

TERMS OF ENROLMENT: DISTANCE LEARNING & HOME STUDY [2009/10]

PLEASE RETAIN A COPY OF THE DOCUMENT FOR FUTURE REFERENCE

- LEGAL:** Enrolment on a course and payment of the initial deposit constitutes a binding agreement between both parties.
- MATERIALS:** Our course materials include printed materials and exercises, which supports your understanding of each module/unit. They have been developed to focus at the required knowledge you require to succeed at the examinations.

They have been developed to focus at the required knowledge you will need to successfully undertake the Examinations. It also includes **two [2]** one-hour telephone contact session per month. By this, we mean you will have personal access to your Module tutor by Telephone for one-hour, two times per month.

It is your responsibility to secure this access. The meeting will either be in the evening or weekend as agreed with your tutor. Your fee includes **two [2]** Tutor-Marked Assessments (TMA's) to guide your learning and **one [1]** mock exam. **Both** TMA's and Mock Exam are included in the course or programme cost.
- ENTRY QUALIFICATIONS:** It is your responsibility to ensure that he/she meets the minimum entry requirements for the course on which he/she is enrolled and that the documents tendered to us are valid.
- THE COURSE:** It is the students' responsibility to ensure that the course for which he/she applies for meet his/her requirements.
- COURSE/PROGRAMME FEE:** Our course fee will be stated in any literature we publish and in your admission letter. You will be advised of what the course fee includes. Normally, it excludes examination fees, institute registration fee and other fees payable to external bodies. You will be charged a 'Home' fee which is normally per unit or module.
- COURSE DEFERRAL:** Deferring to the next examination may be acceptable & processed subject to a **forty Pound [£40] surcharge**. You must inform us in **writing, one [1] month after** enrolment and receive an acknowledgement letter from us in **writing** to be effective.
- CANCELATION:** **No** cancellation or refund will be entertained after despatch of the relevant study materials.
- COURSE TRANSFER:** The course units, programme or modules you enrol on are **not transferable** between students under any circumstance whatsoever.
- EXAMINATIONS:** It is your responsibility to register for and sit any professional or academic examinations necessary for your course. The course managers may be of assistance in this regard but we not obliged to enter students for professional examinations.
- CHEATING AND PLAGIARISM:** Cheating includes bringing unauthorised aids into an examination room. Plagiarism involves passing-off the original work of others as your own without full acknowledgement], computer hacking, falsification of data and similar dishonest practices. We do not condone such behaviour and exclusion from the Business School may apply.
- DUTIES & TAXES OUTSIDE THE UK:** Distance Learning fees are for materials and Revision sessions [where applicable] but **excludes** any taxes or duties imposed by countries outside the UK.
- RELEVANT LEGISLATION:** All our materials are developed to conform with the requirements of Legislations applicable to the UK only. We will not entertain any queries, complaints or request for refunds relating to any other legislation.
- CHANGE OF ADDRESS:** It is essential that you notify us of a change of address. Please provide supporting documents and inform your professional body so results are produced in a correct name.
- RETURNED CORRESPONDENCE:** We will **not** be responsible for despatches to your last known address, which is subsequently returned to us undelivered. We reserve the right to charge an additional **£10 postage fee** for resending **each** returned mail to a subsequent address provided by you.
- PAYMENTS:** Payments must be made to our designated account. You will only receive your texts, access to our online resources and tutor support **after** your payment has been **cleared** into our account, Details of our designated account are:

Payment by: -

UK Cheque/Cash/International Bank Transfer:
 - Name:** Goldsmith IBS
 - Bank:** LloydsTSB Bank PLC
 - Sort Code:** 30-00-04
 - Account No:** 02219779
 - IBAN/SWIFT:** GB03LOYD30000 0402 2197 79

Please Note:

You are required to inform us of your payment by:

- Sending an email to info@goldsmithibs.com
- Sending us a Text/SMS to +44 (0)7786872611
- Include any reference numbers issued to you (please retain originals as evidence of payment)
- Post us a copy of the deposit slip to:
Goldsmith IBS
N107(North Building)
Westminster Business Square
1-45 Durham Street
Vauxhall, London SE11 5JH
England, United Kingdom

We will immediately acknowledge receipt of your message and confirm receipt of the funds or otherwise to you within 24 hours of your original message.