

Chinese Language and Culture for Business

Terms & Conditions

CLCB On-campus programme

I) Important dates

- Super Early-bird deadline: 21 December 2021
- Early-bird deadline: 4 February 2022
- Application deadline: 18 February 2022
- Course starts: 5 March 2022

II) Fees

- Payment or part-payment must be made for your registration to be considered complete.
- Applicants who make a full payment before 22 December 2022 will receive a 20% super early-bird discount off the total course fee.
- Applicants who make a full payment before 4 February 2022 will receive a 15% early-bird discount off the total course fee.
- Late payments may be subject to a 5% surcharge.
- All dates above are intended until 5:00 pm UK Time.
- Applicants who pay by instalments have 3 options:

Option 1 (with a super early-bird 20% discount):

Instalment	Amount	Deadline
1	£1,000	21 December 2021
2	£760	31 January 2022
3	£760	30 April 2022
Total payable	£2,520	

NB. In order to be eligible for the 20% discount, first instalment must be paid within 5 working days after super-early bird deadline. Failure to remit payment as per above terms will result in discontinuing the programme or application failure.

Option 2 (with an early-bird 15% discount):

Instalment	Amount	Deadline
1	£1,000	4 February 2022
2	£838.75	31 March 2022
3	£838.75	30 April 2022
Total payable	£2,677.5	

NB. In order to be eligible for the 15% discount, first instalment must be paid within 5 working days after early bird deadline. Failure to remit payment as per above terms will result in discontinuing the programme or application failure.

Option 3 (no discount):

Instalment	Amount	Deadline
1	£1,000	18 February 2022
2	£1,075	31 March 2022
3	£1,075	30 April 2022
Total payable	£3,150	

NB. First payment must be paid within 5 working days after the course registration deadline. This option is not compatible with the early bird discount, even if the first payment meets the early bird deadline. You will need to pay the full price with this option. Failure to remit payment as per above terms will result in discontinuing the programme or application failure.

Please note: if you are eligible for any different discount not listed here, T&C may vary and will be discussed with our Executive Education Advisor.

III) Withdrawal from the programme

We strongly advise you to 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.

IV) Class levels and requests to change group

CLCB language classes are split into groups reflecting the level of ability of students at the start of the course. For those who are not absolute beginners, a language assessment will be conducted in order to place students in the most appropriate level. Due to the nature of language learning, within class levels there may be some variation in the abilities of students. If you feel that the class in which you have been placed is not pitched at an appropriate level, you must tell CIBL in writing as soon as possible. You may be able to move to a different group though CIBL is unable to guarantee the availability of teachers for such a change. All requests are considered on an individual basis and there may be occasions where there is no suitable class for you. In this instance, a refund minus the tuition fee for classes already taken will be provided to you.

V) Refunds

No refunds can be given for missed classes, except when classes are rescheduled by CIBL to a different day. No refunds policy available after payment has been made. Please note: China study trip and HSK exam are optional and complimentary modules. Therefore, no refund/discount can be given to students who decide to opt out or if the application for the China study trip from Chinese University partner is unsuccessful.

***COVID-19 new refund policy:**

Scenario 1: LSE campus cannot re-open due to COVID-19 outbreak or start date is delayed.

in the unlikely event LSE campus will not re-open due to a new outbreak of Coronavirus and CIBL is unable to carry out on campus CLCB classes, students who had already paid will be given the possibility to choose between options available at the time. They might be (but may not be limited to and may differ from the ones mentioned here) defer to the next available intake, attend the course online or request a refund. Students will be notified of all available options at least 10 working days before course start date. Please note due to the uncertain situation the CLCB course start date and course structure may vary slightly accordingly to LSE guidance and some classes may be moved online if necessary, for the wellbeing of our community. If campus is open and activities are running as usual and/or start date is delayed and/or some classes are temporarily moved online for the wellbeing of our community refunds policy as per point VI will apply.

Scenario 2: LSE campus is forced to switch teaching online for a limited period of time due to COVID-19 outbreak.

If CLCB course has already started and CIBL is forced to switch to online teaching following LSE guidelines, students would be entitled to a 15% refund or credit note if more than 60% of the course structure is delivered online. CIBL will notify students via e-mail, refund and credit note must be claimed within 1 working week from given notice. Please note credit note will be available to use for 3 years from issue date. If campus is open and activities are running as usual and/or start date is delayed and/or some

classes are temporarily moved online for the wellbeing of our community refunds policy as per point VI will apply.

NB. Please note refunds are processed via the LSE finance division and the procedure may take up to four weeks.

VI) Overseas payments

Course fees can only be paid in GBP. If students process payments via overseas bank transfer any admin and/or other bank fees will be students' responsibility and cannot be credited to CIBL. Failure to remit payment as per above terms will result in discontinuing the programme or application failure.

VII) VISA

All students will be required to show proof of valid VISA to study in the UK when submitting the application. Please note: CIBL does not offer VISA support and it will be students' responsibility to ensure they prepare the necessary paperwork to apply for VISA in their country.

VIII) Referral reward payments

A reward of £100 is offered if you refer another student who successfully join the programme. The reward will be paid within four weeks of the closing date on the condition that the referring and referred students remain registered for the course at this time. Rewards of £100 are limited to the first person referred by a student registered to attend a current or future CLCB programme. Referral must be sent via e-mail to the Programme Manager, [Fang Pan](#). Students may make unlimited referrals, with a reward structure as follows:

Up to 9 people - £100 per referral

Each additional referral up to 20 people - £150 per referral

20 or more referrals – one free place on the CLCB programme.

IX) 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. CIBL is able, for example, to offer bespoke tuition for small groups. For those who do not wish to take other courses, programme fees will be refunded in full.

X) 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 Programme Manager, [Fang Pan](#).

XI) Email list

By submitting the Chinese Language and Culture for Business registration form, participants are automatically subscribed to CIBL's email list to receive news, updates and other information about CIBL. To unsubscribe from this list, participants should email a written request to the Programme Manager, [Fang Pan](#).