

TERMS AND CONDITIONS OF REGISTRATION AT HENLEY BUSINESS SCHOOL

The *Terms and Conditions* of registration are set out below. Applicants are required to confirm that they have understood and accepted these Terms and Conditions, as part of the contract made between *Henley Business School* and the programme member upon registration. Before accepting the Terms and Conditions applicants are strongly encouraged to read and familiarise themselves with the relevant *Programme Handbook*.

1. Application for Admission

- 1.1 An application for admission to a programme of study will be considered only if it is submitted on an official *Application Form*.
- 1.2 All completed applications will be carefully considered in accordance with the School's *Admission Policy*.
- 1.3 Applicants may not enrol concurrently on more than one programme of study leading to an academic award, either at the School or at any other institution.
- 1.4 The School reserves the right in its absolute discretion to offer a place on an alternative programme from that to which the applicant has applied.

2 Exemptions and Programme Credits

- 2.1 Any application for exemption from part of a programme of study should be made in writing on or before the date of registration for the programme concerned. Details on exemptions and credits can be found in the School's *Recognition of Prior Learning (RPL)* policy and the relevant *Programme Handbook*.

3 Offer of Admission

- 3.1 Once a decision on an application has been made, it will be communicated to the applicant in a formal *Offer Letter* signed by the appropriate Admissions Officer.
- 3.2 Fees are payable prior to commencement of the Starter workshop.
- 3.3 No programme member may be allowed to attend a workshop without payment of the required fees. Late applicants who are awaiting company sponsorship will be required to pay a sum of R20,000 to cover the cost of the first workshop and administration. This amount will be refunded to the programme member once the full fees have been received from the sponsoring company.
- 3.4 In the case of late applicants who are awaiting company sponsorship, the School reserves the right to de-register the programme member if any outstanding fees are not paid within **four weeks** of the start of the programme.
- 3.5 Henley programmes are designed so that programme members can learn from one another. All intakes have a minimum cohort size in order to provide the expected learning experience and networking opportunities. When it is anticipated that the School will not reach these minimum levels, programmes may be rescheduled or, if necessary, cancelled. In all such cases applicants will be advised as soon as practicable to be offered alternative programme dates where possible.

- 3.6 An applicant may, in writing, defer an offer of a place on a programme to another intake provided that the intake commences no later than **twelve calendar months** from the date of the original offer. Beyond 12 months a new application will be required.

4 *Acceptance of an Offer*

- 4.1 An *Acceptance Form* will be forwarded to the applicant together with the *Offer Letter*.
- 4.2 By accepting an offer of a place on a programme of study, applicants confirm that they understand the costs involved in the programme, and agree to pay those costs.

5 *Registration*

- 5.1 Applicants will only be permitted to enrol on the programme once the following have been satisfied:
- 5.1.1 Any offer conditions have been met.
 - 5.1.2 A completed *Acceptance Form* has been received.
 - 5.1.3 The required fees as notified to the candidate have been received.
- 5.2 Applicants will receive *Confirmation of Registration* letters from the Admissions Office.
- 5.3 The contractual relationship established by registration is solely between Henley Business School and the individual programme member.
- 5.4 All programme members are required to comply with the *Regulations for Student Conduct*.
- 5.5 The School reserves the right to withdraw a programme member at any stage of the programme for lack of progress.

6 *Programme Fees*

- 6.1 Information on tuition fees is made available in advance of the programme intake, and can be confirmed through the School's local office.
- 6.2 Fees must be paid in full by the due date and/or in advance of commencement of the programme unless prior alternative arrangements have been made.
- 6.3 If a programme member withdraws from the programme for any reason within **four weeks** from the start of the first workshop, having paid the full programme fees, a refund will be made. The refund will be reduced to take account of the R20,000 charges for the cost of the first workshop and administration. No refund of fees will be made after the four-week period. Furthermore, if programme members have been permitted to pay their fees in instalments, they will still be liable to pay the fees in full if they withdraw after the four-week period.
- 6.4 The School reserves the right, at any time, to vary the fees to be charged for any programme of study leading to an academic award of the School. Any such fee variation introduced after the date of commencement of registration shall apply only to those Stages of the programme (if any) for which fees have not been paid.
- 6.5 In consideration of payment by, or on behalf of, the programme member of the required fees, the School undertakes to supply programme materials and services (including assessment services) to which the fees concerned relate. (Please note that the cost of international immersions is not included in standard programme fees.)

7 *Cancellation Rights*

- 7.1 An applicant who wishes to withdraw from a programme of study must give written notice to that effect to the Programme Director.
- 7.2 If an applicant withdraws before commencement of the programme, he/she shall be entitled to a full refund of any fees paid.

- 7.3 If an applicant withdraws from the programme within four (4) weeks after the commencement of the programme, he/she shall be entitled to a refund of the fees paid, but the refund will be reduced to take account of the R20,000 charges for the cost of the first workshop and administration.
- 7.4 If an applicant withdraws from the programme after the initial four-week period stipulated in paragraph 7.3, he/she shall be liable for the full programme fees.
- 7.5 Once the School has been notified in accordance with paragraph 7.1 that the applicant wishes to withdraw, the School will, within 30 working days, refund or credit the applicant any sum that he/she may be due.

8 *Conferment of Academic Awards of the School*

- 8.1 An academic award of the School will be conferred only if the programme member completes the programme of study to the satisfaction of the *Teaching and Learning Committee* and/or *Academic Board*.
- 8.2 The number of times a programme member can re-sit an examination or re-submit an assignment or other assessed piece of work is restricted. Programme members are advised to consult the relevant *Programme Handbook* for confirmation of the re-sit/re-submission rules.
- 8.3 Notwithstanding the successful completion of a programme of study by the programme member, the School reserves the right to withhold any academic award pending settlement of any outstanding fees or other liabilities.

9 *Personal Information*

The School undertakes to treat any personal information received from programme members in the course of their studies as confidential and in accordance with the applicable regulations governing the protection of personal information.

10 *Regulations and Procedures*

By registering on a programme of study, the programme member agrees to abide by the School's regulations. These include: a) *regulations for student conduct*, b) *statement on academic misconduct and plagiarism*, c) *student complaints and grievances procedure*, d) *assessment guide*, and e) *certification policy and procedures*, which are all available online.

11 *Variation*

The School values its international reputation as a provider of high-level programmes and programme services. It undertakes to take all reasonable steps to provide programmes and services as set out in programme brochures and other documentation supplied to programme members and applicants. However, the School does not accept any absolute obligation to provide programmes or services as set out in programme brochures or other documentation. The School reserves the right to change programmes of study and/or the provision of services at any time.

Should circumstances beyond the control of the School interfere with the ability of the School to provide programmes and/or services, the School undertakes to use all reasonable steps to minimise any resultant interruption to programme members.

12 *Governing Law*

The laws of South Africa shall apply to the contract created between the programme member and the School, and any disputes relating thereto shall be determined in the South African courts.