

# Unconditional Offer

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## **Withdrawal of programme**

If CLC makes you an unconditional offer of a place on one of its courses, this offer is subject to the recruitment of sufficient student numbers to make delivery of your course viable from an educational and financial perspective.

CLC therefore reserves the right to withdraw a course (even after you have accepted an offer and paid a Tuition Fee Deposit) should it not be economical to run the course by the scheduled start date.

In these circumstances, CLC will refund all tuition fees paid, but will not accept responsibility for any other loss.

CLC will seek to offer you an alternative course that it delivers or delivered by other education provider in London.

## **Withdrawal from programme**

If you decide that you no longer wish to continue with your course, you must discuss with your Personal Tutor or Course Leader first about your decision.

If withdrawal turns out to be your best option, you must complete a notification of leave form and hand it to Registry or Course Leader straight away. It is really important that you hand in the form as soon as you have decided to withdraw as you may be liable for additional course fees if we have not been officially informed and your withdrawal request approved.

All withdrawal applications are subject to our usual terms and conditions. Students will not be eligible for any refund and will be liable to pay any outstanding fee at the time of the withdrawal.

## **Substitution of alternative education provider**

In respect of any course on offer, CLC reserves the right to substitute any alternative education provider of similar standing in place of those providers published by awarding, validating or supervisory bodies. Such a substitution does not constitute a default by CLC under **Section 3.2.1(b)** below and will not entitle you to any refund of tuition fees already paid.

## **The right of CLC to cancel application, withdraw offer or terminate attendance**

By submitting an application, you confirm that all information provided on the application form is true, complete and accurate and that none of the information requested or other material information has been omitted or is fraudulent. If you supply any false, inaccurate or misleading information, CLC reserves the right to cancel your application, withdraw its offer of a place or terminate your attendance at CLC and you shall have no claim against CLC in relation thereto.

## **Interruption of your studies**

An interruption of studies is an approved leave of absence from all study for a maximum period of 12 months and may be taken for a number of reasons e.g. health, financial, academic or personal reasons. This 12 month period starts from the date of the original advertised enrolment date for the course, as per your original offer. Your Course Leader has to approve requests for interruptions of studies, so if you're thinking about interrupting, you should discuss with the Registry Office or Course Leader first. Any financial implications of interrupting your studies may be discussed with the Registry Manager. If you decide to interrupt your studies you must complete a special form, and

provide evidence to support your reasons for wanting this. Once you have completed this form and handed it in to Registry, it will be considered by a Course Committee, and they will let you know whether they have approved your request or not. You will be liable to pay the tuition fees which prevail at the time you actually start the course.