



## **Winston College Terms and Conditions**

### **Introduction**

This document governs the relationship between you ('the Student') and Winston College of London ('the College') and sets out the contractual terms on which we will provide educational services and your rights and obligations.

All offers made to you are subject to these terms and conditions and acceptance of an offer means of an offer that you accept these terms and conditions in full. It is, therefore, crucial that you read and understand this document in full before accepting your offer of a place. Please contact the Admissions Team if you have any questions regarding these Terms and Conditions.

These terms and conditions must be read in conjunction with the offer letter and the Student Policies and Procedures on the website.

### **1. Course Enrollment**

You agree to provide accurate and complete information during the enrollment process. Your admission is subject to providing accurate and complete information, and your enrolment may be terminated if it is discovered that you have provided incorrect or misleading information, failed to meet conditions specified in the offer letter, or if you fail to pay the required tuition fees (or as per the Instalment Plan).

### **2. Payment**

You agree to pay the specified course fees as outlined in the offer letter. If an instalment plan has been offered, you agree to pay each instalment by the dates agreed. Payment can be made through the designated payment methods provided by the College.

### **3. Cancellation**

You have the right to cancel your place at the College which has been accepted by you and which occurs before you enrol at the College, or where you do not commence your studies at the College.

Refund requests must be submitted in accordance with the College's Fee & Refund Policy.

### **4. Course Switching**

You are allowed to switch your course once, provided that you have not accessed or commenced the original course. Once you have commenced or accessed a course, you are no longer eligible for course switching.

Course switching is subject to meeting the eligibility criteria and requirements of the desired course. The decision to permit the switch will be at the discretion of the College.

To request a course switch, you must submit a formal request in writing to the Admissions team at [admission@wcol.co.uk](mailto:admission@wcol.co.uk)

## **5. Course Duration**

The maximum duration for the completion of Level 3 courses is 18 months, and for Level 4, 5, 6, and 7 courses, it is 24 months. In the event, the student fails to complete the course within this timeframe, the course will expire. The student will have to re-enrol in order to continue the course.

Re-enrolment is subject to approval by the College, and a re-enrolment fee of £250 will be applicable.

## **6. Attendance and Participation**

While the courses are flexible, regular attendance and active participation in discussions, assignments, and assessments are essential for successful completion. The College may have specific attendance and participation requirements for each course which you must adhere to.

## **7. Plagiarism and Academic Integrity**

Plagiarism and any form of academic dishonesty are strictly prohibited. Your work is expected to meet a high standard of originality and academic integrity. Please refer to the College's Academic Misconduct Policy.

The College has established procedures to address cases of plagiarism, which may result in academic penalties, including, but not limited to, course failure.

## **8. Termination**

The College reserves the right to terminate your enrolment under certain circumstances, including but not limited to academic misconduct, violation of College policies, or non-compliance with payment obligations. Refer to the Student Policies and Procedures on the website..

## **9. Communication**

All official communication from the College will be sent to the email address provided during enrollment. You are responsible for regularly checking your email for important updates and announcements.

## **10. Access and Usage**

The College grants you a non-exclusive, non-transferable license to access and use the purchased online courses for personal, non-commercial purposes. You agree not to share, reproduce, or distribute course materials without explicit permission from the College.

## **11. Copyright**

All copyright and other intellectual property rights relating to the course materials are either owned by or licensed to us. Copying, adaptation or any other use of all or any part of it without our express permission is strictly prohibited.

## **12. Data Protection and Privacy**

The College will process personal data in accordance with applicable data protection laws. By enrolling, you consent to the collection, processing, and storage of your personal information for academic and administrative purposes by the College.

## **13. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of England & Wales. The parties hereby submit to the exclusive jurisdiction of the English courts for the determination of any question or dispute arising in connection with this Agreement.

## **14. Modification of Terms**

The College reserves the right to modify these terms and conditions at any time. Any changes will be effective immediately upon posting on the College's website.

## **15. Contact Information**

For any inquiries regarding this Agreement, please contact [info@wcol.co.uk](mailto:info@wcol.co.uk)

By accepting the offer of a place at the College you agree to comply with the provisions of all the College's regulations, rules, policies and procedures that apply to enrolled students from time to time.