

Terms and Conditions – BAJ Offer and Enrolment 2022/23

This document sets out in detail the relationship between you and the British Academy of Jewellery (BAJ). Before you accept an offer of a place at BAJ, you should check that the details in the offer are complete and accurate and that you have read and fully understood the enclosed information. This and BAJ's policy information can be found on the [BAJ website](#).

Our contractual relationship is between you and BAJ. Kingston University (KU) accredits the undergraduate degree awards. Pearson accredits the Higher National provision. No other person shall have the right to enforce any of the terms of this contract.

If you have any queries, you should contact BAJ's Admissions Office by email (business-admissions@baj.ac.uk) or telephone +44 (0) 7542847846.

Terms and conditions of your offer

Acceptance of your offer

It is your responsibility to ensure that all the information you have provided to BAJ, UCAS, and Student Finance (if applicable) is true and accurate. If you provide incorrect or fraudulent information or omit significant information, BAJ may withdraw or amend your offer and this information might be passed to the relevant third parties. This will include the declaration of criminal offences.

By accepting BAJ's offer of a place on a course (whether through UCAS or otherwise), you accept these conditions in full, which along with: (i) your offer letter; (ii) BAJ rules, regulations and procedures; (iii) awarding body regulations; (iv) HE Student Charter, (v) the course offering as at the date of the offer (<http://baj.ac.uk/courses/> and (vi) any additional agreement that is required as part of your course, form the conditions you agree to between you and BAJ in relation to your studies. All the latest documents will be available on BAJ's website and are valid and binding and can be found here. Any revisions due to changes in legal requirements, student feedback and the UK Quality Code will be published at the beginning of each document. These will be communicated to you.

Students studying KU awards based in London follow the BAJ Rules and Regulations which includes the following; conduct disciplinary procedures, expectations, complaints, and guidance on using resources and facilities. All this information is available from the [BAJ Website](#).

Students studying at partner institutions are required to comply with the BAJ complaints policy, Criminal Convictions and Admissions expectations of BAJ and Fee policy. They must comply with the academic / assessment regulations of the awarding body. They will also comply with the BAJ's Safeguarding policies and Prevent risk assessment and action plan.

The Academic Regulations include information on assessment, progression, intermissions, extensions and extenuating circumstances, academic offences, academic appeals, academic

failure and results and certification. It should be noted that academic and assessment regulations are determined by the awarding body. These are published on the website.

The HE Charter provides a brief overview of the above and identifies where to seek support and additional guidance. This document is written in conjunction with students and is formally reviewed every two years. The HE Charter operates at the London and Regional campuses and is amended in accordance with partner locations and operation whilst promoting the same ethos.

The offer BAJ makes to you will be conditional or unconditional. If your offer is conditional, this means that you have a tentative offer from us and will need to provide specific information to us. The conditions, which you will need to meet in order to be admitted onto your chosen course, will be outlined to you in your offer letter. If you do not meet the conditions of an offer by the required/requested time the offer may be withdrawn. If your offer is unconditional, this means you have a firm offer from us and have met the criteria to be admitted onto your chosen course.

If you feel that, the offer made to you is incorrect, inaccurate or you would like to appeal against a decision, please contact our Admissions Office in the first instance business-admissions@baj.ac.uk

Course Changes or Closures

BAJ will aim to deliver course content and teaching provision as described in course handbooks, module guides, website information and other available information provided. However, at times it may be necessary to change this provision either before or after enrolment due to developments in the subject, changes in staffing, or student numbers. Where this is the case, you will be informed at the earliest opportunity. This will be in writing (via email or home address) as well as being updated on our website. For any changes that take place during the degree period whilst studying, these will be communicated to you via course handbooks and through communication via your course leader by email or in your tutorials. Changes before you start your course will be communicated to you by letter / email.

Changes to services

In certain circumstances, BAJ may need to make changes to the previously advertised course content, structure and/or method of delivery of your course or individual modules after you have accepted your offer. This may include discontinuing modules.

Reasons for changes include, but are not limited to, the following:

- to meet the requirements of an accrediting, professional, statutory and/or regulatory body;
- to comply with legal, regulatory or governmental requirements;
- to respond to sector good practice or quality enhancement processes, such as in response to student feedback;
- to keep programmes contemporaneous by updating practices or areas of study;
- to safeguard academic standards;

- because of circumstances outside of the reasonable control of the University such as an external provider no longer being available to contribute to a module and/or course;
- where insufficient numbers of students have chosen an optional module making it unviable to run or where a member of staff whose expertise was required to run it, is no longer available;
- to abide by the revisions made by the Awarding Body (e.g. KU or Pearson Edexcel);
- Government and Public Health guidance pertaining to COVID.

If BAJ decides that it is necessary to make a change before you enrol, we will inform you by letter / email as soon as it is reasonably practicable for you to decide whether you still wish to join us. If because of the change, you decide not to study with us, we will refund any tuition fees and/or deposit that you have paid in advance.

If BAJ makes a change after you have enrolled, we will inform you via your student email as soon as it is reasonably practicable to do so. BAJ will make all reasonable efforts to minimise any adverse effect the change may have on you and will endeavour to consult with potentially affected students as early as possible where it is able to do so. In cases of material changes to your course of study or where the change is likely to have a serious adverse impact on you, BAJ may offer you a place on an alternative course or assist you to find an alternative provider. Any entitlement you may have to a refund of fees will be determined in accordance with the BAJ Rules, Regulations and Procedures.

Discontinuing courses

In certain circumstances, BAJ may be required to discontinue courses of study prior to you enrolling as a student. This could occur where an insufficient number of students (less than 10) accept offers and it is therefore not financially viable for BAJ to run the course or where a course will not be accredited/validated by the start of the academic year. In the event that BAJ is required to cancel your course before you enrol, we will inform you by letter / email as soon as it is reasonably practicable to do so, and we will refund any tuition fees or deposit you have paid in advance. Where reasonable and appropriate to do so, BAJ will work with you to try to identify a suitable alternative course with us for you to study or offer you a deferred place for a subsequent intake.

In exceptional circumstances, BAJ may have to merge or discontinue your course once you have enrolled for one or more of the following reasons:

- to comply with legal, regulatory or governmental requirements;
- where accreditation or validation of the course is withdrawn;
- in other circumstances outside our reasonable control which make it impossible or prohibitively impractical to continue the course;
- insufficient students (less than 5) have elected to study an optional module which is therefore neither viable and would affect negatively on the student experience.

If BAJ discontinues or merges your course in these circumstances, we will inform you as soon as it is reasonably practicable to do so and will endeavour to consult with potentially affected students. Where appropriate, BAJ will try to identify a suitable alternative course with us for you to transfer to or, if preferable, we will assist you to find an alternative provider. If you

decide to transfer to a new provider, BAJ will work with your new provider to transfer over any academic credit already gained. Any entitlement you may have to a refund of fees will be determined in accordance with the BAJ Rules, Regulations and Procedures (pages 6-9).

Should you become a student at BAJ, this notice shall constitute a term of any contract between you and BAJ. Any offer of a place made to you by BAJ is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.

What is your fee liability?

Students are charged a tuition fee for each academic year of their course when they enrol. Tuition fee information is available at www.baj.ac.uk

Tuition fees increase annually in line with inflation to take into account inflationary costs incurred to deliver a course. It should be noted that there are fee liability points in semester one and two and any intermission or withdrawal from a course may result in personal financial liability. Further details on fees are available on the [HE Fees Policy](#). It is the student's responsibility to ensure that they are eligible for Student Finance or have arranged sponsorship.

From 1 January 2021, all EU and EEA students arriving in the UK will need to apply for a student visa under a new immigration system. EU and EEA students who arrive in the UK up to 31 December 2020 can apply for pre-settled or settled status. For more information, about visas and immigration visit the [Gov.UK website](#) www.gov.uk/browse/visas-immigration/eu-eea-commonwealth. Please visit the UK Council for International Student affairs (UKCISA) [www.ukcisa.org.uk/Information--Advice/EU-EEA--Swiss- Students/Brexit---immigration](http://www.ukcisa.org.uk/Information--Advice/EU-EEA--Swiss-Students/Brexit---immigration) for the latest advice and guidance for EU students.

Additional Costs

There are course related costs for stationery, books (although the Library facilities have core text and extensive virtual resources), non-mandatory trips or visits, and a personal computer.

We would recommend that students research student discounts prior to purchasing computers and software. We provide some bursaries for low-income groups that are in place to support students when paying for additional costs. Details of these can be found on the fee page of the BAJ website.

You will also be expected to pay for accommodation if required, and recreational facilities if this is not part of your course of study, and travel if required, as this is not covered in your tuition fee.

What happens if you change your mind?

Whether you receive your offer directly from BAJ or through UCAS, you have a statutory right to cancel your application with us under the Consumer Contracts Regulations 2013. At any stage of your application, you can cancel your place. You must notify BAJ by email or in

writing of your cancellation by updating your UCAS record or contacting us directly. You will not incur any costs or fee liability if you cancel before you enrol. We will update our records within 14 days. If you encounter any issues, please contact the Admissions Office. You may use the cancellation form enclosed at the back of this document.

Terms and conditions of your enrolment

Enrolment and Registration

It is your responsibility to ensure that all information you have provided to BAJ and UCAS, is true and accurate. If you provide incorrect or fraudulent information, or omit significant information, BAJ may terminate your enrolment.

Evidence Requirements of your Enrolment

You must provide the following information and documentation for verification to BAJ before you are permitted to enrol:

- Original certificates and/or transcripts confirming your prior qualifications (original copies); this is required if you have an unconditional or conditional offer;
- Photographic ID (i.e. driving licence, passport, visa card);
- Method of fee payment (Student Finance Notification letter, Employer Sponsorship Letter or Purchase Order Number, credit/debit card to make an online payment). At the point of enrolment, you will be entering into a fee liability agreement. If you withdraw within 3 weeks of enrolment, you would not be liable for fees. However you must be mindful of any contracts you sign with accommodation providers as their terms and conditions will vary and you may be liable for costs;

By enrolling at BAJ you accept these conditions in full, along with: (i) your offer letter; (ii)BAJ Rules, Regulations and Procedures; (iii)awarding body regulations / Higher Nationals Academic and Assessment Regulation Policy; (iv) HE Student Charter, (v) the course offering as at the date of the offer (www.baj.ac.uk/courses), (vi) Course Handbook and , (vii) any additional agreement that is required as part of your course.

Key points of regulations that you should be aware of include (but are not limited to):

- Attendance: You will need to participate fully in your course. This will include attending and taking part in teaching, learning and/or events included in your course which are both face-to-face and virtual. BAJ monitors attendance and is obliged to comply with Office for Students timelines with regard to the withdrawal of students who are not in attendance.
- Fees and Finance: All compulsory fees are advertised in advance of your enrolment. Additional costs, for example payment for events or trips, are in addition but are not compulsory. We advise you to check your eligibility before enrolment. When you sign your enrolment form (and/or register online), you are agreeing to pay all course fees in accordance to the payment terms agreed. If you fail to pay your course fees when they are due we may withdraw you from your studies or prevent you from progressing to the next year of your course. If you have outstanding tuition fees, you will be unable to graduate and receive your certificate. Tuition fees may increase

annually in- line with inflation to take into account inflationary cost incurred to deliver your course.

- Re-Enrolment/Re-Registration: You are required to enrol at BAJ when you start your course and each academic year on an annual basis for the duration of your course. This is to ensure your contact information and course related details are up-to-date. This process must be completed within 3 weeks of commencement of your course each academic year to enable you to access virtual learning environments and your student record. Failure to complete registration may result in us withdrawing you from your studies. It will also delay the payment of your student finance.
- Progression: You may be discontinued if you are no longer able to continue to study towards your intended award (e.g., you have failed modules and you have exhausted all available retake and/or replacement module options). The consequence of discontinuation may be admission to an alternative course or a Framework Award, the conferment of an intermediate award or termination of the student's registration.
- Withdrawal: If you decide to withdraw from your studies, you are required to notify BAJ of your intention. If your last date of academic engagement is within the first three weeks of your studies, each academic year, you will not incur tuition fee liability for that year of study. If you engage and then withdraw after this three week period there will be a financial implication, which will be discussed in detail at enrolment and during your exit interview. If Student Finance funds you and you are thinking about withdrawing from your course Student Finance may not pay your full tuition fee liability this will mean a portion of your fee may be re-invoiced to you directly.
- Immigration requirements: BAJ does not currently accept international EU / EEA students who require a VISA to study. Please see note on page 3 above regarding EU / EEA students.

Course Changes, Closures, Regulation and Policy Updates

We reserve the right to alter the timetable, how the course is delivered, the content and assessment of any course, provided such alterations are reasonable as outlined on page 2. Enrolled students will be informed of any variations at the earliest opportunity. Any changes will be reflected on our website and during your induction process. Please refer to the [Student Protection Policy](#) located on the BAJ website.

Complaints Procedure and Policies

If you are unhappy with any aspect of your admission, enrollment or studies with us please contact us by emailing business-admissions@baj.ac.uk or telephoning +44 (0)20 7405 0197 to discuss your concerns. We would hope that any issues you raise would be dealt with, but if you feel that our response does not meet your expectations our [complaints procedure](#) is available on our website.

How BAJ may use your Personal Information

BAJ takes its responsibilities regarding the protection of personal privacy seriously. The information we collect and hold because of your application, enrollment and progress through the course will be processed and used in accordance with Data Protection legislation.

BAJ will use this data for the purpose of education and for statistical, administrative and communication purposes relating to your course and enrolment. BAJ has an agreement with KU and awarding bodies to deliver and administer your programme of study and we will therefore have legitimate interest to share your data with them for this purpose, as well as designated financial, government and statistical agencies seeking to assess your satisfaction and employment post-graduation.

BAJ may disclose personal data held about you to other parties, including the following organisations:

- Office for Students;
- the Higher Education Statistics Agency (HESA);
- Awarding Bodies (e.g. KU Pearson Edexcel);
- Student Finance England;
- Local Education Authority;
- Professional, Statutory and Regulatory Body (PSRB)- for example the Chartered Institute of Marketing/ Chartered Management Institute
- the Police and other law enforcement agencies and emergency services (e.g. Prevent / criminal activity);
- the Home Office, UK Visas and Immigration (or any Body that replaces it), Higher Education Statistics Agency and professional and regulatory bodies;
- i-Graduate who undertake the Graduate Outcomes survey;
- National Student Survey undertaken by Ipsos MORI.

Cancellation

Whilst BAJ very much hopes that you will accept our offer and go on to successfully complete your chosen course of study, we recognise that you may change your mind after accepting our offer.

In accordance with Consumer Contracts (Information Cancellation and Additional Charges) Regulations 2013, you have a statutory right to cancel this contract within 14 days without giving any reasons. The cancellation period will expire after 14 days from the date on which you undertake enrolment. To cancel this contract, you must inform us of your decision by way of a clear statement (e.g. by letter or by email to business-admissions@baj.ac.uk). Alternatively, you may use the model cancellation form below. To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

If you cancel the contract within the 14-day cancellation period, BAJ will reimburse all payments received without undue delay using the same means of payments as you used for the initial transaction unless expressly agreed otherwise. You will not incur any fees because of the reimbursement. The refund will be made no later than 30 days after the day on which we are informed of your decision to cancel the contract.

Cancellation Form

You can complete this form if you wish to cancel your place on the above course. Either paste it into your email and send it to business-admissions@baj.ac.uk

or print it and post it to the address below.

To: BAJ Admissions, 231-233 North Gower Street, London, NW1 2NR

As the Student Terms and Conditions states, I am entitled, for whatever reason, to cancel my acceptance of a place at BAJ within a period of fourteen (14) days starting from the day after BAJ receive notification of my acceptance of your offer. I hereby give notice that I cancel my place on the course detailed below:

My Name:

Course:

Address:

Telephone Number:

Signature*:

*Signature only required if this form is printed and completed, otherwise it can be sent from your student email.