with reasonable skill and care. Advice about your legal rights is available from Citizens' Advice Bureaux or Trading Standards Office. Nothing in your contract with the College will affect these legal rights.

U. College Information

73. CECOS College is a Privately owned higher education Provider which is limited by shares.

74. The College's Higher Education provision is regulated by the Office for Students (OfS) (or any organisation that replaces it), through its partnerships with partner universities and college, in accordance with the Higher Education and Research Act 2017. The College is required to comply with the UK Quality Code for Higher Education and associated academic quality standards, as maintained by the Quality Assurance Agency for Higher Education (QAA) (or any organisation that replaces it).

V. Other Important Terms

75. If there is any conflict or inconsistency between this document and the other documents which form part of your contract with the College, the various documents will apply in order of priority:
    a. The College's offer to you;
    b. This document;
    c. The College's website;
    d. The provisions of the prospectus that apply to you programme of study; and
    e. Any agreement relevant to your programme of study.

76. The College may transfer its rights and delegate its obligations under this document to another organisation. However, the College will always notify you in writing if this happens and will ensure that no such transfer or delegation will affect your rights under this document.

77. Your contract with the College is between you and the College. No other person shall have any rights to enforce any of its terms.

78. Each of the provisions of the contract operate separately. If any court or relevant authority decides that a provision is unlawful (in whole or part), it shall be deemed to have been modified to the minimum extent necessary to make it lawful and the remaining provisions will be unaffected and will remain in full force and effect.

79. If you are in breach of your contract with the College and the College decides to waive that breach or refrains from, or delays in, enforcing its rights against you or requiring you to perform your obligations, that will not mean that the College has waived its rights against you for that or any other breach, nor that you have been released from these obligations.

80. This document is governed by English Law. You and the College both agree to submit to the non-exclusive jurisdiction of the English Courts.

Completion and signing of this document confirms agreement to the student contract and the associated terms and condition in Appendix 1 below.

First name	
Family or Surname	
Student ID number	
Signature of Student	
Date	

Appendix 1

CECOS COLLEGE LONDON TERMS AND CONDITIONS OF ENROLLMENT

The College is registered as a limited company in England & Wales under the Company House registration number 07075986 with a registered name of "CECOS Computing International Limited".

1. Its registered office is situated at St. George's Chambers, 23 South Mall, Edmonton Green, London N9 0TS.

2. By signing the declaration, I confirm that the information provided is to the best of my knowledge and is accurate. I fully understand that providing incorrect or incomplete information may lead to my application being refused and/or suspension/withdrawal from the programme and the College at any time within the duration of the course.

3. I certify that the attached documents are true copies of the original, which I have and hold in my possession. I take full responsibility for any alteration or falsification discovered during the verification. I agree to present the originals to the college on the day of the induction, and also understand that my admission to the course is subject to the college's approval of these.

4. The College reserves the right not to refund any fee paid after enrolment with the College. Any refund of tuition fees and or reduction in tuition fee liability is at the discretion of CECOS College London. If a student is withdrawn/terminated after two weeks from the course commencement date, 100% annual tuition fee is payable. Any student, who withdraws within the first two weeks, will be liable for 25% of the annual fee.

5. Any breaches by the student of the College's Code of Conduct and/or the rules and regulations issued by the awarding bodies, or any associated organisations, will be dealt with in accordance with the college's policies and may lead to termination from the programme.

6. It is the students' personal responsibility to ensure that they fulfil the attendance requirements. The College reserves the right to withdraw a student if they fail to attend the required amount of lectures. (Please see the Student Attendance Policy which is published separately)

7. The College has the right to withdraw or suspend a student if they fail to meet progression requirements. (Please see the Student Progression Policy which is published separately)

8. The College is responsible for direct loss or damage you suffer that is a foreseeable result of our breaking this contract or our failing to use reasonable care and skill in providing your programme and any associated services (except to the extent that such loss or damage is attributable to your own fault or the fault of a third party).

The College is not responsible for any loss or damage that is not foreseeable. Loss or damage is foreseeable if either it is obvious that it will happen or if, at the time the contract was made, both we and you knew it might happen, for example, if you discussed it with the College before entering into the contract.

9. These terms and conditions will be governed by and construed in accordance with English Law. The English Courts will have exclusive jurisdiction to deal with any dispute which has arisen or may arise out of or in connection with them.

10. I agree to the college processing personal data contained in this from or other data which the college may obtain from me or other people. I agree to the processing of such data for any purpose connected with my studies or my health and safety whilst on the premises or for any legitimate reason including communication with me following the completion of my studies. In addition, I agree to the College processing personal data described as “Sensitive Data” within the meaning of the United Kingdom Data Protection Act 2018, such processing to be undertaken for any purposes as indicated in the declaration.

11. The organisation is committed to preserving the privacy of its students and employees and to complying with the requirements of the General Data Protection Regulations (GDPR) 2018. To achieve this commitment information about our students, employees and other clients and contacts must be collected and used fairly, stored safely and not unlawfully disclosed to any other person.