



General Terms and Conditions

1. All enrollments are subject to written acceptance and Further Learning Ltd (hereafter referred to as the Institute of Creative Design) reserves the right to decline any enrollment application for any reason it sees fit.
2. If an enrollment is declined, irrespective of the reason, the prospective student will receive a full and complete refund of any course fees paid.
3. Course admission is assigned on an individual basis and is not transferable to a third party either during or prior to course commencement.
4. If a student decides to withdraw from their course for any reason they should follow the Tuition/Fees and Student Policies within the Academic Catalog. No refunds will be issued outside of these terms.
5. As our online courses are part-time, they do not qualify for a student visa. There may be other visas available to students, but we cannot assist with any visa applications. No visa is necessary for our courses.
6. If the number of students enrolled in a cohort does not reach the minimum required by the institute, we reserve the right to cancel or delay the cohort. In the event of cancellation or delay, the institute will notify students as soon as possible and provide a full refund of any fees paid.
7. The Institute of Creative Design reserves the right to make changes and improvements to course content, curriculum, structure, assessments and assessment criteria without prior notice.
8. The Institute of Creative Design reserves the right to make changes to academic partners without notice.
9. The Institute of Creative Design reserves the right to terminate a student's enrollment at any time if we deem their behavior inappropriate and/or unacceptable. The Institute of Creative Design has discretion as to whether fees should be refunded

in whole, in part, or at all, in such circumstances. See the Academic Catalog and Student Policies.

10. While the Institute of Creative Design makes every effort to ensure that a student is assigned to the same tutor throughout their course, circumstances may arise which will result in some assignments being marked by another qualified tutor.

11. If a student wishes to continue their study beyond the standard study period, it may be possible to extend their course for a year for an extension fee, subject to restrictions and limits depending on the level of the course.

12. If a student wishes to move to a different cohort, or graduate early from the cohort, they are liable for a moving fee.

13. A qualification will only be granted upon successful completion of all assignments for the given course and full payment of all course fees. Students must have no outstanding balance in order to graduate or receive their qualification certificate.

14. In the case where assignments do not meet the required standard, the student will receive support from their tutor and be given the opportunity to resubmit the relevant assignments subject to the Student Policies available within the Academic Catalog.

15. The student agrees to grant to the Institute of Creative Design, in respect of any coursework produced by them for an assignment as part of the course a perpetual royalty-free license.

16. The Institute of Creative Design will endeavor to deliver webinar sessions according to the agreed schedule. No full or partial refunds will be given for rescheduled sessions.

17. The Institute of Creative Design does not permit video recording during webinar sessions. Students are encouraged to take notes. Audio recording during webinar sessions is permissible.

18. The Institute of Creative Design reserves the right to record and retain a student's personal data on the company's administration systems. This data includes but is not limited to the student's name, postal address, email address and telephone number.

19. The Institute of Creative Design reserves the right to record and retain a student's coursework, tutor feedback and results on the company's administration system.

20. The student agrees to adhere to all of the Institute of Creative Design's QA Policies and Procedures available to view within the Online Learning Centre. The Institute of Creative Design reserves the right to amend policies and procedures without prior notice. It is recommended that students periodically review these.

21. The student agrees to the privacy policy which we publish on the website within the Academic Catalog and outlines in more detail our use of their data. The Institute of Creative Design reserves the right to amend the policy without prior notice in line with relevant legislation.

22. The Institute of Creative Design reserves the right to amend and/or update these Terms and Conditions. It is recommended that students review these Terms and Conditions upon enrollment and through the Online Learning Centre.

23. Where applicable, promotional discounts apply to all new enrollments of all courses offered by Institute of Creative Design. Promotional discounts are not valid for any additional fees, materials, or certifications purchased separately.