



## Terms and Conditions for Higher Education students

This information is important, please read it carefully. This document supersedes any previously sent information regarding the terms of your offer. Terms and Conditions relating to your offer of a place on a programme of study at Leeds College of Art establish the basis of an agreement between the College and its students as to the rights, roles and responsibilities of both parties.

The following documents provide a framework through which the College and its students work together to create a positive environment for learning and academic achievement.

- your offer letter
- the Academic Regulations for Undergraduate and Postgraduate Programmes 2015-16 <https://portal.leeds-art.ac.uk/node/4330>
- the Student Charter <https://portal.leeds-art.ac.uk/node/3409>
- the Higher Education Tuition Fee and Bursary Policy 2015-16 <https://portal.leeds-art.ac.uk/node/4269>
- other policies such as Student Attendance, Student Disciplinary, Equality, Diversity and Inclusion, Data Protection can be found at: <https://portal.leeds-art.ac.uk/node/4221>
- HESA data collection notice <http://portal.leeds-art.ac.uk/content/hesa-student-collection-notice>

## **Academic Staffing**

Programme teams are made up of lecturers, senior lecturers, principal lecturers and programme leaders. In addition to teaching, senior and principal lecturers carry responsibilities for organising modules, assessments and managing year groups whilst programme leaders are responsible for the overall running of the programme and managing the programme team. A significant proportion of programme teams teach part-time whilst maintaining their own professional practice, all programme team members engage in research as part of their work for the College. Information about current programme team members can be found on the programme's webpage <http://www.leeds-art.ac.uk/study/undergraduate-programmes/>. Staffing on programmes is subject to change depending on personal career plans and external environmental factors (such as funding changes). Where such change involves senior staff (ie

programme leaders) the College will make this information publicly available as soon as is reasonably practicable.

### **Programmes of Study**

The College will make all reasonable endeavours to deliver your programme as described in the relevant prospectus, subject to updates and improvements in content or delivery for educational purposes. However, very rarely, unforeseen circumstances may force the College to alter, combine or discontinue a programme. Should this happen, we will tell you at the earliest possible opportunity and will make every effort to offer suitable alternative provision. Further information is available at <https://portal.leeds-art.ac.uk/node/4221>

### **Degree Awarding Body**

The College's higher education provision is validated by The Open University, in the event that the College elects to change its validation partner or achieves degree awarding powers itself, students will be offered the opportunity to transfer to the new validation arrangements.

### **Assignment of Intellectual Property (IP) rights in student work**

Leeds College of Art recognises students as the owners of any IP produced while they are registered students of the College. However it is a condition of enrolment that the College reserves the right to freely reproduce student generated material and artefacts for administrative, scholarly or promotional purposes in analogue or digital form. Students should note that it can be a condition of sponsorship or engagement by a third party (for example an employer) that IP rights in specific contexts are assigned to the sponsor or third party concerned. Unless otherwise specified, any such arrangements are solely between the student and the sponsor or third party and are not part of any contract with the College.

### **Fees and Costs**

The College charges different levels of tuition fees depending on whether a student is classified as Home/EU or International. You are bound by the College's Higher Education Tuition and Bursary Policy on the payment of fees and the consequences of non-payment). If you are a sponsored student and your sponsor fails to pay your tuition fees, you will become responsible for payment. Once you register with us as a student, your fee status cannot change during the academic year, and can only change at the next registration point if your changed circumstances meet specific criteria. It is your responsibility to register at the College each academic year and to ensure that your tuition fees and all other expenses relating to your programme are paid on time. Please note that Home/EU and International fees are reviewed each academic year.

For some courses, a non-refundable deposit is required. You will be informed of this in your offer letter. In these cases, the amount paid will be deducted from the total tuition fee due at the start of the academic programme.

In addition to the annual tuition fees, you will be required to pay other charges or fees e.g. travel/field trip expenses or other programme costs. Information on these costs is shown on the programme's webpage <http://www.leeds-art.ac.uk/study/undergraduate->

[programmes/](#) and further information will be provided prior to your enrolment on the programme.

**Right to Cancel**

After accepting an offer, you have a right to cancel your acceptance of the offer by informing us in writing within fourteen working days after your acceptance. If you cancel within the relevant period, you will be entitled to a refund of any deposit/fees that you have paid prior to the cancellation.