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- o By Email: [enquiries@globalbanking.ac.uk](mailto:enquiries@globalbanking.ac.uk)
- o In Person: 891 Greenford Road, Greenford, London, UB6 0HE.

The School is regulated by the [Office for Students](https://www.officeforstudents.org.uk) ("OfS"). The OfS can be contacted at [info@officeforstudents.org.uk](mailto:info@officeforstudents.org.uk).

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2.1 To help you understand the terminology used by the School outside of these Terms and Conditions, we have provided some more information below:

- o Admission occurs when you accept the offer of a place in accordance with clause 4 and entitles you to enrol as a student at the School if you have met all entry requirements and conditions as described in clause 5.
- o You will have "enrolled" with us when you have fulfilled any conditions of your accepted o



treat all members of the School community with dignity and respect and in accordance with the expectations set out in the School's student policies and procedures which can be found on our website: <https://globalbanking.ac.uk/about-us/our-policies/>

attend and participate in all of your scheduled teaching and assessment activities as set out in our Attendance Policy. You are expected to undertake independent study in order to meet the learning and experience outcomes of your course;

monitor your School or awarding body's email account regularly;

keep the School up to date with your contact information;

pay all fees owed to the School when they become due in accordance with the payment terms agreed;





<p>temporary or longer-term government guidelines, regulations or restrictions (or related health and safety requirements) as a result of the ongoing COVID-19 pandemic.</p> <p>Please see clause 13 about how we might make changes in response to events outside of our control.</p>	<p>adjustments to the Contract (including to the Course and to our other services and facilities) from time to time as follows:</p> <p>changes to the order or timing of how we deliver modules or other Course components (including placements) to you. This might be necessitated to allow us to give you the relevant experience, e.g., to move a non-practical module or placement to a later date if there are significant disruptions or restrictions in place arising from external events or circumstances;</p> <p>changes to the way that we teach, deliver or assess a course and/or provide pastoral support services (for example, moving to online delivery or changing the percentage of online and in-person delivery).</p> <p>We may need to make these changes with limited notice for health and safety reasons, but we will always seek to provide you with as much notice of any such changes as soon as we can.</p>
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9.5 How we will manage these changes and what you can do if you are not happy with the changes

<p><u>changes</u></p>	<p>We will notify you of any MINOR changes via email, providing you with as much notice as is in our view is appropriate in the circumstances.</p> <p>Where possible, we will look to provide this notice to you in advance of making MINOR changes, but this may not always be possible (e.g., if we are required to make changes at short notice to respond to a Government or regulator's direction or to urgently deal with a situation (such as a security or health and safety risk or emergency at the School)).</p>	<p>N/A</p>

changes

If we need to make any changes which will, in our reasonable opinion, have a more significant impact on the way that we teach or provide your Course or other services and facilities to you, and which will cause you a significant detriment, we will notify you as soon as we reasonably can in the particular circumstances, and will let you have details about the changes and how they will impact you and the steps we will take to minimise the detriment. As with the MINOR changes, we might not always be able to give you much notice.


- o If you have accepted an offer from us in any way other than in person at our premises, you have a legal right to cancel the Contract. The cooling off period is the time in which you can change your mind about studying at Global Banking School without paying any tuition fees. Our cooling off period extends from the time you accept an offer to study until the end of teaching week 2. This means that if you choose to withdraw and/or cancel your studies at any time up until the end of teaching week 2, you will not have to pay tuition fees. The cancellation period starts the first day of teaching and ends 14 days after (the

You must clearly inform us of your decision to cancel before the expiry of the Cancellation Period.

The most efficient way to inform us of your decision to cancel is by notifying the School in writing by:

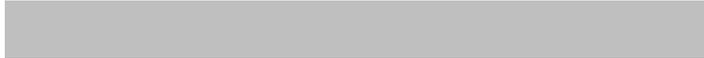
Email: [finance@globalbanking.ac.uk](mailto:finance@globalbanking.ac.uk)

- o We can start to provide the Course to you under the Contract before the end of the Cancellation Period if you have asked us to do so. This might apply, for example, if you have applied to us very soon before your course is due to start. This will not prevent you from cancelling the Contract.

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<ul style="list-style-type: none"> <li>o If your circumstances change so that you no longer have permission to remain in the UK.</li> </ul>	<p>In these cases, we will contact you to discuss the change in your circumstances, taking into account the relevant regulations and procedures. We might not decide to end the Contract, but we would need to assess whether you can continue with your studies.</p> <p><u>Refund Rights</u></p> <p>It is unlikely that you will be entitled to a refund in such cases. It will depend on the relevant circumstances. Please see our Tuition Fee Refund and Compensation Policy for further detail.</p>
<ul style="list-style-type: none"> <li>o If you acquire a relevant criminal conviction or develop a health condition that prevents you from meeting the occupational health requirements of your Course.</li> </ul>	
<ul style="list-style-type: none"> <li>o If your continued attendance at the School or on your Course poses a serious risk to your health, safety and/or welfare, or that of others, which the School is unable to take reasonable steps to mitigate having followed our applicable regulations and procedures.</li> </ul>	





- 12.4 Student Loans Company: If you are in receipt of tuition fee loans and/or other funding from Student Loans Company (SLC), the School reserves the right to disclose your details, including academic progress, achievement and attendance rates and other requested information to SLC.
- 12.5 Right of access: You have the right to access the personal data about you that the School holds in its structured files.
- 13.
- 13.1 An event beyond the reasonable control of the School or the Student is classed as a "Force Majeure"  
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## Appendix 1

### Cancellation Form

*(The following provides a model cancellation form. You should only complete and return this form if you wish to cancel your place and withdraw from the contract within the 14-day Cancellation Period.*

Please return this form to [finance@globalbanking.ac.uk](mailto:finance@globalbanking.ac.uk) :

Dear Finance

Please accept this communication as official notification of my wish to cancel my contract with Global Banking School within the 14-day Cancellation Period in accordance with my rights under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013.

Name:

Address:

Date of acceptance of place offer:

Signature

Date