

TERMS AND CONDITIONS: SUMMER SCHOOL

1. Definitions

1.1 In these terms and conditions, the following definitions apply:

Commencement Date:	means the date on which we begin to run events, teaching or otherwise, for Your Programme.
Contract:	means the legally-binding arrangement that You and We enter into when You accept a place on one of Our Programmes. The terms of the Contract are set out in these terms and conditions, as well as other relevant documents to which they refer.
Course:	means a taught or research-based course that, together with other courses, makes up Your Programme.
Intellectual Property Rights	means patents, rights to inventions, copyright and related rights, trade marks, business names and domain names, rights in get-up, goodwill and the right to sue for passing off, rights in designs, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how), and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.
Programme:	means the programme of study on which You will be registered and to which these terms and conditions below apply.
Sponsor:	means any third party which may pay Your Tuition Fees.
The Summer School:	means the office of the London School of Economics and Political Science responsible for running Your Programme.
Tuition Fees:	means the Tuition Fees that You owe Us for the teaching, administration and other academic services related to Your Programme.
'We', 'Us' and 'Our':	means the London School of Economics and Political Science, with whom You will be entering the Contract.
'You' and 'Your':	means You, the student, who will be attending the Programme.

2. Admissions

2.1 When You accept an offer of a place on a Programme, by paying the tuition fees, You enter into a legally-binding contract with Us. This Contract requires You to abide by these terms and conditions set out below, as well as any of Our rules and regulations and academic requirements that are relevant to Your Programme. In the event that the provisions of these terms and conditions conflict with the provisions of any other documents forming part of the Contract, You shall comply with the provisions of these terms and conditions.

2.2 Your acceptance of the offer of a place on the Programme will indicate to Us that You have sufficient funds to cover Your living expenses for the duration of the Programme. As the contracting party, we will hold You liable for Your Tuition Fees and any other fees which You may owe Us.

- 2.3 We reserve the right to withdraw any offer that We have made to You, or terminate the Contract You have accepted, if it becomes apparent that Your application is inaccurate or incomplete.

3. Tuition Fees

- 3.1 Tuition Fees and information in relation to how to pay for Your Programme can be found at www.lse.ac.uk/summerschool. We will send You a request for payment of Your Tuition Fees which You must pay within thirty (30) calendar days of Your receiving it or, if such invoice is issued less than eight weeks prior to the start of Your Programme, You shall pay such invoice immediately upon receipt.
- 3.2 We accept payment of Your Tuition Fees by a Sponsor, but will consider You to be responsible, and therefore liable, for Your Tuition Fees. We reserve the right to withdraw Your place and terminate the contract between You and Us if Your Sponsor fails to pay Your Tuition Fees by the required deadline.

4. Cancellation Period

- 4.1 As You have agreed and entered into the Contract with Us by means of distance communication, You may terminate the Contract and withdraw from the Programme within fourteen (14) calendar days from the date on which You accepted the offer of a place (in accordance with Section 3.1) and formed the Contract. This fourteen-day period is known as 'the Cancellation Period'. If You wish to terminate the Contract, You must notify Us by writing to summer.school@lse.ac.uk within the Cancellation Period. We will issue a refund for Tuition Fees which You have paid to Us within ninety (90) calendar days of such cancellation.
- 4.2 We operate the following policy on refunds after the Cancellation Period:
- 4.2.1 We will refund ninety per cent (90%) of Your Tuition Fees, save for a fifty pounds (£50) application fee, if You decide to cancel Your place after the Cancellation Period, by writing to Us at summer.school@lse.ac.uk at least thirty (30) calendar days before the Commencement Date;
- 4.2.2 We will refund fifty per cent (50%) of Your Tuition Fees if You write to Us less than thirty (30), but before fourteen (14), calendar days of the Commencement Date; and
- 4.2.3 We will not refund Your Tuition Fees if You write to Us less than fourteen (14) calendar days before the Commencement Date.
- 4.3 If a Sponsor is paying Your Tuition Fees and You have to withdraw, Your Sponsor may nominate another person to take Your place. We will assess this person's application against Our normal entry requirements. You will be bound by these terms and conditions until We have offered, and the other person has accepted, what would have been Your place on a Programme.

5. Delivery of the Programme

- 5.1 In exceptional circumstances, We may consider it appropriate to cancel or significantly change the Course or Programme.
- 5.2 We will notify You of a cancellation or significant change, and the options which are available to You, by writing to Your contact email address by no later than twenty-one (21) calendar days before the Commencement Date. You must notify Us of the option (from the following list) that You wish to take by writing to Us at summer.school@lse.ac.uk within five (5) working days of Your receiving Our notification. The options will normally include one of the following:

- Continuing with Your Course or Programme in spite of significant changes to it and provided We deem You to be suitably qualified;
 - Transferring to another Course or Programme for which we deem You to be suitably qualified; or
 - Cancelling Your application and refunding Your Tuition Fees.
- 5.3 We will not refund any Tuition Fees which You may have paid to Us if such cancellation or variation of the Course or Programme is as a result of the occurrence of extraordinary events or circumstances beyond Our reasonable control, including acts of God, terrorism, industrial disputes (including industrial disputes from Our employees), fire, flood, tempest and national emergencies. However, we will endeavour to re-schedule Your Programme, in accordance with Section 5.2.
- 5.4 With regard to Our normal policy of refunding Tuition Fees only, or not in the case of events beyond Our control (as described at Section 5.3), We strongly advise You to take out an appropriate level of travel insurance to cover the cost of Your accommodation and travel, as well as any other expenses, including treatment for ill-health and personal injury, for which We will not be liable.
- 5.5 If You are dissatisfied with any aspect of Your Programme and believe that You are unable to resolve the matter informally with a relevant member of staff, then You should use the Complaints Procedure.

6. Transfer of Courses or Programme

- 6.1 You may, at any point before, but not on or later than the last working day prior to the Commencement Date of Your Programme, notify Us in writing that You wish to transfer to a different Course or Programme.
- 6.2 We will consider Your request to transfer in light of Your application and the numbers of students on the Course or Programme from, and to which You wish to transfer. We will endeavour to notify You of Our decision within ten (10) working days of receiving Your request.
- 6.3 On and after the Commencement Date of Your Programme you may request to transfer to a different course in person at the Summer School Office only on the first two days of the Programme. We will consider Your request to transfer in light of Your application and the numbers of students on the Course or Programme from, and to which You wish to transfer. We will notify You of Our decision on the same day as Your request.

7. Your Responsibilities

- 7.1 By accepting the offer of a place on the Programme, You agree to:
- 7.1.1 (If You have a Sponsor) Make Your Sponsor aware of these terms and conditions, drawing particular attention to Sections 4, 5 and 6.
- 7.1.2 Abide by all of Our rules and regulations, which include but are not limited to Our:
- Ethics Code (www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/ethCod.pdf), which requires You to at all times uphold the principles of Responsibility and Accountability, Integrity, Intellectual Freedom, Respect, Collegiality and Sustainability;
 - Data Protection Policy (<http://www.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/datProPol.pdf>)
 - Code of Practice on Free Speech (<https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/codOfGooPraFreSpe.pdf>);
 - Conditions of Use of IT Facilities at LSE (<https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/conOfUseOfITFacAtLSE.pdf>);
 - Summer School's Disciplinary Procedure.

- Any academic regulations and requirements, which includes, but is not limited to, those on attendance, plagiarism, participation, punctuality, and the completion and submission of work by specified deadlines;
- 7.1.3 Abide by any statutory requirements, including those relating to any visa obligations which may be placed upon You;
- 7.1.4 Notify Our Summer School Office of any periods of absence from Your Programme;
- 7.1.5 Notify Us of any disabilities which You might have to enable Us to put in place any reasonable adjustments to enable You to access Our services during Your Programme; and
- 7.1.6 The recording of any lectures or classes for promotional purposes or to enable Us to monitor teaching, unless You notify Us otherwise in writing prior to the Commencement Date.

8. Our Responsibilities

- 8.1 Save for the reasons set out in Section 5 of this document, We will use Our best endeavours to deliver the Programme to you as it is set out in Our prospectus.
- 8.2 We will grant You access to academic services, including use of Our library and IT facilities.
- 8.3 We will endeavour to resolve any issues, concerns or complaints which You bring to Our attention as efficiently and thoroughly as is possible in the circumstances.
- 8.4 We will comply with all relevant legislation, which includes the Data Protection Act 1998, which is reflected in Our Data Protection Policy (see Section 11).

9. Liability

- 9.1 We will be liable for refunds of Tuition Fees paid, as explained in Sections 4 and 5 of these terms and conditions, as well as any costs and expenses relating to death or personal injury that is caused by failure or negligence on Our part. We will not be liable for any damage, loss, personal injury or other costs or expenses which are incurred because of any unlawful, unreasonable or unwarranted action, behaviour, omission or decision by You or a third party.
- 9.2 You will be liable for any damage or loss that We incur as a result of any unlawful, negligent, unreasonable or unwarranted action, behaviour, omission or decision on Your part.
- 9.3 You will be liable for the payment of Your Tuition Fees by the deadline specified in the request for payment of Your Tuition Fees.

10. Intellectual Property

- 10.1 As the 'Creator' of Your academic work, You will normally own the Intellectual Property Rights to it, provided such work has been solely created by You and does not infringe any third party Intellectual Property Rights (We shall have no liability in respect of such Intellectual Property Rights). More information is available on the School's website at: <http://clt.lse.ac.uk/copyright/>.

11. Personal Information

- 11.1 We will at all times comply with the Data Protection Act 1998. Unless You inform Us otherwise:
- We will retain Your personal information to contact You with marketing information and other School-related information that We would normally send to Our alumni;

- We will ask You to complete anonymous evaluation surveys at the end of Your Programme, the results of which We will circulate to relevant members in the School and externally for marketing purposes;
- Unless You write to Us to tell Us otherwise, We will use video and photographic images of Your Programme for promotional campaigns and to engage with the wider community.

12. Enforcement and Termination

- 12.1 We will terminate Your contract and registration with Us if we consider You to be in breach of any of these terms and conditions, which includes You not complying with other relevant rules, regulations and academic requirements, including those listed at Section 7.1.2.
- 12.2 Any waiver of, or failure to enforce the terms or conditions of this Contract will not mean a continual waiver or prevent enforcement of them in future. Any term of condition that is found to be unlawful or unenforceable will not invalidate the other terms or conditions in this Contract.
- 12.3 The terms of the Contract shall not be enforceable by any party who is not a party to it.
- 12.4 The Contract and any dispute of claim arising out of or in connection with it shall be governed by and construed in accordance with the laws of England and Wales and subject to the exclusive jurisdiction of the courts of England and Wales.
- 12.5 The Contract constitutes the entire agreement between You and Us and supersedes all previous agreements between You and Us, whether written or oral.

End.