



Terms and conditions

# Higher education qualifications

Updated June 2018

cipp

the **chartered institute**  
of **payroll professionals**

*leading the profession*

## Terms and conditions for higher education qualification enrolments

### 1. Definitions and Interpretation

The following definitions and interpretation shall apply to all dealings between the Buyer and the Company.

**‘The Company’, ‘Us’, ‘Our’ and ‘We’** shall mean IPP Education Ltd trading as the CIPP, the Chartered Institute of Payroll Professionals and its subsidiaries.

**“The Buyer”** shall mean the person, firm or company to whom the CIPP agrees to supply to.

**“Products/Services”** means the products and/or services we agreed to provide you with under the Contract.

**“Contract Document”** means the enrolment form, booking form, registration form, and schedules applicable to it and our terms of business.

### 2. Conditions Applying

- 2.1. These terms and conditions supersede any terms and conditions proposed by The Buyer and may not be varied except with the written consent of The Company in accordance with 2.3 below.
- 2.2. Prior to booking you must refer to our Website terms and conditions. For Privacy and Data Protection Policy refer to our Website terms and conditions.
- 2.3. Any variation to these terms and conditions must be agreed in writing and signed or countersigned by a Director of The Company.

### 3. Enrolments

- 3.1. Enrolment forms can be received by post or email. Enrolment will be confirmed only when all eligibility criteria are met, confirmation and receipt of course have been made to us. Regardless of the method of application the original signed form must be sent to the education services team.
- 3.2. Missing information may delay processing of your enrolment. All mandatory sections of your enrolment form must be completed.
- 3.3. Once you have enrolled and your fees, or confirmation from the Student Loan Company, have been received by us, we will release your login details in line with the qualification timetable for the student website. This is where you will choose and book your module review day and exams (if applicable).
- 3.4. MSc/ BA

The MSc and BA are scheduled to run on demand, the intake maybe cancelled if numbers are not met. In the event of a change or cancellation we will make reasonable endeavours to notify you and offer you an alternative. If you do not accept an alternative we shall refund fees paid for the original booking and you agree that we shall incur no further liability whatsoever as a result of the cancellation.

#### 4. Fees, Invoicing and Payment

- 4.1. The total invoice value is due for payment within 30 days of the date of issue or no less than five days prior to qualification commencement.
- 4.2. Login details for the student website will not be given until such time as payment is made.
- 4.3. It should be noted that if the original agreed method of payment of course fee is withdrawn at any time during study; payment by student loan is not an option.
- 4.4. Additional fee information:

##### **Foundation Degree:**

- Exam fail re-sit fee - £65 + VAT
- Exam did not attend fee - £65 + VAT
- Exam deferral - £65 + VAT
- Module retake - £150 + VAT
- Module deferral - £150 + VAT

##### **MSc/ BA:**

- Module retake fees will vary depending on which course you are enrolled onto and the module you are retaking. Please contact the education services team to confirm the cost of the module retake, should this apply to you.

#### 5. Deferrals

##### **Foundation Degree**

- 5.1. Students can defer their studies should they encounter any difficulties. This is subject to confirmation of full course fees being paid. Requests must be made in writing by email to [education@cipp.org.uk](mailto:education@cipp.org.uk). No refund will be made once material has been made available.
- 5.2. All deferrals are subject to an admin fee of £65 + VAT, payable upon request to defer. Where the student has given consent, the sponsoring employer will be notified.
- 5.3. To recommence studies a fee of £150 + VAT per outstanding module is applicable.

##### **BA/MSc**

- 5.4. To take an Authorised Break from Study (ABS) applications should be made in writing by email to the education services team or the University of Derby contact email [U.Cameron@derby.ac.uk](mailto:U.Cameron@derby.ac.uk). Students are only permitted to take one ABS throughout the duration of 12 months. The University of Derby will confirm whether the application is successful or has been rejected.

#### 6. Cancellations and withdrawals

- 6.1. Foundation Degree  
Cancellations must be made in writing to the education services team by email to [education@cipp.org.uk](mailto:education@cipp.org.uk).
- 6.2. BA/MSc  
Cancellations must be made in writing by email to the education services team or the University of Derby contact address, [U.Cameron@derby.ac.uk](mailto:U.Cameron@derby.ac.uk)
- 6.3. All cancellations/ withdrawals substitute students are subject to an admin fee of £65 + VAT per person.
- 6.4. No refund will be made after the release of login details for the student website, full payment must have been received to withdraw.

- 6.5. Should an individual leave the employment of the sponsoring organisation, the CIPP will not refund any monies relating to studies if access to the student website has been made available. The enrolment agreement is between the CIPP and the student, therefore the CIPP recommends that a service level agreement be put in place should the organisation be funding an employee.
- 6.6. Students that withdraw are unable to return to the course under University rules and regulations.
- 6.7. Students will be withdrawn should their registration expire with the University, please contact the education services department to confirm the duration of your registration for the course you have enrolled onto.

## **7. Module review day, tutorials and exam attendance ('event')**

### **Foundation Degree**

- 7.1. It is the responsibility of the student to book their attendance for their module review day and for their exam attendance via the CIPP student website before the advertised closing date.
- 7.2. All locations initially provided are subject to change; students will be informed and provided with alternatives, if a selected location is no longer available.
- 7.3. Any request to change an original booking must be made in writing by post to the education services team (address below), or by email to [education@cipp.org.uk](mailto:education@cipp.org.uk).
- 7.4. All changes are subject to an admin fee of £65 + VAT per change, payable on request.

### **BA/MSc tutorials**

- 7.5. BA/MSc tutorial dates are as per the released timetable. However, attendance must be confirmed to education services at [education@cipp.org.uk](mailto:education@cipp.org.uk).

## **8. Other terms**

- 8.1. For the duration of study you will become an associate/full member of the CIPP. As a member you agree to adhere to the CIPP member's code of conduct [www.cipp.org.uk/code](http://www.cipp.org.uk/code).
- 8.2. The CIPP reserves the right to withhold results and you may be removed from the course if full payment is not received. Any part payment will not be refunded.
- 8.3. The CIPP reserves the right to remove any student from their programme should their behaviour be deemed to be inappropriate by the CIPP or its partners.
- 8.4. University of Worcester/University of Derby reserve the right to remove any student from the course subject to failure of meeting the University assessment regulations. No refund will be made.
- 8.5. The CIPP and its subsidiary holdings will not be liable for any financial, or consequential, loss you may incur through the cancellation of any induction day(s), tutorial(s) module review day(s) and/or exam(s) owing to adverse weather, act of terrorism, or any other 'Act of God'.
- 8.6. All assessments must be attempted within timetabled dates. Students have four attempts at each module. Non-submissions will be classed as two attempts; a fee will be applied to retake the module, this fee will vary depending on what course and module the retake applies to.

## **9. Student/Postgraduate loan applications**

- 9.1. This application form and your enrolment are also subject to terms and conditions of the Student Loan Company. These can be viewed at [www.slc.co.uk](http://www.slc.co.uk).

- 9.2. Postgraduate loan applications must be made via the University of Derby website.  
<https://www.derby.ac.uk/study/fees/>
- 9.3. The securing of student loans is the responsibility of the applicant and not the CIPP, The Heart of Worcestershire College, University of Derby or University of Worcester. All student loans must be applied for before enrolment.
- 9.4. If for any reason the student is not eligible for receiving funding via a student loan, it is the student's responsibility to make alternative arrangements to pay for the course enrolled.
- 9.5. The student must notify the CIPP immediately of information regarding eligibility, approval or decline of the loan application
- 9.6. The student must copy the education services team (address below) or by email to [education@cipp.org.uk](mailto:education@cipp.org.uk), any communication(s) received from the Student Loan Company.
- 9.7. Any student paying their course fee by student loan should note that, in the event of a deferral, Authorised Break in Study or withdrawal, the student is liable for any outstanding course fee for that study year. The student is responsible for notifying the Student Loan Company of their change of circumstances.
- 9.8. Students paying via student loan are not eligible for any discounts/promotions.

## **10. Data protection**

- 10.1. All data collected as part of this contract for services is in accordance with the data protection regulations applicable to the UK as outlined within the CIPP's [privacy notice](#).
- 10.2. If you wish to exercise your rights of access to your personal data processed by the CIPP then please contact us, in writing, at the address below: CIPP, Goldfinger House, 245 Cranmore Boulevard, Shirley, Solihull, West Midlands, B90 4ZL

## **11. Copyright**

- 11.1. We retain ownership and sole rights to the copyright of any material provided for the purpose of the course materials or available online materials. Once supplied, materials, with the exception of the copyright, become the personal property of the student and no part of the materials may be used or reproduced in any form by any person or organisation unless as authorised by a Director of 'The Company'.
- 11.2. Audio or video recording at any event is not allowed except where we have given prior written permission.

## **12. Law of England**

For all legal relationships between the Company and the Buyer, the law of England and Wales shall apply.

## **13. Severability**

If a provision of this Agreement is or becomes illegal, invalid or unenforceable in any jurisdiction, that shall not affect the validity or enforceability in that jurisdiction of any other provision of this Agreement.

Education services team

CIPP, Goldfinger House, 245 Cranmore Boulevard, Shirley, Solihull, B90 4ZL

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