

# Terms and conditions - Business Chinese Teaching Symposium

## Fees

Payment must be made in full by no later than 1 week before the start of your selected programme.

## Catch-up classes

Due to the intensive nature of the programme, it will not be possible for CIBL to offer catch-up classes to students who missed scheduled classes for any reason.

## Withdrawal from the programme

Please ensure that you will be able to attend the whole course before enrolling. CIBL will not be accountable for any responsibilities regarding unforeseen changes in students' circumstances that may prevent their attendance for all or part of the course, including changes to work patterns or care obligations.

## Refunds

No refunds can be given for missed classes, except when classes are rescheduled by CIBL to a different day. All cancellations of enrolment and requests for refunds must be received in writing by CIBL. In such cases, refunds will be given subject to the following terms:

- If the refund request is received 5 working days or more before the start of the programme, a full refund will be issued minus the £50 administration fee
- If the refund request is received less than 5 working days before the start of the programme no refund will be given

## Quorum requirements

The programme is subject to quorum requirements. If the programme does not reach the quorum number, CIBL will inform applicants before the start of the programme and provide them with alternative options. For those who do not wish to take other courses, programme fees will be refunded in full.

## Use of participant photos, videos, and statements

- CIBL reserves the right to use any photos or videos of participants, or statements made by participants, for print, verbal, internet, or other commercial use

Requests to decline such use must be sent in writing to the Institute Manager, Craig Meegan .