Student Terms and Conditions

Effective from 1st November 2026

Please note that these terms and conditions (these "Terms" or "contract") apply only to the undergraduate and postgraduate courses, programmes and modules designed and awarded by The University of Law Limited (No.07933838) (the "University" or "ULaw") and delivered through its subsidiary company, London College of Contemporary Arts Ltd (no. 07889724) ("LCCA"), in or from the UK or any other LCCA location (each referred to in these Terms as a "Course" and together, the "Courses").

By reserving a place on one of the Courses, you enter into a legally binding contract with the University which can only be varied by agreement in writing. You accept and agree to be bound by these Terms which include the fee schedule relating to your Course (the "Fee Schedule") and any Instalment Options Schedule (if relevant, see also paragraph 3.4), together with any additional terms set out in your offer documentation ("Offer Pack"). As the awarding body, the University remains responsible for the quality of your Course, academic standards, the student experience, and compliance with applicable regulatory requirements.

The University will deliver your Course through LCCA staff and at locations operated by LCCA ("LCCA Premises"). LCCA will provide a student portal which you will have access to in connection with your Course ("LCCA Portal"). For administrative purposes, you may be enrolled simultaneously on the student management systems of both ULaw and LCCA. This will not affect ULaw's responsibility to you under these Terms.

References in these Terms to "we", "us" or "our" are references to ULaw and, where applicable, include LCCA acting on the University's behalf. Your rights under these Terms are enforceable by you against ULaw alone.

Your acceptance has immediate cost implications and creates financial commitments. Your attention is drawn in particular to paragraphs 2 (your non-financial obligations), 3 (Course fees), 4 (your right to cancel) and 5 (Cancellation, liability and refunds).

Terms and conditions

1. **When this contract starts**

As soon as you accept your offer of a place on a Course at the University, your contract with the University will start (and any applicable Cooling Off Period as described in paragraph 4 of these Terms will also start).

2. **Non-financial obligations**

2.1. By reserving a place on your Course you accept and agree to be bound by and comply with:

2.1.1. all University academic regulations and policies that we publish (and update) on our website at https://www.law.ac.uk/policies/ from time to time;

2.1.2. all LCCA policies that they publish (and update) through the LCCA Portal including policies concerning: IT (other than when using ULaw's IT and email systems at which times ULaw's IT and email policies will apply), library services, pastoral issues, being present on LCCA Premises including any rules of use and following all reasonable instructions of any campus staff (including any security staff);

2.1.3. all eligibility requirements of the relevant regulatory or validating body for your Course as detailed in your Offer Pack, including (in each case without limitation and where applicable), obtaining membership, and compliance with any "character and suitability" criteria; and

2.1.4. the University's own academic, English language and other eligibility requirements for your Course which you are required to meet prior to your enrolment.

2.2. In the event of conflict between ULaw's policies and LCCA's policies, as referenced in paragraphs 2.1.1. and 2.1.2, ULaw's policies apply.

2.3. During your Course, we and LCCA may update and replace our academic regulations and policies (as referenced in paragraphs 2.1.1. and 2.1.2,) from time to time to ensure that we and LCCA operate efficiently for students and meet relevant legal and regulatory obligations, and/or where changes are in the interests of students. Changes to the academic regulations and policies will be appropriately notified to students via email or the website. Such changes will not affect the content of your Course (see paragraph 11 below for provisions concerning changes to Courses). Any changes made under this paragraph 2.3 will normally come into effect at the start of the next academic year. We will take all reasonable steps to minimise disruption to you wherever reasonably possible. The updated academic regulations and policies will be made available on our website at https://www.law.ac.uk/policies, or through the LCCA Portal (where applicable), and may be publicised by other means so that students are made aware of any changes.

2.4. While you are studying at LCCA you will need to re-enrol at LCCA at the start of each academic year of your Course in line with procedures we set, which we will send to your email address prior to the start of each year of your Course. Please note that, although you will need to re-enrol for each academic year, you will not be entering into separate contracts each time. You will instead have entered into one contract for educational studies with us, which will become binding in line with paragraph 1 above. By re-enrolling with LCCA, you will automatically be re-enrolled with ULaw, and you will not need to take any action yourself to re-enrol with us.

3. Course Fees

3.1. Current fees for your Course are detailed in your Offer Pack and can be seen in your Fee Schedule.

3.1.1. **Course fees include:** tuition, interactive learning resources, and first attempt and resit examination or assessment fees sat at any LCCA Premises or online.

3.1.2. **Course fees exclude:** ad hoc charges, for example for study visits or field trips; and you may also have to budget for materials and equipment. For more details about extra charges and costs, please read the information which is included with your Offer Pack.

3.2. We review our fees on an annual basis, taking into account changes in costs of delivering your Course, improving the educational services we provide to you, and any changes in government policy or regulation. Cost increases take account of matters such as increased staffing costs, the need to maintain and renew facilities (for example, buildings, IT and library facilities) and inflation. We therefore reserve the right to increase tuition fees annually to recognise these changes (as set out in paragraph 3.6).

3.3. If your studies are interrupted or suspended for any reason, the fees when you begin or resume your studies may have increased, on the basis set out above.

3.4. Your Fee Schedule and the University's instalment options schedules (each an **"Instalment Options Schedule"**) will be periodically updated once the fees for the forthcoming academic year are finalised and made available on the University's website.

3.5. If you are exempted from any part of your Course, your Course fees will be detailed in separate documentation and correspondence along with details of payment and cancellation, all of which form part of these Terms.

3.6. Tuition fees are likely to increase for every new academic year and for new intakes of each Course. Fee increases will not exceed the Government's fee cap, which the Government has indicated will rise with inflation (and it is anticipated the measure of inflation used will be RPIX or the RPI All Items Excl. Mortgage Interest). However, you should be aware that you may be charged different fees for subsequent years of your Course. Where tuition fee increases are applied, we will notify affected students by no later than 31 July where possible before the start of the academic year to which the fee increase is intended to apply.

3.7. Course fees must be paid in accordance with the Fee Schedule or as detailed separately above.

3.8. For students funded via the Student Loans Company:

3.8.1. where we are informed directly by the Student Loans Company of approved undergraduate loan funding, the Student Loans Company will pay ULaw directly. Any balance of fees not covered by such funding will be charged directly to you and will be payable within thirty (30) days of the date of the request or by such later date as may be specified in such request.

3.8.2. It is your responsibility to ensure that you apply to the Student Loans Company for undergraduate funding on an annual basis.

3.9. Please note that even if someone other than you makes any payment, or agrees to make any payment on your behalf, you remain liable for full payment until the University has received cleared funds. Any rights the University may have against the payer are not affected.

3.10. If you have been awarded a University of Law scholarship, bursary, award or promotional discount (each an **"Award"**), you will receive your Award according to the specific terms and conditions applicable to that Award.

3.11. If you do not pay your Course fees in accordance with these Terms, the University reserves the right to withdraw any offer, cancel your accepted place on your Course, exclude you from any relevant assessment or reassessment, leave your assessment or reassessment unmarked, or

withhold assessment or reassessment results and materials for your Course. Please see our De-Registration Policy for further details available here.

4. **Your statutory right to cancel**

Your statutory right to cancel your place after accepting an offer.

4.1. Your contract with the University begins when you accept an offer to study with us as we have detailed in paragraph 1.

4.2. You have a statutory right to cancel this contract with the University within **14 calendar days** of the date you accept your offer to study with the University. This is known as a **'Cooling Off Period'**.

4.3. You do not need to give us any reasons for cancelling your contract.

4.4. This statutory right is available to you under the UK's Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013.

4.5. Please note that you may have other rights to withdraw from your Course or your contract with the University outside of the Cooling Off Period. **These rights and details on how you can exercise them are set out in paragraph 5 of these Terms.**

If your course has not yet started:

4.6. If you tell us you want to cancel within the Cooling Off Period and your Course has not yet started, we will refund to you in full any part of the Relevant Course Fee that you have already paid.

4.7. For the purpose of these Terms, the "***Relevant Course Fees"*** means the **'Annual Tuition Fee'** or the **'Course Tuition Fee'** or whichever term is used and defined in the Fee Schedule for your Course.

4.8. You will not be responsible for paying any further sums to us.

If your course has already started:

4.9. If you tell us you want to cancel within the Cooling Off Period and your Course has already started, we will refund to you any part of the Relevant Course Fee that you have already paid. However, we will be entitled to deduct from that refund the cost of any materials already provided to you and if you have attended any part of your Course, a proportionate amount of your Relevant Course Fee to reflect your attendance on that Course up until the time that you tell us that you wish to cancel.

4.10. Except as we have explained above, you will not be responsible for paying any further sums to us.

How we will refund you if you cancel within the Cooling Off Period

4.11. Where we need to refund any payments you have already made to us, we will do that using the same means of payment as you used to pay us. Refunds will be made in accordance with the University Refund and Compensation policy available here.

How to exercise your right to cancel within the Cooling Off Period

4.12. To exercise your right to cancel your place within the Cooling Off Period you need to make a clear statement to us that you wish to cancel. You can let us know that you wish to cancel during the Cooling Off Period by:

4.12.1. sending an email to admin@lcca.ac.uk stating clearly that you wish to withdraw; or

4.12.2. completing and returning the cancellation form included in the Offer Pack.

4.13. The date on which we receive your request to cancel your contract with us will be the date of cancellation of your contract.

5. **Cancellation, liability and refunds**

5.1. Cancellation of this contract occurs when you cancel your Course place, or if the University cancels this contract for one of the reasons listed in paragraph 5.13 below (**"Cancellation"**). This paragraph 5 covers the refunds that are available to you on cancellation of your Course in the circumstances specified below.

The following paragraphs 5.2 to 5.12 set out the terms that apply where you wish to cancel your contract with us. Our Refund and Compensation Policy will also apply available here.

Refunds where you wish to cancel

5.2. The extent of your fee liability will vary depending on the Cancellation date. Please see your Fee Schedule for full details of your fee liability on Cancellation. The relevant fee liability dates for your Course are set out in your Fee Schedule.

5.3. If you cancel your place on any date that is before the end of the Cooling Off Period, paragraph 4 sets out your rights to a refund.

5.4. If you cancel your place on any date that is on or prior to the date in your Fee Schedule, before which if you cancel you will not be liable to pay your Relevant Course Fees (the "**No Annual Fee Liability**" date) for your Course, but after the Cooling Off Period has ended, you will not be liable to pay your Relevant Course Fees.

5.5. If you cancel your place, on any date that is on or after the date at which you will become liable for one third of your Relevant Course Fee (the "**First Fee Liability**" date) but before the date at which you will become liable for two thirds of your Relevant Course Fee (the "**Second Fee Liability**" date) for your Course, you will be liable to pay (on the date set out in your Fee Schedule) one third of your Relevant Course Fees.

5.6. If you cancel your place, on any date that is on or after the Second Fee Liability date but before the date at which you become fully liable for your Relevant Course Fees (the "**Full Annual Fee Liability**" date) you will be liable to pay (on the date set out in your Fee Schedule) two thirds of your Relevant Course Fees.

5.7. If you cancel your place on any date that is on or after the Full Annual Fee Liability date, you will be liable to pay (on the date set out in your Fee Schedule) the entire balance of your Relevant Course Fees.

How to cancel outside of the Cooling Off Period

5.8. If you wish to cancel your contract with us outside of the Cooling Off Period, you should do so electronically using the following methods:

5.8.1. **up to the end of Course Week 2:** by email to admin@lcca.ac.uk

5.8.2. **from the start of Course Week 3:** by email to admin@lcca.ac.uk, stating the reason for withdrawal.

5.9. You cannot cancel by post, telephone or otherwise.

5.10. If you tell us you wish to cancel by email, we will communicate to you an acknowledgement of receipt of such a cancellation by email without delay. We recommend you keep a copy of your acknowledgement.

5.11. Please be aware that the Administration team acknowledges receipt of all e-mails within 24 working hours of receipt. If you send an e- mail and do not receive an acknowledgement within this timeframe, please either re-send your e-mail or contact us on 020 3535 1155 (UK).

5.12. The date that your Cancellation takes effect will be the date on which we receive your notice that you wish to cancel through your Applicant Portal or by email.

Cancellation by the University

5.13. The University reserves the right to refuse or withdraw an offer or cancel your accepted place on your Course for any of the following reasons:

5.13.1. if you have not paid any sums you owe to us by the dates set out in your Fee Schedule and the Instalment Options Schedule (where applicable).

5.13.2. if you have any outstanding debt owed to the University in respect of any other University courses.

5.13.3. if you are paying by direct debit and the direct debit payment is cancelled or fails.

5.13.4. if you have not met (or due to a change in circumstances no longer meet) the eligibility criteria for your Course and/or if you have failed to (or no longer can) comply with the conditions attached to your Course offer.

5.13.5. if you fail to supply any requested documentation prior to registration which is required to confirm your eligibility to study in the UK, see paragraph 9 (Definition of Home Student).

5.13.6. if you fail to supply a valid passport or other acceptable form of ID at registration.

5.13.7. if you fail to enrol or take up your place at the start of your Course.

5.13.8. if you fail to attend in accordance with University requirements.

5.13.9. if you fail to re-enrol for further academic years of your Course, where required within set timescales.

5.13.10. if you are found to have committed gross misconduct under the student conduct policies or the academic misconduct regulations or found guilty of a serious criminal offence.

5.13.11. if you have, in our reasonable opinion, provided us with information which is inaccurate, incomplete and/or misleading (whether in your application or otherwise).

5.13.12. if you break the contract in any other material way and, where that breach is capable of being remedied, you do not remedy it within fourteen (14) days of us notifying you in writing and requesting that you do so.

5.13.13. if there are not enough students confirmed on your Course.

5.13.14. if the running or continuation of your Course becomes unviable or practically impossible for the University.

5.14. If we end your Contract in accordance with paragraph 15.13.1 to 15.13.12, you may continue be charged in accordance with your Fee Schedule up to the date of termination.

5.14.1. If you are a self-funded student, we will charge you directly and outstanding tuition fees will be payable within thirty (30) days of the date of the request or by such later date as may be specified in such request. Upon your request, we will refund any tuition fees which you have overpaid (if, for example, you have paid your tuition fees in advance).

5.14.2. If you are funded by the Student Loans Company, the fees that you have incurred for an academic year which has not ended will be calculated in accordance with the Student Loans Company guidelines.

Our Refund and Compensation Policy will also apply, available here.

5.15. If the University is unable to run your Course or cancels your place for the reasons listed in subparagraphs 5.13.13 or 5.13.14 above, it will refund in full all the Course fees of your cancelled Course that you have already paid. The University cannot be held responsible for any remedy, damages or compensation beyond this.

5.16. If you are suspended from participation on your Course, you may be excluded from attending lectures, classes or seminars, using our facilities or services, submitting assessments, taking tests/examinations, or proceeding to any degree, diploma or other award at our reasonable discretion.

5.17. If the Contract has been terminated (for any reason), you will no longer be entitled to attend lectures, classes or seminars, use our facilities or services, submit assessments, take tests/examinations, or proceed to any degree, diploma or other award.

5.18. If you are ultimately unsuccessful in completing and passing your Course, and you decide to re-take the entire Course again, you will be required to pay the entire Course Fees (as applicable at that time) for the new Course.

6. **Deferral**

6.1. A request to defer is an application to cancel your reserved Course place and reserve a new place on a later course on these same Terms, returning at the start of the course (**"Deferral"**).

6.2. Deferral may not be available on all Courses and there is no automatic right to defer.

6.3. **You may only submit a request to defer up until the end of Course Week 2.** Any requests to defer received after the end of Course Week 2 will not be accepted by the University.

6.4. Please see our Recruitment, Selection and Admissions Policy available here for more details because this governs the Deferral rules and process. **However, it is important that you make any initial request for a Deferral to LCCA in the first instance**. You must do this electronically by sending an email to admin@lcca.ac.uk.

6.5. You cannot request a Deferral by post, telephone or otherwise.

6.6. If you request to Defer, we will acknowledge your request by email without delay. We recommend you keep a copy of your acknowledgement.

6.7. Please be aware that the Administration team acknowledges receipt of all e-mails within 24 working hours of receipt. If you send an e- mail and do not receive an acknowledgement within this timeframe, please either re-send your e-mail or contact us on 020 3535 1155 (UK).

6.8. Deferral will generally be permitted by the University (entirely at its discretion) once only.

6.9. Payments of your Course fees must be up to date at the time of your request.

6.10. Where you request to defer after the No Annual Fee Liability date for your Course but on or before the First Fee Liability date for your Course (as each is set out in your Fee Schedule) you must pay one third of your Relevant Course Fees.

6.11. Course fees on the later Course may increase in accordance with paragraph 3.6.

6.12. The University will confirm via e-mail whether or not your request to defer has been approved and your fee liability.

6.13. If you are dissatisfied with the decision, you may request a review in accordance with our Recruitment, Selection and Admissions Policy, available here.

7. **Interruption**

7.1. A request to interrupt is an application to cancel your reserved Course place and reserve a new place on a later Course on these same Terms, returning at an appropriate point in the later Course as notified to you by the University (**"Interruption"**).

7.2. Interruption may not be available on all Courses and there is no automatic right to intermit.

7.3. **You may only request to interrupt your reserved place after the end of Course Week 2.**

7.4. Interruption will generally be permitted by the University (entirely at its discretion) once only and for a maximum of one year only, in accordance with the Interruption policy.

7.5. Please see our Change in Circumstances Policy available here for more details because this governs the Interruption rules and process. **However**, **it is important that you make any initial**

request for Interruption to LCCA in the first instance. You must do this by sending an e-mail to admin@lcca.ac.uk and stating the reason for your Interruption request.

7.6. Payments of your Course fee instalments must be up to date at the time of your request. Any Course fees paid at the date of your request are not refundable.

7.7. Course fees on the later Course may increase in accordance with paragraph 3.6.

7.8. The University will confirm via e-mail whether or not your Interruption has been approved and your fee liability.

7.9. If you are dissatisfied with the decision, you may request a review in accordance with our Change in Circumstances Policy available here.

8. **Transfer**

8.1. A request to transfer is an application to transfer to another Course, mode of study and/or University Campus on these same terms ("**Transfer**").

8.2. Transfer is not available on all Courses and there is no automatic right to Transfer.

8.3. You may request to Transfer before or after the commencement of your Course.

8.4. Please see our Change in Circumstances Policy available here for more details because this governs the Transfer rules and process. **However**, **it is important that you make any initial request to Transfer to LCCA in the first instance.** If you wish to request a Transfer you must do so electronically using the following method:

8.4.1. **up to the end of Course Week 2**: by email to admin@lcca.ac.uk

8.4.2. **from the start of Course Week 3** by email to admin@lcca.ac.uk and stating which University campus you are studying at.

8.5. You cannot request a Transfer by post, telephone or otherwise.

8.6. If you request to Transfer, we will acknowledge your request by email without delay. We recommend you keep a copy of your acknowledgement.

8.7. Please be aware that the Administration team acknowledges receipt of all e-mails within 24 working hours of receipt. If you send an e- mail and do not receive an acknowledgement within this timeframe, please either re-send your e-mail or contact us on 020 3535 1155 (UK).

8.8. Payments of your Course fee instalments must be up to date in accordance with your Fee Schedule at the time of your request to Transfer. Any fees due at the date of your request are not refundable.

8.9. Please be aware that Course fees on the other Courses, for different modes of study and/or at different University Campuses may vary. We will tell you how your Course fee will change as a result of the Transfer. Where relevant:

8.9.1. you will be expected to pay any increase in your Course fee as a direct result of your Transfer from the date your Transfer takes effect; or

8.9.2. where your Course fees are less as a result of your Transfer, your Course fees will be adjusted down to reflect the lower Course fee from the date your Transfer takes effect.

8.10. All Transfer requests will be considered by the University on a case by case basis. The University will confirm via e-mail whether or not your request to Transfer has been approved and your fee liability.

9. **Definition of a Home Student**

9.1. A Home student is a student who has no immigration restrictions on their right to live and study in the UK. This generally includes UK and Irish nationals, individuals with Indefinite Leave to Remain (as defined in the relevant immigration legislation), and those have been granted Settled Status under the EU Settlement Scheme (each as defined in the Government's Immigration Rules). An Overseas student is any student who does not meet the definition of a Home student. Overseas students will generally require permission under the Student route (as defined in the Immigration Rules) or another appropriate immigration category to study in the UK.

9.2. On receipt of your application the University will carry out an assessment of your status. This decision is based on regulations provided by the Department of Education which enable individual institutions i.e. the University, to classify the status of students. The onus is on individual students to satisfy the University that they meet the criteria to be classified as Home status for the purpose of studying your Course. For more information, please see our Recruitment, Selection and Admissions Policy available here.

9.3. Assessments are based on the information and facts that you provide at the time of your initial application.

9.4. Please click here for more information on the specific regulations relating to the assessment of Home and Overseas students and how students can appeal these decisions.

9.5. Overseas students are not eligible for the Courses. If on initial registration, you are unable to produce all proof of eligibility to study on the programme as a Home Student a then the University will be entitled to:

9.5.1. refuse to register you onto the Course;

9.5.2. withdraw our offer of a place on the Course;

9.5.3. report to the Home Office (if applicable) that we have done so; and/or

9.5.4. retain, or recover from you, any Course fees or other sums in accordance with your Fee Schedule.

10. **English language requirements**

10.1. If you have met our English language requirements but your contact with the University prior to or during your Course leads us to reasonably believe that your English language ability would be likely to seriously jeopardise your success on your Course, we may ask you to demonstrate your English language ability by undertaking an English language test recognised by the University as set out in our Recruitment, Selection and Admissions Policy available here, at the University's expense. If you do not meet the minimum English language requirements for your Course the

University will be entitled to withdraw you from your Course. In such circumstances, the University will have no liability to you but will refund to you any Course fees you have already paid minus an administrative sum of £250.

10.2. If you have any concerns about this, you must contact admin@lcca.ac.uk as soon as possible.

11. **Changes**

11.1. The University will do all it reasonably can to ensure LCCA deliver your Course in accordance with the Course description given in your Offer Pack and on the University's website as at the Course start date. However, the University may need to make variations to your Course which it considers to be necessary including:

11.1.1. to reflect changes to the theory in an area of research or practices around the subject or its delivery;

11.1.2. as a result of a commissioning or accrediting body requiring certain content to be added to or changed within your Course;

11.1.3. changes that are required by law and/or as a result of a regulatory requirement that ULaw or LCCA, as providers of educational services, are required to comply with and/or as a result of governmental and/or regulatory guidance or direction; and

11.1.4. if your educational experience would be or would be likely to be enhanced by the changes made to your Course.

11.2. Changes made by the University may include changes to the content and structure of your Course as well as the location, dates, times and method of its delivery. Nevertheless, prior to making any change to your Course which the University reasonably believes would result in you receiving a substantially different Course or service from us to what you agreed to when accepting your place on a Course (a **"substantial change"**), the University will notify you in writing.

11.3. If any change we propose would amount to a substantial change, you will be given the opportunity to:

11.3.1. transfer to a different Course under paragraph 8 of these Terms (save for those Courses where Transfer is not permitted); or

11.3.2. cancel your place on your Course without incurring any penalties. If you wish to do this, you must give the University written notice within 14 days of being notified by the University of a substantial change to your Course. Where you have told us you wish to cancel your place on your Course, the University will refund to you in full any instalments of your Course fees already paid. The University will not provide you with any other compensation.

11.4. Please see our Programme Approval and Change Policy, available here for more details.

12. **Placements**

12.1. As part of your Course, you may be able to undertake a work placement. Placements are voluntary and open to any student. ULaw and LCCA make no warranty that a placement will be

available. There are no academic or other eligibility conditions which you must satisfy to undertake a placement. Neither ULaw nor LCCA will source placements directly on your behalf, however, LCCA will support you in seeking to secure placement opportunities by advertising available roles, providing careers guidance and assisting you in preparing your applications.

12.2. All placements are short-term and usually form part of a specific module. No year-long placement years are offered on any of our programmes. If you are unable to secure a placement, the academic team for the relevant programme will set an alternative project designed to enable you to meet the required learning outcomes for the applicable module.

12.3. Placements are unpaid and you will not receive any remuneration from the placement provider during your placement. Your tuition fees shall remain payable in full during any placement period in accordance with this Contract. You will be responsible for meeting any costs associated with undertaking a placement, including but not limited to travel, accommodation and subsistence expenses.

13. **Coursework – intellectual property, ownership and your and Our rights, and Our responsibility for your work**

13.1. Unless we have agreed otherwise with you in writing, you keep the intellectual property rights to all the work you do during your study.

13.2. You agree to grant to us and LCCA (and anyone who takes over our organisation or anyone we transfer our business to) a royalty-free, non-exclusive, worldwide licence to use those intellectual property rights for the following purposes:

13.2.1. creating educational and teaching materials;

13.2.2. external examination or other academic quality-assurance purposes; and

13.2.3. marketing and promoting LCCA or ULaw and its courses and activities, provided that any use for marketing purposes shall be limited to the inclusion of your work in prospectuses, websites, social media channels, leaflets and catalogues and shall not extend to commercial exploitation of your work for revenue generation otherwise than for student recruitment for ULaw and/or LCCA.

13.3. The licence granted under paragraph 13.2 shall continue for the duration of your studies and for a period of five (5) years thereafter. We will acknowledge the source and you as the original creator whenever your work is used under paragraph 13.1, however you otherwise agree to waive any and all moral rights that might otherwise accrue with respect to the licensed work.

13.4. You should submit your coursework for assessment and collect it afterwards in line with LCCA's policy on the submission, retention and return of student work (see LCCA Portal).

13.5. We do not accept responsibility for the loss or damage of any of your coursework before you have submitted it for assessment, except where such loss or damage is caused by a failure of our or LCCA's IT facilities. If you save electronic copies of your work through our or LCCA's IT facilities, we will take reasonable steps to maintain the security and integrity of those facilities, but we strongly advise you to keep separate backups and hard copies of all coursework and assessed work.

13.6. You should normally collect any coursework you submit to us for assessment within two (2) weeks after we have issued your grades. We will normally dispose of your work after this time, unless you have made special arrangements with a member of your course team or unless we want to keep it for any of the purposes in paragraph 13.2.

14. **Data protection**

14.1. Both ULaw and LCCA are registered data controllers under the Data Protection Act 2018, the General Data Protection Regulation as incorporated into UK law under the European Union (Withdrawal) Act 2018 (UK GDPR), and the Data (Use and Access) Act 2025 (as amended). When collecting and processing your personal information, or when sharing any of your personal information with anyone else, each of ULaw and LCCA will do so in line with their own data protection policies and privacy notices.

14.2. We will only share your special category data (e.g. information about your health) in line with UK data protection legislation.

14.3. We and our students must comply with ULaw's data protection policy, which you can see at https://www.law.ac.uk/policies/, and LCCA's privacy policy, which you can see at https://www.lcca.ac.uk/privacy-policy. If you do not comply with the relevant requirements of the data protection policy when processing personal information in the course of your studies, we may take disciplinary action against you.

15. **Complaints**

15.1. If you have a complaint about something we or LCCA have done or not done, or about your Course and you have not been able to resolve it with us or LCCA, you may raise a formal complaint.

15.2. Please see our Student Complaints Policy available here https://www.law.ac.uk/policies/ for more details, because this governs the complaints process generally. **However, it is important that you make any initial complaints that you have to LCCA in the first instance, as LCCA may conduct any informal or initial stage investigations.** Complaints can be addressed to complaints@lcca.ac.uk. Any queries you have regarding how LCCA will deal with complaints can be raised with LCCA's Student Support Team in the first instance, or ULaw's Student Casework Team if you are still unsure.

15.3. If you are not satisfied with the outcome of your complaint following investigation by LCCA, you may escalate your complaint to ULaw under ULaw's Student Complaints Policy.

15.4. If you are not satisfied with the final outcome of your complaint, you may refer your complaint to the Office of the Independent Adjudicator for Higher Education (OIA). The OIA is an independent body that reviews individual student complaints about higher education providers in England and Wales. You must normally refer your complaint to the OIA within twelve (12) months of receiving a Completion of Procedures letter from ULaw. The OIA can consider complaints about matters such as teaching and supervision, services and facilities, complaints procedures, disciplinary matters and academic appeals, but cannot consider matters relating to academic judgement. Further information about the OIA, including its rules and eligibility criteria, is available at www.oiahe.org.uk. The OIA's address is: Second Floor, Abbey Gate, 57-75 Kings Road, Reading RG1 3AB.

16. **Events Outside of Our Control**

16.1. We will not be liable or responsible for any failure to carry out, or delay in carrying out, any of our obligations under the Terms where that delay or failure is caused by an event outside our reasonable control. Examples include adverse weather, pandemics, government intervention, trade sanctions, destruction of a building or industrial action by non-University staff, terrorist attack, riot, war, fire, explosion or accident, and interruption or failure of utility service.

16.2. For so long as the event outside of our control continues:

16.2.1. we can suspend those of our obligations under the Terms which are directly affected by the event; and

16.2.2. the time allowed to carry out those obligations will be extended for the length of time the event continues.

16.3. We will take reasonable steps to bring the event to a close or to find a way in which we can carry out our obligations under the Terms despite the event.

17. **General**

17.1. These Terms are governed by English law and where necessary you can bring legal proceedings against us in the English courts. If you live in Scotland, Wales or Northern Ireland, you may also bring proceedings in the Scottish Courts, Welsh Courts or Northern Irish Courts (as appropriate).

17.2. The University may transfer its rights and obligations under these Terms to another organisation. We will always tell you in writing if this happens and we will ensure that the transfer will not affect your rights under the contract. If you are unhappy with the transfer, you may contact us to end the contract within **two weeks** of us telling you about it and we will refund you any payments you have made in advance for services not provided.

17.3. Even if the University or LCCA (as the case may be) delays in enforcing these Terms, the University or LCCA (as the case may be) can still enforce them later. If the University or LCCA (as the case may be) does not insist immediately that you do anything you are required to do under these Terms, or if the University or LCCA (as the case may be) delays in taking steps against you if you break these Terms, it will not mean that you do not have to do those things or prevent the University or LCCA (as the case may be) from taking steps against you at a later date.

17.4. Nobody else has any rights under this contract except that LCCA may enforce any of the obligations binding on you in respect of your obligations to LCCA (including without limitation your compliance with LCCA policies and procedures) under this contract which enforcement could include termination of this contract. This contract is between you and the University. No other person other than LCCA shall have any rights to enforce any of its terms.

17.5. If a court finds part of this contract illegal, the rest will continue in force. Each of the paragraphs of these Terms operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.

17.6. Your contract with the University is made up of these Terms, your Fee Schedule, the Instalment Options Schedule (where applicable) and any other documents which we have expressly told you about either in these Terms or in the Fee Schedule.

17.7. Reference in these terms and conditions (or in the University's policies) to any:

17.7.1. statute, regulation or other legislation, including subordinate legislation;

17.7.2. government agencies, departments or regulatory bodies, such as UKVI and the Home Office;

17.7.3. requirements imposed by Government agencies or departments or regulatory bodies;

shall include any replacement, amendment, re-enactment or extension of such legislation, department, agency or requirement as made from time to time.

17.8. If you accepted your place on your Course prior to 1st November 2026, the above Terms and Conditions will not apply to you. If you have not previously been sent your applicable terms and conditions, you can obtain a copy by e-mailing admissions@lcca.ac.uk