

# Chinese Language and Culture for Business

## Terms & Conditions

### October Intake 2020

#### I) Important dates

- Super Early-bird deadline: 31 July 2020
- Early-bird deadline: 28 August 2020
- Application deadline: 18 September 2020
- Course starts: 3 October 2020

#### II) Fees

- Payment or part-payment must be made for your registration to be considered complete.
- Applicants who make a full payment before 31 July 2020 will receive a 20% super early-bird discount off the total course fee.
- Applicants who make a full payment before 28 August 2020 will receive a 15% early-bird discount off the total course fee.
- Late payments may be subject to a 5% surcharge.
- Applicants who pay by instalments have 3 options:

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

Instalment	Amount	Deadline
1	£1,000	31 July 2020
2	£760	31 October 2020
3	£760	18 December 2020
<b>Total payable</b>	<b>£2,520</b>	

**NB.** In order to be eligible for the 20% discount, first instalment must be paid before super-early bird deadline. Failure to remit payment as per above terms will result in discontinuing the programme.

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

Instalment	Amount	Deadline
1	£1,000	28 August
2	£838.75	31 October 2020
3	£838.75	18 December 2020
<b>Total payable</b>	<b>£2,677.5</b>	

**NB.** In order to be eligible for the 15% discount, first instalment must be paid before early bird deadline. Failure to remit payment as per above terms will result in discontinuing the programme.

##### Option 3 (no discount):

Instalment	Amount	Deadline
1	£1,000	18 September
2	£1,075	31 October
3	£1,075	18 December 2020
<b>Total payable</b>	<b>£3,150</b>	

**NB.** First payment must be made before 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.

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

#### IV) 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.

#### V) 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.

#### VI) 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:

##### Payment in full

- If the refund request is received on **or before 29 May 2020**, a **full** refund will be issued minus a £150 administration fee.
- If the refund request is received **on or before 30 June 2020**, **50%** of the total course fee will be refunded minus the £150 administration fee.
- If the refund request is received **after 30 June 2020**, **no** refund will be given.

##### Payment by instalments

No refund available if you chose an instalment plan.

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

##### **\*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% discount if more than 60% of the course structure is delivered online. **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.**

#### **VII) 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.

#### **VIII) 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](#).