

Terms and Conditions

8.1 Student Terms and Conditions

1. Introduction

1.1 These Terms and Conditions represent an agreement between the London Interdisciplinary School (“School”, “LIS”, “us”, “we”, or “our”) and you (“you” or “your”) for this Academic Year. By accepting your Offer, or by continuing to register at the School, you accept these Terms and Conditions in full, and agree to the School’s full set of regulations, procedures, policies and codes of conduct set out in Clause 1.3. You should read these Terms and Conditions and the School’s regulations, procedures, policies and codes of conduct 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, procedures, policies and codes of conduct, you should contact the Registrar before accepting your Offer. The Registrar can be contacted at:

Email: registrar@t-lis.org

Post: The Registrar,
The London Interdisciplinary School
X + Why
20-30 Whitechapel Road
London
E1 1EW
United Kingdom.

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, procedures, policies and codes of conduct referred to in this document form the Contract.

“Enrolment” takes place when you accept our Offer of a place.

“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 tuition 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, a company registered in England and Wales (No.), as now or in the future constituted (and any successor).

Registered Office: Old Cottage, The Green, Boughton-Monchelsea, Maidstone, Kent, ME17 4LT, United Kingdom.

Telephone: 0203 4091912

Email : hello@t-lis.org

Address: The London Interdisciplinary School
X + Why
20-30 Whitechapel Road

London
E1 1EW
United Kingdom

UKPRN: 10067623

“Learning Management System” or “LMS” 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, procedures, policies and codes of conduct applicable at the time of accepting these Terms and Conditions, and the location of such documents, can be found in Exhibit 1 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.

Exhibit 1: Regulations, policies, procedures and codes of conduct included in Terms and Conditions

<p>1.3.1 London Interdisciplinary School (LIS) Academic Regulations and Procedures</p>	<p>LIS General Academic Regulations and associated LIS policies, regulations and procedures, including</p> <ul style="list-style-type: none"> • Academic Framework • Assessment and Classification Framework • Admissions Regulations and Procedures for Students • Applicant Complaints and Appeals Procedure • Registration Policy • Attendance Policy • Academic Progress Policy • Marking and Moderation Policy • Recognition of Prior Learning Policy • Examinations and Assessments Regulations and Procedures for Students • Academic Misconduct Policy and Procedure • Deferral, Extension and Extenuating Circumstances Policy and Procedures • Academic Appeals Procedure • Student Complaints Procedure
<p>1.3.2 LIS Student Codes of Conduct and Disciplinary Procedures</p>	<p>Student Code of Conduct and Disciplinary Procedure Student Drugs and Alcohol Misuse Policy and Procedure Equality, Diversity and Inclusion Policy</p>

	Dignity at Work and Study Policy and Procedure Code of Practice on Freedom of Speech
1.3.3 Privacy Notices	Student Privacy Notice (as set out in the School's Data Protection Policy) Safeguarding Privacy Notice
1.3.4 LIS Programme Specification and Student Handbook	Student Handbook Programme Specification
1.3.5 Guidance on Revisions to Programmes and Modules	Programme and Module Modification Procedures, in Programme Design, Development, Monitoring and Evaluation Procedures
1.3.6 LIS Fees Schedule, Compensation and Refund Policy, Tuition Fee Refund Policy	Fees Schedule Compensation and Refund Policy Tuition Fee Refund Policy
1.3.7 Student Protection Plan	Student Protection Plan
1.3.8 Your Offer Letter	

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 (for example, relating to a relevant unspent criminal conviction). 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 [Admissions Regulations and Procedures for Students](#) and [Registration Policy](#), 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 Regulations and Procedures for Students](#), we will make you an Offer.

3.2 This official Offer will be communicated to you 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 in your Offer letter.

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, procedures, policies codes of conduct for students as a condition of enrolment. These are set out in Exhibit 1 above.

4. Registration

4.1 As is set out in our [Registration Policy](#), 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.

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

4.3 You are required register into your Programme annually for the duration of your Programme, in line with our [Registration Policy](#). By re-registering onto your Programme you will be accepting these Terms and Conditions and its associated regulations, procedures, policies and codes of conduct.

4.4 No credit will be given for attendance to your 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 endeavours 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 provider, 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 [Compensation and Refund 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 [Compensation and Refund 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 Research Act 2017](#), which requires higher education institutions registered by the Office for Students 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 to:

8.1.1 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 clearly outline the academic requirements for the Programme.

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

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

8.1.5 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 ensure that our staff undertake regular continuing professional development.

8.2 You agree to:

8.2.1 comply with your obligations as stated in these Terms and Conditions.

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

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

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

8.2.6 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 pay your Programme 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 in the School's [Fees Schedule](#) (Clause 1.3.6).

9.2 Programme Fees are payable to us in full in line with the [Fees Schedule](#).

9.3 Programme Fees are not usually refundable, except in cases where this Contract is cancelled by you during the 14-day cooling off period (Clause 11). Applications for refunds or partial refunds after this cooling off period will be considered on a case-by-case basis in accordance with our [Tuition Fee Refund Policy](#).

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 Programme 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 have a statutory right to cancel the Contract (whether involving acceptance of a firm or insurance offer) within 14 days of accepting your Offer.

11.3 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 School in writing, using the form in Annex 1. This must be sent either my email to admissions@t-lis.org (email) or by post to Admissions, The London Interdisciplinary School, X + Why, 20-30 Whitechapel Road, London, E1 1EW, United Kingdom (post).

12. Complaints and Appeals Procedures

12.1 If you are dissatisfied with any aspect of your Programme, our [Student Complaints Procedure](#) and [Academic Appeals Procedure](#) 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 of these Procedures to internal exhaustion, and have received a Completion of Procedures letter, you have the right to make a complaint to [Office of the Independent Adjudicator for Higher Education](#), which is an independent complaints scheme for higher education in England and Wales.

13. Disciplinary Offences

13.1 The School sets standards of conduct that all students are required to meet. These standards of conduct are set out in the [Student Code of Conduct and Disciplinary Procedure](#), the [Student Drugs and Alcohol Misuse Policy and Procedure](#), the [Dignity at Work and Study Policy and Procedure](#), the [Equality, Diversity and Inclusion Policy](#), and the [Code of Practice on Freedom of Speech](#).

13.2 If you do not act in accordance with the standards of conduct set out in the above Codes and Policies, we may take disciplinary action against you under the [Student Code of Conduct and Disciplinary Procedure](#). 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.

13.3 Where appropriate, the School may suspend your studies pending a disciplinary investigation.

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 special category, personal data. We will process your personal data in accordance with Data Protection regulation, our [Data Protection Policy](#), our [Data Retention Policy](#) and [Detailed Data Retention Schedule](#), as well as 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 As is set out in our [Equality, Diversity and Inclusion Policy](#), the School is committed to working together to build a learning community founded on equality of opportunity, which celebrates the rich diversity of our student and staff populations and where discriminatory behaviour is challenged and not tolerated.

15.2 The School will do all that is reasonable to ensure that our culture, policies and procedures are made accessible to students with disabilities, specific learning differences or medical conditions. The School will also do all that is reasonable to comply with our legal and moral responsibilities under equality legislation in order to accommodate the needs of applicants and students who have disabilities, specific learning differences or medical conditions for which, after reasonable adjustments, the School can cater adequately.

15.3 If you have a disability, specific learning difference or medical condition, you are strongly encourage to disclose the relevant information to the School as early as possible, to enable us to discuss support arrangements with you. You can do so by contacting the Director of Admissions and Student Support at studentsupport@t-lis.org or The Director of Admissions and Student Support, The London Interdisciplinary School, X + Why, 20-30 Whitechapel Road, London, E1 1EW, United Kingdom. Further information can be found in our [Disability Policy](#).

16. Changes to School Regulations, Policies and Procedures

16.1 The School reserves the right to add to, delete or make reasonable changes to its Regulations, Procedures, Policies and Codes 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, Procedures, Policies and Codes.

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 Where a party fails to enforce its rights under this Contract, 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.

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

17.5 The School complies with consumer protection legislation and has designed its contractual arrangements with its students to be fair, transparent and reasonable.

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

Annex 1: Right to Cancel Acceptance Form

* Denotes essential information

Your details	
First Name*	
Last Name*	
Application Number*	
Cohort Applied For*	
Email address*	
Confirm email address*	
Correspondence address*	[Number]
	[Street Address]
	[Address Line 2]
	[City]
	[Region/County/State]
	[Postal Code]
	[Country]
Your decision to cancel your acceptance of offer	
Which Programme and Cohort are you cancelling your acceptance of offer?*	
Please check the box to confirm that you wish to cancel your contract of study with LIS*	<input type="checkbox"/> Yes, I wish to cancel
Please check the box to confirm this request is being made within the 14 day cooling off period following the acceptance of your offer*	<input type="checkbox"/> Yes, the request to cancel is within the cooling off period
Can you tell us why you wish to cancel your offer? This is entirely optional, but would help us to assist future students	
Declaration	
Please date the declaration to confirm your decision*	Date*

Name of policy/procedure:	Terms and Conditions
Document owner:	Hannah Kohler, Director of Admissions and Student Support
Date Originally Created:	02/2019
Last reviewed:	02/2020
Reviewed by:	Jasper Joyce (Director of Finance and Operations) Ed Fidoe (Chief Executive) Prof. Chris Maguire (Registrar) Kriss Robbetts (Partner, VWV)
Audited by:	Board of Directors Academic Council
Date of Audit:	11/2019 (BoD) - approved 12/2019, 03/2020 (AC) - approved
Date of next review: (annually unless otherwise agreed)	
Related documents: (eg associated forms, underpinning processes, related policies or overarching policies)	<p>General Academic Regulations, including</p> <ul style="list-style-type: none"> • Academic Framework • Assessment and Classification Framework • Admissions Regulations and Procedures for Students • Applicant Complaints and Appeals Procedure • Registration Policy • Attendance Policy • Marking and Moderation Policy • Academic Progress Policy • Recognition of Prior Learning Policy • Examinations and Assessments Regulations and Procedures for Students • Academic Misconduct Policy and Procedure • Deferral, Extension and Extenuating Circumstances Policy and Procedures • Academic Appeals Procedure • Student Complaints Procedure <p>Student Code of Conduct and Disciplinary Procedure</p> <p>Student Drugs and Alcohol Misuse Policy and Procedure</p> <p>Dignity at Work and Study Policy and Procedure</p>

	<p>Euquality, Diversity and Inclusion Procedure</p> <p>Freedom of Speech Code of Practice</p> <p>Student Privacy Notice</p> <p>Data Protection Policy</p> <p>Safeguarding Privacy Notice (in Safeguarding Policy and Procedure)</p> <p>Modifications to Programmes and Modules Procedure</p> <p>Fees Schedule</p> <p>Compensation and Refund Policy</p> <p>Tuition Fee Refund Policy</p> <p>Student Protection Plan</p> <p>CMA Compliance Policy</p>
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Version Control			
Version	Author	Date	Brief summary of changes
1	Hannah Kohler (Director of Admissions and Student Support))	10/02/2019	Original draft
2	Jasper Joyce (Director of Finance and Operations)	23/02/2019	Minor wording changes
3	Ed Fidoe (Chief Executive)	23/02/2019	Minor wording changes
4	Prof. Chris Maguire (Registrar)	08/03/2019	Minor wording changes
5	Kris Robbetts (Partner VWV)	25/03/2019	Wording clarifications
6	Hannah Kohler (Director of Admissions and Student Support)	27/06/2019	Listed out specific regulations, procedures, policies and codes linked to the Terms and Conditions. Included model cancellation form. Included information on cancellations after 14 days.
7	Hannah Kohler (Director of Admissions and Student Support)	04/11/2019	Minor wording changes

8	Academic Council	18/12/2019	Requires update in light of decision to pursue NDAPs
9	Hannah Kohler (Director of Admissions and Student Support)	14/02/2020	Removed reference to validation partner, updated links to academic policies
10	Academic Council	16/03/2020	Approved