

## Terms and Conditions for students taking stand-alone modules from award-bearing courses

1. Payment of all fees due to OUDCE is required in full **before** the first day of the course. Payment must be made using one of the payment methods stated on the course or 'Guidance on how to apply' web pages, or the course brochure.
2. The organisers reserve the right to refuse admission to any student who has not paid all course, registration and accommodation fees (if lodged in University accommodation booked through OUDCE) in full before the course starts.
3. Once accepted, a student is deemed to be personally liable for all fees due. An exception is where a sponsor (e.g. their employer) informs OUDCE that it accepts the liability. Notification must be in writing by an officer of that organisation who is authorised to enter into contracts on its behalf.
4. Course cancellation and programme changes: courses are financially self-supporting, and a minimum enrolment is therefore necessary to make each course viable. If, because of low enrolment or any other reason, a course (or part thereof) is cancelled then OUDCE will make every reasonable effort to give registered students as much notice as possible (normally at least 15 working days prior to the due course start-date). OUDCE's maximum liability will be limited to a refund of received fees for the cancelled course, and to a refund of received University accommodation fees (if booked through OUDCE). For partial cancellation of a course, such refunds will be made on a pro rata basis. OUDCE will not accept liability for any costs or losses incurred by students or organisations which are claimed to have arisen through course cancellation, other than for those stated here. OUDCE reserves the right to vary arrangements for the delivery of programmes, such as venue, lecturer, and content (where not substantively different) etc, and in such cases will make reasonable efforts to inform students in advance.
5. Cancellation of course registration by a student: this should be made in writing or by email to be received as soon as possible. Where notice of cancellation is received between six and 20 working days before the course there is a cancellation fee of 50% of the module fees to cover administration costs. If notice of cancellation is received 5 or fewer working days before the course start date, the cancellation fee is 100% of the fees payable. Cancellation fees apply regardless of whether any payments have yet been received.
6. Transfer to an alternative course: any registered student who cannot attend the course which they have booked may apply to attend, subject to availability, a later iteration of the same course, or an alternative one offered by the CPD Centre. Students should note that **this is subject to academic approval**. The student should contact us as far in advance as possible, giving full details of both the course from which they are withdrawing and the course which they would like to attend instead, and fax/ send a completed application form for the new course to the CPD Centre. **Transferring in this manner will normally avoid incurring cancellation fees**. However, there will be a £75 Late Transfer Fee if we are given five or fewer days' notice. Fees already paid can be transferred to the new course, and any outstanding balance (including Late Transfer Fees) must be paid in full before the student can be registered on the new course.

7. The organisers may take visual and/or audio recordings of students during lectures, site visits and other related functions, and reserve the right to use these for promotional, management or educative purposes (in the United Kingdom or overseas). Students' individual consent for this will be assumed to have been granted unless otherwise indicated by students, in writing or by email, prior to the start of each course.
8. In the interests of all course participants, the organisers reserve the right to enforce the removal of any student from the course whose behaviour or demeanour is, in their view, considered unacceptable.
9. Students attending the course may be required to sign a "Student Contract" or "Student Agreement", which sets out the respective duties of the University and the student, and if there is conflict with these Terms and Conditions the Student Contract (or Agreement) will prevail.
10. The CPD Centre reserves the right to vary these Terms and Conditions from time to time and the current version will be that published on its website.
11. Through applying for a course applicants are deemed to have accepted the Terms and Conditions.

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