

1.3 **How we may contact you.** If we have to contact you we will do so by telephone or by writing to you at the email address you provided to us in your order.

1.4 **“Writing” includes emails.** When we use the words “writing” or “written” in these terms, this includes emails.

2 The University’s contract with you

2.1 **By completing the University’s online booking process for a place in relation to an SQE Course (“Booking”), you automatically enter into a legally binding contract with the University which is made up of these Terms and the fee schedule setting out the fees for your SQE Course (the “Fee Schedule”).** In the event that there is any conflict between these Terms and your Fee Schedule, these Terms will apply. If you think that there is a mistake in these Terms, please contact us to discuss.

2.2 You will receive an email confirmation of your Booking with one (1) business day of the Booking. If you do not receive this, please promptly contact ProgrammeAdmin@law.ac.uk for further assistance.

3 Non-financial obligations on you

3.1 You accept and agree to be bound by and comply with:

3.1.1 all University policies published and as they may be updated or amended from time to time on our website <https://www.law.ac.uk/policies/>;

3.1.2 all rules and regul 595.56 842.1 rg0 0 1 RG[6172.58 405.07 Tm0 g 770 0 1 130.46 405

you may not be entitled to any refund of the SQE Course Fee already paid.

University the increase (if any) in the SQE Course Fee which applies at the date you start or re-start your SQE Course.

- 8.9 The University will confirm via e-mail whether or not your request to Defer or Intermit has been approved and your fee liability.
- 8.10 If you Defer or Intermit, you may no longer be entitled to receive any SQE Incentive, that was originally offered to you. The University will advise you if this is the case.

9 Transfer

- 9.1 A request to transfer is an application to transfer to another SQE Course, mode of study and/or University Campus on these same terms ("**Transfer**").
- 9.2 Transfer is not available on all SQE Courses and there is no automatic right to Transfer. Transfer requests may be accepted between full time and part

additional terms and conditions relating to the use of those IT Services when you first access those IT Services. You must ensure you read and accept those terms and conditions to be able to continue to use those IT Services.

- 10.2 Where the University provides you with any materials for your SQE Course (including reading lists, software applications, lecture notes in any format or media), you may only use those materials in accordance with the University's Intellectual Property Policy for Students which is available on the University's policies page at: <https://www.law.ac.uk/policies/>.

11 International Students

- 11.1 If you are an international student it is your responsibility to obtain from the Home Office a visa, which:

11.1.1 authorises you to remain in the UK in order to study your SQE Course; and

11.1.2 extends for the duration of the SQE Course.

- 11.2 Please note that if you are an international student, and your SQE Course is an online course or a 'non- award' course as sold on our eStore, you will not be eligible for Student Route visa sponsorship. You may however require another type of visa for your SQE Course. In these circumstances, if it is required by the Home Office, the University will provide you with a confirmation letter containing the information regarding your SQE Course.

- 11.3 If you are unsure of which visa you require, please contact Student Immigration Compliance and Advice at visacompliance@law.ac.uk for further guidance. For a confirmation letter please contact ProgrammeAdmin@law.ac.uk.

- 11.4 If, on initial registration, you are an international student who is unable to produce all proof of eligibility to study on the SQE Course and any other documents reasonably specified by the University, the University may:

11.4.1 withdraw its offer of a place on the SQE Course;

11.4.2 report to the United Kingdom Home Office that we have done so; and/or

11.4.3 retain, or recover from you, any SQE Course fees or other sums where your Cooling Off Period has expired.

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13.1.1 as a result of a commissioning or accrediting body requiring certain content to be added to or changed within your SQE Course;

13.1.2 if your educational experience would be or would be likely to be impaired if changes were not made to your SQE Course.

13.2 Where the University makes changes to the content and structure of your SQE Course as well as the location, dates, times, and method of delivery and we consider that such changes would mean you receive a materially different service to what you agreed to when you booked your place on the SQE Course, we will notify you in writing and you will be given the opportunity to confirm in writing within 14 days whether you would like to withdraw from your SQE Course without further liability. We will refund the fees you have already paid. Where the SQE 1 modules of an SQE Course have been fully delivered, we will not refund you for that part of the SQE Course. We will not have any further liability to you for remedy, damages or compensation in this situation beyond the refund.

14 Our responsibility for loss or damage suffered by you

14.1 **We are responsible to you for foreseeable loss and damage we cause you** as a foreseeable result of our breaking this contract or our failing to use reasonable care and skill, but we are 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 us during the sales process.

15 How we may use your personal information

15.1 **How we may use your personal information.** We will only use your personal information as set out in our privacy policy available at https://www.law.ac.uk/globalassets/13.-media--doc-repo/08.-policies/pdf_policies_privacy-policy.pdf

16 Other important terms

16.1 **We may transfer this Agreement to someone else.** We may transfer our rights and obligations under these terms to another party.

under these terms, or if we delay in taking steps against you in respect of your breaking this contract, that will not mean that you do not have to do those things and it will not prevent us taking steps against you at a later date. For example, if you miss a payment and we do not chase you but we continue to provide the SQE Course to you, we can still require you to make the payment at a later date.

- 16.5 **Which laws apply to this contract and where you may bring legal proceedings.** These terms are governed by English law and you can bring legal proceedings in respect of the products in the English courts.

- 16.6 **Complaints Procedure.** If you wish to make a complaint about the University or any aspect of your SQE Course please refer to [Complaints - Student Guide \(Q9.2.3\)](#) for guidance.

- 16.7 **Changes to legislation and regulatory requirements.** Reference in these Terms (or in our policies, rules, regulations or Requirements at paragraph 3.1 above) to any:

16.7.1 statute, regulation or other legislation, including subordinate legislation;

16.7.2 Government agencies, departments or regulatory bodies, such as UK Visas and Immigration and the Home Office;

16.7.3 requirements imposed by Government agencies or departments or regulatory bodies

shall include any replacement, amendment, re-enactment or extension of such legislation, department, agency or requirement as made from time to time.