

Date: 01/08/2015

OPEN ENROLMENT PROGRAMMES TERMS AND CONDITIONS

1. THE PARTICIPANT'S OBLIGATION

The Participant shall:

- 1.1 Prepare for the programme as required by Cass Executive Education (e.g. completion of a 360 degree survey);
- 1.2 Attend all classes, lectures, tutorials, examinations and other activities which form part of the programme (subject to absence for medical or other agreed reasons) and participate fully in group work where required (Cass are unable to facilitate participation to alternative dates for any reason);
- 1.3 In writing inform Cass Executive Education if unable to attend any class, lecture, tutorial, examination or other activity forming part of the programme because of sickness or injury (Cass are unable to facilitate participation to alternative dates for any reason);
- 1.4 Be adequately prepared for any activity that the participant is required to undertake as part of the programme;
- 1.5 Fully acknowledge the use of material referred to or copied from other sources and comply with the provisions of the Copyright, Designs and Patents Act 1988;
- 1.6 Abide by any special conditions relating to the programme set out in the brochure or otherwise notified to the participant by Cass Executive Education;
- 1.7 Respect the confidentiality of all confidential information that the participant acquires during the course of his/her participation in the programme;
- 1.8 At all times behave with honesty and integrity and show courtesy, consideration and respect for others;
- 1.9 Consent to monitoring and recording of lectures and other teaching sessions by CCTV and other methods for the purpose of monitoring movements of participants and the performance of staff;
- 1.10 Comply with all other relevant rules and regulations of Cass Executive Education, as amended from time to time.

2. PAYMENT DETAILS

- 2.1 Payment must be made in British Pounds Sterling (GBP) within 30 calendar days from invoice issue date or prior to the programme start date (whichever comes first).
- 2.2 Cass Business School reserves the right to refuse participation if payment of the invoiced programme fee has not been completed in full.
- 2.3 Cass Business School reserves the right to contact the participant and connected parties regarding overdue payments.
- 2.4 If an exception to the above is required, this must be agreed in writing prior to an application submission.
- 2.5 Cass Executive Education will send a formal offer to attend the chosen programme provided the applicant is suitable.
- 2.6 When we have received your completed acceptance form, we will send a copy of the invoice within 5 working days.
- 2.7 Payment can be made by BACS, credit card or by cheque payable to 'City, University of London'. When making payment, please quote your invoice number where relevant.

Our bank details are:

NatWest Bank
PO Box 34
15 Bishopsgate
London
EC2P 2AP

Account number: 03028836
Sort code: 50-00-00

NB: The completion and return of the acceptance form will be deemed as acceptance to our terms and conditions (as set out in this document) as well as liability for the fee associated with this programme.

3. PROGRAMME FEE

- 3.1 The programme fee includes attendance, programme materials, daily lunch and refreshments.
- 3.2 Travel and accommodation is not included in the programme fee. It is the responsibility of the applicant to make the necessary travel and accommodation arrangements required to attend the selected programme.
- 3.3 Cass Executive Education can provide a list of local hotels at preferential rates if required.
- 3.4 Cass Business School will not accept liability or responsibility for any financial loss or relating to visas, travel or accommodation. Our normal cancellation policy will apply.

4. VISAS

- 4.1 Participants are responsible for ensuring they allow sufficient time for visa applications to avoid being subject to the Cass Transfer and Cancellation policies.
- 4.2 All queries relating to visa applications should be directed to the participant's local Embassy to the United Kingdom of Great Britain and Northern Ireland.
- 4.3 Once a participant has accepted these terms and conditions, a formal invitation letter may be requested from Cass Business School by Cass Executive Education in support of a visa application.
- 4.4 Standard Cass Business School templates apply and will not be amended for individual applications.

5. CANCELLATION

CANCELLATION BY PARTICIPANT

- 5.1 All cancellations must be confirmed in writing to execed-open@city.ac.uk. All cancellations will be effective from the date of receipt.
- 5.2 In the event of cancellation by the delegate or their sponsoring organisation, the following scale of cancellation charges will apply:
 - 5.2.1 Cancellations received more than 28 days from the programme date, delegates are entitled to a full refund fee of their programme fee minus a £50 GBP administration.
 - 5.2.2 Cancellations received between 14-28 days from the programme date, delegates are entitled to a refund of 50% of their programme fee minus a £50 GBP administration.
 - 5.2.3 Cancellations received less than 14 days from the programme start date or if the delegate fails to attend, no refund will be given.
 - 5.2.4 Cancellations received during modules or between programme dates, delegates will incur the full programme fee.

CANCELLATION BY CASS

- 5.3 In the unlikely event that we need to cancel a programme, delegates will be entitled to a full refund of their programme fee.

6. TRANSFERS

- 6.1 Transfer requests received less than 28 days prior to the programme start date will be charged 25% of the full programme fee in addition to the programme fee (125% in total)
- 6.2 Transfer requests received less than 14 days prior to the programme start date it will be charged 50% of the full programme fee in addition to the programme fee (150% in total)
- 6.3 Transfer payments must be paid in line with normal payment terms (30 days from receipt of invoice or prior to programme start date, whichever comes first). If not, a cancellation invoice will be issued.
- 6.4 Transfers must be confirmed within 28 days of the original cancellation. Please note, a transfer will not be an option if the original programme fee has not been paid.
- 6.5 Transfer fees will be offset against the full programme fee of the programme the delegate is transferring to.
- 6.6 All prices are subject to change from August of each year. In the case of a transfer, any increase in programme fee will be charged and must be paid prior to the commencement of an alternative programme.
- 6.7 A candidate may not transfer his/her application more than once.
- 6.8 Once a participant has transferred and is no longer able to attend the full programme fee is due including any price increase and the transfer fee.

7. SUBSTITUTIONS

- 7.1 All substitutions must be confirmed in writing to execed-open@city.ac.uk. All substitutions will be effective from the date of receipt.
- 7.2 If a delegate is unable to attend the programme, a substitute may attend in his/her place. Requests must be submitted to execed-open@city.ac.uk and received within 5 working days prior to the programme start date.
- 7.3 Substitutions will incur no additional cost. Substitute candidates are however subject to the same selection process as the original candidate and these terms and conditions will apply.
- 7.4 Cass Executive Education reserves the right to refuse such requests if the candidate is not suitable for the requested programme or if such requests are not received within 5 working days prior to the programme start date.

8. PROGRAMME CHANGES

- 8.1 Cass Executive Education will make all reasonable efforts to deliver the programme as described in the brochure and on the Cass Business School website. However, the School must manage its resources efficiently and shall be entitled to:
- 8.1.1 Alter the timetable, location, number of classes and method of delivery of the programme; and;
- 8.1.2 Make reasonable variations to the content and syllabus of the programme where and when appropriate.