





3. LCB reserve the right to cancel any non-mandatory unit, specialisation course or module offered if the minimum number of students set by the Academic Board for the particular programme is not met. Such cancelled modules will be replaced with another chosen by the majority vote of the enrolled students. This will not affect the student's ability to study for the general programme.
4. It is the responsibility of the student to be familiar with all policies, rules and procedures of the college. All such documents are available upon request from the administrative staff of the college, [this website](#) and from [admin@lcbglobal.org](mailto:admin@lcbglobal.org).
5. If it is discovered that a false statement has been made or significant information has been omitted from the student application form, LCB may withdraw or terminate the student's enrolment with the college with no refund.
6. In the case of students who require letters or emails issued by the college, then fee payments for the programme must be up to date before the issuing of such a letter or email.
7. LCB will provide students with the following letters:
  - Confirmation of enrolment on the course,
  - Confirmation of results,
  - Final results transcript issued by LCB.All such letters will be sent by email as PDF attachments.
8. If an overseas applicant is to study part of their course in the UK, then LCB shall also provide the student with a letter confirming their application and requesting the British Embassy to consider granting a six month student visitor's visa to the applicant.
9. LCB will post to the student (using Post Office postal services) their award, certificate, or diploma as issued by the awarding body.
10. Upon successful course completion LCB will email a written transcript of results to the student. The student will also receive from the Awarding Body a certificate (and a diploma supplement if applicable).
11. Students will not be allowed to sit any exams unless fee payments are up to date.
12. Students should not pay any fees to any referrer, representative or agent. Please email [admissions@lcbglobal.org](mailto:admissions@lcbglobal.org) for further clarification or information.
13. Once paid the fee is non-refundable after enrolment. In order to comply with the Consumer Protection (Distance Selling) Regulations 2000, online students will be entitled to a full refund if they notify LCB of their desire to cancel within 7 days of receiving their login details. Students should read the [Cancellation, Refunds and Charges Policy](#).
14. If a registration cannot be completed due to no fault of the student, then a full refund will be made.
15. All required documents and due student fees should arrive at LCB within 21 days from the beginning of the programme. Late documents or fees may result in the student being enrolled for the next start date of the programme.
16. For a student to be eligible for a tuition fees discount for on-time-payments (where applicable), the student must not be more than two weeks late in making any due payment, according to the agreed schedule of payments. If a student is more than two weeks late in making such a payment, then they will need to pay the full undiscounted fees.
17. Enrolled students are not entitled for any tuition fee refund, except in rare exceptional circumstances, which will be considered by LCB upon request. A right earnest and appropriate decision will be communicated to the student.
18. Students must notify LCB in writing of their decision to withdraw from the course promptly before the commencement of the next semester.
19. It is the sole responsibility of the student to inform the college administration of any changes of address, email address, visa status, health problems or any kind of disability.
20. The college does not accept responsibility, and expressly excludes liability, for damage to students' property, physical or intellectual, resulting from, but not limited to, the negligence of its staff, representatives or agents, nor for the consequences of any modification or cancellation of courses as set out in our website, nor that resulting from the transfer of computer viruses to students' equipment. Students are advised to ensure the safety of their property against theft and other risks.
21. All transactions will be in UK Pounds Sterling, with no consideration or compensation for fluctuating exchange rates.
22. Students agree that they have access to the equipment necessary to fully participate in the online course, if applicable, as detailed in the [system requirements](#).
23. Students agree to participate and engage in the course as much as they can, or at list 85% of the course's meetings, lectures, activities and study materials.
24. Students are expected to fully participate in the courses' activities and assessments. If LCB becomes aware that a student is not fully participating, then it will endeavour to contact the student to offer assistance that it deems necessary to ensure that the student continues to complete the programme.
25. Students agree that whenever their ID needs to be verified, in person or online, then they must show their full uncovered face.

26. LCB reserves the right to alter previously published programme specifications, to cancel or change the content of units and modules and/or study materials, and to alter dates and locations of lectures. However, LCB will make reasonable efforts to inform students by email in the event that such changes occur.
27. Students are to conduct themselves in a manner that is respectful of others at all times. No physical, verbal or written abuse directed at other students, staff or others will be tolerated by LCB. Such behaviour may result in immediate termination of the student's enrolment, with no refund being paid.
28. Students are to submit all coursework by the deadlines set by their tutors and attend all exams on the given dates and times. If they are unable to meet a deadline or exam time due to no fault of their own, they must submit a request for their extenuating circumstances to be considered before the exam or the deadline, along with any documentary proof. Requests submitted after the deadline cannot be considered, so the student will be deemed to have failed in that aspect of the course's assessment.
29. If a student wishes to defer study of a particular module, they must request from LCB before the start of that module. They will be charged £50 administrative fee for each module that they wish to defer. LCB reserves the right to either grant or deny permission to defer a module.
30. Student login details are non-transferable. Students must keep their password secret. Any discovery of a student sharing their password with others may result in the immediate termination of the student's enrolment, with no refund being paid.
31. Student login details remain valid for the duration of the course until the student's certificate is issued for a maximum of two years.
32. LCB will not be held responsible in the event of any aspect of its service being temporarily unavailable due to no fault of its own.
33. Materials provided on the college websites are for the exclusive use of the student to assist their personal studies while they are enrolled with LCB. Students agree to not distribute the contents of the college websites using any distribution medium to any other persons, either while a student of LCB or afterwards.
34. Any attempt by a student to gain access to data that the student is not entitled to may result in the immediate termination of the student's enrolment, with no refund being paid.
35. This Agreement shall be governed by and construed in accordance with the law of England and the parties hereto hereby submit to the exclusive jurisdiction of the courts of England.
36. LCB reserve the right to suspend the college websites (lcbglobal.co.uk, lcbglobal.org, lcbglobal.org.uk and lcbuk.org) or terminate this user agreement at any time without notice, for the violation of any of its provisions.
37. While LCB endeavours to ensure that the information on its websites (lcbglobal.org, lcbglobal.org.uk, lcbglobal.co.uk and lcbuk.org) is correct, we do not warrant the accuracy and completeness of the material on the site or in any corporate brochures. Students are advised to contact LCB directly for up-to-date information.
38. Please read the [Fair Processing Notice](#)

### Declaration

I confirm that all the information provided in this application form is complete, factual and correct. I understand that I must submit all required credentials along with official transcripts and educational records with this application form to facilitate the decision for my admission. Further, I believe that all application documents submitted to LCB will become the property of LCB and cannot be returned. I confirm and agree to abide by the policies, rules and regulations of LCB as set out in the student handbook, which I accept as a condition of this application. I also understand that the rules and regulations (as written above) can be changed at any time without any prior notice and I abide myself to follow them.

**I agree to the above declaration** Yes  No

**Signature of Applicant**

Date