

CAMBRIDGE MUSLIM COLLEGE

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Cambridge Muslim College Diploma in Islamic Psychology | Terms and Conditions

1. Interpretation

In these Terms and Conditions, the following expressions have the corresponding meanings:

Contract	means the Terms and Conditions, College policies and Offer letter
Clause	means a clause in these Terms and Conditions
Course	means your prospective or registered course of study at the College
Offer	means an offer to you of a place on your Course by the college through the Admissions Office together with any offer letter from the college's Admissions Office.
Student/you/your	means an individual who has accepted an Offer from the college and is registered with the college for a Course of study.
Terms and Conditions	means this document

2. Contract

- 2.1 These Terms and Conditions apply to the provision of academic and related services to you by Cambridge Muslim college (the "College") in connection with your Course of study.
- 2.2 These Terms and Conditions form part of the contract between you and us, and also incorporate the additional documentation referred to as supplementary documents.
- 2.3 If you receive and decide to accept an offer on a Course from the College the terms of this contract shall apply from the date you accept your Offer (or the first day of the academic year, whichever is earlier) and for the duration of your registration at the College.
- 2.4 In addition to these Terms and Conditions, the Colleges' policies form part of this Contract and will apply to you.

3. Provision of Information and qualifications

- 3.1 You must provide full and accurate academic and personal information to the college for application, admission and enrolment. You must inform the college of any changes to this information.
- 3.2 The college requires you to provide satisfactory evidence that you have met all the requirements to study at the college. If you do not provide satisfactory evidence when requested, you are dishonest in the information you provide, or you withhold relevant information the college may terminate this Contract and withdraw you from the college or cancel your admission. The college will verify the authenticity of documentation provided.
- 3.3 Your Offer is subject to you satisfying the academic and other requirements for admission.
- 3.4 If your Offer is conditional, you will need to satisfy the conditions set out in your Offer letter (such as obtaining qualifications at a minimum grade) in order to be admitted to the Course. If you have not met the conditions of your Offer before the start of the Course, the college reserves the right to withdraw the Offer.
- 3.5 For some Courses you may need to provide information about your health or have a satisfactory health check (including providing evidence of immunisations). If this applies the college will notify you of the requirements to be met.

4. Period of Registration

Students are expected to complete the Course and associated assessment, including the time period for any resit assessments within a maximum period of 10 months.

5. Right of cancellation

- 5.1 You may cancel this Contract by informing the college in writing within fourteen (14) days of accepting the Offer ('The Cooling Off Period').
- 5.2 The 14-day Cooling off Period begins on the date the College receives your acceptance of the Offer.
- 5.3 In order to cancel this Contract within the Cooling Off Period, you should notify us in writing by contacting us at admissins-ipdiploma@cambridgemuslimcollege.ac.uk.

- 5.4 Any payments made under this Contract prior to or during the Cooling off Period will be refunded, less administration fees, in accordance with the College's [fees policy](#).
- 5.5 If you cancel this Contract after the Cooling Off Period has expired, the college may keep any deposit and any refund of fees will be made in accordance with College's fees policy.

6. College obligations

- 6.1 The College will endeavour to deliver your Course and the services at the College with reasonable care and skill, and in accordance with the description in the programme description. If there is a change to your Course, Clause 9 of these Terms and Conditions will apply.
- 6.2 The College shall provide you with access to the necessary materials and platforms for you to undertake your Course.

7. Academic and conduct obligations

- 7.1 You will engage and participate in your Course and take responsibility for your learning. This will include attending and taking part in taught sessions, engaging with teaching and support staff, making use of all available resources, and meeting academic requirements.
- 7.2 A minimum of 80% attendance is expected from registered students.
- 7.3 You must meet the ongoing academic requirements of your Course, including but not limited to, the mandatory passing of modules, submission of course work and other assignments, attendance at examinations, and engagement with all methods of teaching and study, including satisfactory attendance.
- 7.4 You agree to uphold the Colleges standards of academic integrity and to comply with the College Academic Misconduct Policy [here](#).
- 7.5 You must declare any legal restrictions which may impact on your own studies and/or present a risk to the safeguarding of College staff and students.

8. Fee and payments

- 8.1. You are liable to pay the fees as set by the College. You must pay your fees and any other costs, in accordance with the method of payments communicated to you.
- 8.2. You may make an application for financial support as part of your application in accordance with the communicated admissions procedure.
- 8.3. If you fail to pay your fees or any other payments owed to the College, we will take firm, fair and timely steps to recover all debt owed by you. The College may take legal action to recover any unpaid debt.
- 8.4. If a sponsor has agreed to pay all or part of your fees, you will still be primarily liable for the payment of the fees. If your sponsor fails to pay part or all of your fees, you must pay any unpaid fees.
- 8.5. Course fees are due for each full term of attendance, and if you attend only part of a term you may still be charged the full-term rate. Any refund of Course fees will be made in accordance with the College's policy [here](#).

9. Course changes or cancellation

- 9.1. The College is committed to helping all students achieve successful outcomes from their studies. However, circumstances may change, and it may be necessary to make minor variations or material changes to the Course or in exceptional circumstances, to cancel the Course.
- 9.2. The College may make minor variations to the Course, including but not limited to, due to student feedback, updating the syllabus, timetabling requirements or alterations due to staff changes.
- 9.3. The College may need to make material changes to your Course (such as a change to module title, the nature of the award or a significantly different course structure, mode of delivery or assessment). Changes may also be needed because of circumstances outside the reasonable control of the College, these may include changes to meet the latest requirements of an accrediting body or adherence to advice from the UK government or a regulatory body. How we notify you will depend on the nature of the changes but, in any event, such changes will be recorded as soon as reasonably possible on the College website.
- 9.4. If the College needs to make material changes to your Course before you register at the College, we shall let you know as soon as possible. If you reasonably believe that the changes will prejudicially affect you then you may cancel this Contract and withdraw

your application without any liability for fees (even if the cancellation period has expired.)

9.5. If the College needs to make material changes to your Course after you have registered, then we will make reasonable endeavours to consult with you and will notify you of the changes as soon as possible. The College will take reasonable steps to minimise any adverse effect of the changes.

9.6. If the College makes material change(s) to your Course for reasons other than circumstances which are outside the College reasonable control and you consider that the material changes to your Course have prejudicially affected you, you will be entitled to withdraw from your Course without any further liability for Course fees. The College may also refund you for any fees which you have paid up to withdrawal if it considers that the material changes adversely affect you.

10. Limitation of Liability

Nothing in this agreement will limit the Colleges liability for:

10.1. Death or personal injury caused through the college's negligence; or any fraud or for any sort of other liability which, by law, cannot be limited or excluded.

10.2. The College will not be liable for any injury sustained which was caused by another student or by any person who is not an employee or authorised agent of the College.

10.3. Neither you, nor the College, will be liable for failure to perform any obligations under this Contract if the failure arises from circumstances that are beyond that party's reasonable control. In the case of the college, circumstances beyond its reasonable control include (but are not limited to) implementation of action required by the UK government or a regulatory body, closure of part or all of the College for health and safety reasons or industrial action or other similar action by College staff. The College will take reasonable steps to ensure that, so far as possible in the circumstances, the consequences of a failure to act in accordance with this Contract as a result of circumstances beyond the Colleges control are kept to a minimum. In the case of a student, circumstances beyond reasonable control may include (but are not limited to) bereavement or ill health.

11. Disabilities

11.1. The College welcomes students with disabilities, health conditions or learning difficulties. The College aims to ensure that its educational provision is inclusive and geared towards

supporting disabled students to achieve their full potential and participate equally in society.

11.2 The College policy is to provide all students with equal access to all aspects of College community life including the teaching and learning Courses, and to provide the academic and pastoral support that each individual need for this to take place.

11.3. If you have additional support needs due to a disability, including an autism spectrum condition, dyspraxia, dyslexia or specific learning difficulties, mental health conditions or physical health conditions, you are encouraged to let the College know at the earliest opportunity. The College will seek to support you whenever possible, and adjustments can be put in place if appropriate. To ensure that you can receive support, please contact the Course Lead prior to accepting your Offer for confidential advice and information on what support is available.

11.4. Whilst students are not under any obligation to disclose a disability, if you do not let us know that you are disabled or do not provide full information, you may not be able to get full or timely access to the support you need. For more details, please see the college's Disability & Equal Opportunities policy [here](#).

12. Your Data

12.1. The College, in accordance with the Data Protection Act 2018, collects, stores, and transmits student personal information in paper and electronic formats for a range of administrative and academic purposes.

12.2. Access to student personal information is limited to staff who require this information to carry out their contractual responsibilities.

12.3. The College has a structure for access privileges for the IT system, linked to the job descriptions for each person in order to support the claim for access. This ensures that personal data is only shared with staff who need it in order to do their work. For more detailed information click here for our Data Protection policy and Data Retention policy [here](#)

13. General

13.1. If these Terms and Conditions conflict or are inconsistent with the College's policies, the provisions of these Terms and Conditions shall prevail.

13.2. A reference in these Terms and Conditions to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time and includes all subordinate legislation made from time to time under that statute or statutory provision.

- 13.3. A reference in these Terms and Conditions to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time and includes all subordinate legislation made from time to time under that statute or statutory provision.
- 13.4. The College is entitled to alter its regulations and policies, or introduce new regulations and policies, and decisions shall be taken by the College in line with the regulations and policies which apply at that time.
- 13.5. If any provision of this Contract is deemed unenforceable, in whole or in part, by any court or competent authority, the remainder of this Contract shall continue in full force and effect.
- 13.6. This Contract and any dispute or claim arising out of or in connection with it shall be governed by English law and subject to the exclusive jurisdiction of the courts of England.
- 13.7. Nothing in this Contract shall limit the right of the College to take proceedings against you including for recovery of Course fees or other debts or enforcement in any other court of competent jurisdiction, nor shall the taking of proceedings in any one or more jurisdictions preclude the taking of proceedings in any other jurisdiction, whether concurrently or not, to the extent permitted by the law of such other jurisdiction.

14. Criminal conviction

You must declare any legal restrictions which may impact on your own studies and/or present a risk to the safeguarding of College staff and students. It is your responsibility to disclose any legal reasons that limit or prevent you entering College property, and/or working with individuals, and/or working with groups, and/or accessing the internet via the College systems and facilities. Please contact the Course coordinator. Failure to declare this information may be deemed a breach of the College's Disciplinary Procedures and penalties may be imposed accordingly.