

The London Interdisciplinary School

Terms and Conditions

1. Introduction

1.1 These Terms and Conditions represent an agreement between the London Interdisciplinary School (“us”, “we”, or “our”) and you (“you” or “your”) for this Academic Year. By accepting your Offer, or by continuing to enroll at the School, you accept these Terms and Conditions in full, and agree to the School’s regulations, policies and procedures. You should read these Terms and Conditions and the School’s regulations, policies and procedures carefully, and ensure that you understand what they mean for you. If you have any questions or concerns about these Terms and Conditions or the School’s regulations, policies and procedures, you should contact us at hello@t-lis.org before accepting your Offer.

1.2 Definitions

“Academic Year” means the period for which your Programme runs; it starts in October of any given calendar year and may have entry points throughout this period.

“Contract” means the agreement between you and us in relation to your studying a Programme at the School. These Terms and Conditions and the regulations, policies and procedures referred to in this document form the Contract.

“Enrolment” takes place when you accept our Offer of a place. It also takes place annually when you re-enrol onto the Programme for the duration of your studies.

“Fee Payment Methods” means the payment methods set out on our website.

“LIS” means the London Interdisciplinary School.

“Offer” means an offer of a place on a Programme.

“Programme” means your prospective or registered programme of study with the School.

“Programme Fees” means fees payable to the School for the Programme.

“Registration” takes place when you provide us with identity and qualification verification within 14 calendar days of the commencement of your first academic term in your first academic year

“School” means the London Interdisciplinary School.

“UCAS” means the Universities and Colleges Admissions Service, through which applications for the School are received and managed.

“Virtual Learning Environment” or “VLE” means the virtual learning environment that provides you with access to your Programme materials.

1.3 In addition to these Terms and Conditions, there are other regulations, policies and procedures which apply to your enrolment (or continuing enrolment) at the School and on your Programme. Details of the regulations, policies and procedures applicable at the time of accepting these Terms and Conditions, and the location of such documents, can be found in the table below. It is your responsibility to read these documents carefully as they, together with these Terms and Conditions, form the Contract between us and you.

1.3.1 London Interdisciplinary School (LIS) General and Academic Regulations and Policies	General Academic regulations
1.3.2 LIS Student Complaints Procedure and Academic Appeals Procedure	Student complaints procedure Academic Appeals procedure
1.3.3 LIS Student Code of Conduct and Disciplinary Procedure	Student conduct policy and disciplinary procedure
1.3.4 LIS Data Protection Policy	Data Protection Policy
1.3.5 LIS Programme Specification and Handbook	
1.3.6 LIS Fees Schedule	

2. Your Application

2.1 It is your responsibility to ensure that all of the information that you provide to us in your application is true, accurate, and complete, and that you have not omitted any key information that might affect the outcome of your application. If we discover that your application contains incorrect or fraudulent information, or that it omits key information, we may withdraw or amend any Offer, or act in accordance with our General Regulations, including terminating your registration without compensating you and/or revoking any subsequent award.

3. Accepting an Offer (Enrolment)

3.1 If you meet the academic requirements and any other applicable requirement for admission upon making your application to us in accordance with our [Admissions Policy](#), we will make you an Offer.

3.2 This official Offer will be communicated to you through UCAS and via an Offer Letter from the School.

3.3 It is important that you read carefully these Terms and Conditions of your Offer, which will be communicated to you both in your Offer Letter and via UCAS.

3.4 You will enrol when the School records your formal communication of acceptance of an Offer of admission and acceptance of conditions attached to the Offer. You must enrol within the timeframe set out in your Offer letter.

3.5 We may make changes to the Offer any time before you accept it. If we do so, we will inform you as soon as possible and issue an updated Offer.

3.6 By accepting an Offer of a place, you are agreeing to the following:

- Your place is only guaranteed if the exact terms of the offer have been met;
- The School reserves the right to amend or withdraw an offer if it comes to our attention that you (or party authorized to act on your behalf) have provided fraudulent or false information or have not disclosed information that would have affected the outcome of your application.
- Upon receipt of your results, if you have either accepted your place as a firm or insurance choice but you have not met the exact conditions of your offer, the School reserves the right to make you an offer on the Programme notwithstanding.
- To abide by the School's regulations, policies and procedures for students as a condition of enrolment. These include academic regulations, complaints and appeals procedures, and student conduct rules and disciplinary procedures.

3.7 You are required enrol into your Programme annually for the duration of your Programme.

4. Registration

4.1 You will be required to *register* onto the Programme by providing evidence of your qualifications and verifying your identity (by producing a birth certificate or passport) within 14 calendar days of the commencement of your first academic term in your first academic year. If you are a Tier 4 international student (a non-EEA or Switzerland citizen), you will also be required to provide a valid visa allowing you to study at the School.

4.2 You will only be permitted to begin your Programme of study once you have registered.

4.3 No credit will be given for attendance to any programme until registration has been completed.

5. Changes to your Programme prior to Registration

5.1 The School will make all reasonable efforts to deliver your Programme and other services in accordance with the descriptions provided in our prospectus.

5.2 However, changes may be reasonably required to programmes, modules, entry requirements, and services delivered by the School, for example, to meet the requirements of an accrediting body, to keep courses current, or to respond to factors beyond our reasonable control (for example, the departure of a member of staff from the School).

5.3 Where such a change arises, we will use reasonable efforts to ensure that changes are kept to a minimum and will notify you of the changes as soon as possible.

5.4 If we are required to make any material changes to your Programme (as described in your Offer and/or the prospectus) before you register at the School, we shall bring these to your attention as soon as possible. If you reasonably believe that the proposed change(s) will adversely affect you, you may withdraw your application for the Programme and cancel this Contract.

5.5 We will use all reasonable efforts to deliver the Programme described in the Prospectus. However, if there are insufficient student numbers either to make the Programme viable, or to deliver a high-quality student experience, we may cancel the Programme. If you have received an offer for a Programme and we discontinue it prior to your registration with the School, we will notify you as soon as possible, so that you may withdraw your application and cancel this Contract. If in these circumstances you wish to enrol in a course at a different University, the School shall use its reasonable endeavours to assist you.

6. Changes to Your Programme After Registration

6.1 Once you have registered as a student of the School, we will make all reasonable efforts to deliver your Programme as per the terms of the Contract.

6.2 In circumstances where there is no material disadvantage to you, we reserve the right to make minor variations to the contents or methods of delivery of the Programme from those described in the prospectus. These will be made to improve the quality of teaching and learning, to meet the latest requirements of any accrediting body, or in response to student feedback. All changes will be recorded in the updated Programme information on our website. We will also email you with any revisions.

6.3 In circumstances where it is necessary to make a material change to your Programme (i.e., a change that is likely to have a significant impact on your studies), we will consult with you before any final decisions are made and will assess any concerns of yours against the needs of the wider student body. If you are unhappy with the material change(s) to your Programme, you may cancel the Contract and withdraw from the Programme without incurring any further liability for Programme

Fees. In the event of such withdrawal, the School shall provide appropriate refunds and/or compensation, in line with our Refund and Compensation Policy.

6.4 If we are forced to discontinue your Programme, we will inform you as soon as is reasonably possible. In this event you may cancel the Contract and withdraw from the Programme without incurring any further liability for Programme Fees. The School shall provide appropriate refunds and/or compensation, in line with our Refund and Compensation Policy. In these circumstances, the School will also make all reasonable efforts to assist you in enrolling in a Programme at a different University.

7. Student Protection Plan

7.1 The School is cognisant of its duties under the Higher Education and Research Act 2017, which requires higher education institutions to maintain a Student Protection Plan to protect students' interests in the case of a material change, such as programme changes, suspensions, closures, or institutional closure. The School will always aim to ensure that there are no material changes to a student's experience while at LIS. However, this is not always possible due to a number of factors, some of which may be beyond the School's control. The Student Protection Plan sets out the School's plans for material changes, and how it would mitigate for such changes.

7.2 The School will seek to communicate any changes to students as early as possible, with clear information and options, and will make all reasonable endeavours to minimise the resultant disruption to services and to affected students.

8. Studying on the Programme

8.1 We agree:

8.1.1 To deliver your Programme with reasonable care and skill and in accordance with its description in the Programme Specification for the Academic Year.

8.1.2 To clearly outline the academic requirements for the Programme.

8.1.3 To make available to you the learning support, advisory facilities and other general services provided by the School for all its students.

8.1.4 To maintain and enhance the quality of your programme, drawing on feedback both internally and externally, as appropriate.

8.1.5 To give you reasonable notice of proposed changes to the delivery of your Programme or other services, and to consult you on any material changes which, in exceptional circumstances, may be necessary.

8.1.6 To ensure that our staff undertake regular continuing professional development.

8.2 You agree:

8.2.1 To comply with your obligations as stated in these terms and conditions.

8.2.2 To comply with the School's regulations, policies and procedures, as amended from time to time.

8.2.3 To make all efforts to fulfill the academic requirements of your Programme in accordance with the terms of the Contract, including attending all formal teaching sessions, submitting work to required deadlines, and ensuring that all work you submit is entirely your own.

8.2.4 To actively engage with the School and regularly check your School email account for updates and current information.

8.2.5 To provide accurate and complete information in support of your application and enrolment.

8.2.6 To notify the School of any changes in your name, term-time address and/or home address, or any change to information supplied by you when you enrolled at the School.

8.2.7 To pay your tuition fees, any other expenses relating to your Programme and charges for your use of any School services or facilities.

9. Fee Payment and Payment Methods

9.1 You agree to pay all Programme Fees required for your Programme. Information in relation to Programme Fees and how to pay can be found at Clause 1.3.6.

9.2 Programme Fees are payable to us in full.

9.3 Programme Fees are not usually refundable. Applications for refunds or partial refunds will be considered on a case-by-case basis.

9.4 If a third party is paying all or part of your fees, you will be liable for the payment of those fees in the event of non-payment by the third party.

10. Non-Payment of Fees

10.1 Until all outstanding Programme Fees are paid to us, we reserve the right at any time during the Academic Year to suspend or withhold all education-related services and facilities (including assessment entry, Virtual Learning Environment services, and provision of student support).

10.2 Before exercising our rights under Clause 10.1 we will give you reasonable notice of our intentions.

10.3 If you are in debt to us for Programme Fees, you may not be allowed to sit your examinations and we reserve the right not to allow you to register for the next Academic Year.

10.4 If you are in the final year of your Programme, we will not release your certificate, or a letter of confirmation of award, until all outstanding Programme Fees are paid. In order to attend the Graduation Ceremony your Programme Fees must be paid in full.

11. Your Right to Cancel

11.1 Your Contract with the School begins as soon as you accept your Offer (Enrolment).

11.2 You can cancel the Contract within 14 days of accepting your Offer. This is a statutory right under the United Kingdom's Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013.

11.3 You have the right to cancel your acceptance of a firm or insurance Offer. You do not have to give a reason for cancelling the Contract.

11.4 If you cancel the Contract with the School within 14 days after accepting your offer, we will reimburse you for any payments you have made to the School, or any payments that have been made on your behalf. We will reimburse you as soon as is reasonably possible, but in any event within 14 days of receiving your cancellation.

11.5 Any cancellation must be submitted to the Admissions Office in a clear written statement (by letter or by email).

11.6 You must also change your details with UCAS to officially cancel your place with the School.

12. Complaints and Appeals Procedures

12.1 If you are dissatisfied with any aspect of your Programme, the Student Complaints and Academic Appeals Procedures (at Clause 1.3.2) set out the stages to follow to resolve your concerns as promptly, fairly and amicably as possible.

12.2 After you have followed the stages to completion as set out in these procedures, you have the right to make a complaint to the Office of the Independent Adjudicator for Higher Education (<http://www.oiahe.org.uk/>).

13. Disciplinary Offences

13.1 If you do not act in accordance with this Contract, we may take disciplinary action against you under the Student Code of Conduct and Disciplinary Procedures (as set out in Clause 1.3.3). One of the possible outcomes of such an action is that your Contract with us may be terminated, and you may be removed from the Programme. As a consequence, you may not be entitled to any refund.

14. Data Protection

14.1 Your application data will form part of your student record. By entering into the Contract with us, you are giving us the right to hold and process your personal data including some sensitive personal data. We will process your personal data in accordance with Data Protection legislation, our Data Protection Policy, and our Student Privacy Notice.

14.2 You agree that the Data Protection Policy and Student Privacy Notice apply to your application and throughout your registration with us.

15. Equality Act 2010

15.1 If you have a disability or a long-term health condition, you are strongly encouraged to disclose the relevant information with the School as early as possible to enable us to discuss support arrangements with you. Information about the help we can offer can be found on the Student Experience webpage of the School website.

16. Changes to School Regulations, Policies and Procedures

16.1 The School reserves the right to add to, delete or make reasonable changes to the Regulations, Policies and Procedures where in the opinion of the School such changes will assist in the proper delivery of education. Changes are usually made for one or more of the following reasons: (a) updates required to remain fit for purpose; (b) to reflect changes in the external environment, including legal or regulatory changes or changes to government policy; (c) to incorporate sector guidance or best practice; or (d) to reflect student feedback.

16.2 The School will consult with students before making any substantive changes to the Regulations, Policies and Procedures.

16.3 Any changes will normally come into effect at the start of the next academic year. However, they may be introduced during the academic year where the School reasonably considers this to be in the interests of students, or where this is required by law or other exceptional circumstances. The updated Regulations, Policies and Procedures will be published on the School website and publicised by other means to ensure student awareness.

17. General

17.1 In the event that the provisions of these Terms and Conditions conflict with the provisions of any of the documents listed in Clause 1.3, the provisions of these Terms and Conditions shall prevail.

17.2 Each of the clauses in these Terms and Conditions operates separately. If a clause is declared void, illegal, invalid or unenforceable, the remaining clauses will remain in full force and effect.

17.3 The Contract constitutes the entire agreement between you and us. All previous agreements, arrangements and understandings between you and us relating to your admission onto your Programme, whether written or oral, shall have no legal effect unless expressly set out in the Contract.

17.4 Where a party fails to enforce its rights under this agreement, or delays in doing so, that will not mean that such party has waived its rights. Where we waive a default by you, this will only be valid when confirmed in writing, and will not apply to any subsequent default by you.

17.5 These are the terms of the Contract between you and us. No other person shall have any rights to enforce any of the terms.

17.6 The Contract, and any other matters arising out of or in relation to the Contract, are governed by and construed in accordance with English law.

17.7 We and you agree to submit to the exclusive jurisdiction of the English courts to settle any dispute or claim arising out of or in relation to the Contract.

I have read the above Terms and Conditions

I accept the above Terms and Conditions and agree to be bound by them