

## **Terms and conditions for professional and short courses in the School of Computing and Digital Media's Short Course Training Centre**

All professional and short courses within the Short Course Training Centre are subject to the following standard terms and conditions:

1. London Metropolitan University reserves the right to cancel courses where there are insufficient numbers of participants.
2. Payment for short courses must be made in full via London Met's eShop at least two weeks before the start of the course. Please note that deadlines vary from one course to another. The payment plan may be available, but this is subject to acceptance and credit check; students who wish to take the payment plan should provide us with the latest copy of their credit report from a reputable credit reference agency ie Experian or Equifax.
3. The decision for a payment plan is discretionary and will be decided by the University on a case by case basis and therefore not all students may be eligible for this. If we decide to provide students with a payment plan to split the payment, as a way of instalment, they are to pay the full fee when asked to do so. The payment plan will be for a fixed and equal amount, usually no more than two instalments.
4. Once the course has started, students are to make the full payment even if they leave the course for any reason.
5. Students must confirm that they meet the standard entry requirements of our short courses listed on the course page.
6. Cancellations by the participant must be received in writing two weeks prior to the start of the course.
7. There will be no refunds for cancellations received less than two weeks prior to the commencement of the course, or once a course has started.
8. Any reimbursement of fees is at the discretion of London Metropolitan University subject to verifiable evidence, proving change of circumstances that may prevent engagement with the course, beyond the control of the student. If we cannot refund your fee due to non-satisfactory evidence, we may offer at our discretion to defer your course to another semester or to change your mode of study to part-time or full-time subject to having received the full payment of the course. Please see the deferral condition below.
9. If the student starts the course late for any reason, he/she is still responsible to pay for the full course fee.
10. Discounted fees are only available to our alumni or our current degree students. Anyone ineligible to pay for the discounted fee will be responsible to pay the remaining balance and needs to make sure that the full fee is paid before the commencement of the course.
11. If you have any disability, you must mention this in your application form so that the University can provide you with the necessary support.

**Deferral condition:**

Students are entitled to only one deferral for any short courses and it must be requested by students, subject to meeting the following conditions:

- Verifiable evidence of extenuating circumstances, ie proof of a serious illness
- Payment of the full fee before their request can be considered
- No more than four sessions of the course having taken place
- The request being made in writing no later than four weeks after the start of the course

If a student's request for a deferral is accepted and he/she misses the chance of retaking the course, he/she will not be entitled to any refunds and request for further deferral will be rejected.

**Retakes of all short courses within the Short Course Training Centre:**

The course fee covers a maximum of two assessments for any short courses. If a student cannot pass the exam after the second attempt, he/she must take the course again. This could mean taking the whole course again or just sitting an additional assessment. This will be decided by their instructor. There would be a fee for retaking the courses.

**I confirm that I've read and understood the content of the School of Computing and Digital Media terms and conditions for all professional and short courses within the Short Course Training Centre.**

Student name:

ID number:

Signature:

Date: