



## Student Contract

### 1. Introduction

Welcome to Stratford College of Business and Management (SCBM). This Student Contract sets out the terms and conditions that apply to your relationship with the College as a student. By accepting an offer to study at SCBM, you agree to comply with these terms and conditions, along with the College's policies, procedures, and regulations. This contract applies to all students, including those studying at any independent satellite centres.

### 2. College Details

- **Name:** Stratford College of Business and Management (SCBM)
- **Address:** e-Innovation Centre, University of Wolverhampton, Telford Campus, TF2 9FT, UK
- **Email:** enquiries@scbm.org.uk

### 3. Your Agreement with the College

By enrolling in a programme of study at SCBM, you agree to:

- Comply with all academic and conduct regulations, codes, and policies.
- Pay all applicable tuition fees and other charges by the deadlines provided.
- Respect College property and follow safety and security guidelines.
- Attend all scheduled classes, workshops, and assessments.
- Inform the College of any changes to your personal or contact information.

### 4. Admission and Enrolment

**4.1. Offer of Admission:** Your place at SCBM is subject to meeting the entry requirements specified in your offer letter. The offer may be conditional or unconditional. If your offer is conditional, you must satisfy all the conditions set out in the offer letter.

**4.2. Enrolment:** You must enrol at the start of your programme and re-enrol each academic year, where applicable, to maintain your status as a student. Failure to enrol or re-enrol may result in the termination of your studies.

**4.3. Programme Duration:** You must complete all programmes within the duration indicated on your offer letter. An extension of the programme will incur a fee of 50% of the original course fee, which is payable unless you opt to abort the programme. Programmes will not be extended beyond a maximum of 3 years.

### 5. Fees and Payment

**5.1. Tuition Fees:** You are required to pay tuition fees for your programme of study. The amount, payment method, and deadlines will be provided in your offer letter or on the College's website.



**5.2. Non-Payment of Fees:** If you fail to pay tuition fees or other charges on time, the College reserves the right to suspend or terminate your enrolment. You may also be unable to access certain College facilities and services or to receive your final award.

**5.3. Refunds:** The College's Refunds and Deposits Policy is available on the College website. Any refund requests will be handled in accordance with that policy.

## **6. Programme Changes and Closures**

6.1. The College reserves the right to make changes to the content, delivery, and assessment of programmes to ensure quality and compliance with legal and accreditation requirements.

6.2. If the College decides to discontinue or withdraw a programme, it will make all reasonable efforts to offer a suitable alternative or provide a refund of fees paid.

## **7. Student Conduct and Discipline**

7.1. **Conduct:** You are expected to behave responsibly, respectfully, and professionally at all times. Misconduct, including academic misconduct (such as plagiarism) and non-academic misconduct, is subject to disciplinary action.

7.2. **Disciplinary Action:** The College may take disciplinary action against any student found to have breached its codes of conduct. Penalties may include suspension or expulsion from the College.

## **8. Attendance and Engagement**

8.1. You must attend all scheduled learning sessions and actively participate in your studies. If you are unable to attend for any reason, you must notify the College as soon as possible.

8.2. Failure to meet attendance and engagement requirements may result in withdrawal from your programme.

## **9. Data Protection and Privacy**

9.1. The College will collect and process your personal data in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

9.2. Your data will be used for administrative, academic, and support purposes. Further information on data protection is available on the College's website.

## **10. Complaints and Appeals**

10.1. If you are dissatisfied with any aspect of your experience at the College, you have the right to raise a complaint. The College's Complaints Procedure is available on the website.

10.2. If you wish to appeal an academic decision, you must follow the College's Academic Appeals Procedure.

## **11. Independent Satellite Centres**

11.1. This contract applies to all students studying from any independent satellite centres. These centres are independent organisations contracted to assist in recruitment, payment of fees in local currency, arrange supporting tutorial sessions, and provide administrative support only. All academic



and contractual obligations remain between the student and Stratford College of Business and Management.

## **12. Termination of Contract**

12.1. This contract will terminate automatically if you withdraw, are withdrawn, or are expelled from the College.

12.2. The College reserves the right to terminate this contract if you fail to meet the College's requirements, including academic progression and conduct expectations.

## **13. Changes to Terms and Conditions**

13.1. The College may update or amend this Student Contract from time to time. You will be notified of any significant changes.

## **14. Governing Law**

14.1. This Contract is governed by the laws of England and Wales, and any disputes will be subject to the jurisdiction of the courts of England and Wales.

## **15. Acceptance**

By accepting your offer and enrolling at Stratford College of Business and Management, you confirm that you have read, understood, and agree to abide by the terms of this Student Contract.