

Chinese Language and Culture for Business

Terms & Conditions

CLCB Online Programme

I) Important dates

- Super Early-bird deadline: 15 July 2022
- Early-bird deadline: 26 August 2022
- Application deadline: 16 September 2022
- Course starts: 1 October 2022

II) Fees

- Payment or part-payment must be made for your registration to be considered complete.
- 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 Super early-bird 20% discount):

Instalment	Amount	Deadline
1	£1,000	15 July 2022
2	£500	31 October 2022
3	£500	30 November 2022
Total payable	£2,000	

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 Early-bird 15% discount):

Instalment	Amount	Deadline
1	£1,000	26 August 2022
2	£562.5	31 October 2022
3	£562.5	30 November 2022
Total payable	£2,125	

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	16 September 2022
2	£1,500	31 October 2022
3	£1,500	30 November 2022
Total payable	£2,500	

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, requests to change group and 1-2-1 teaching

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. If a 1-2-1 package is agreed, teaching hours will be subject to teachers' availability and carried out during week-days and no later than 8 pm GMT.

V) Refunds

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.

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) Referral reward payments

A reward of £50 is offered if you refer another student who successfully join the programme. The reward can be deducted from the CLCB online course fee or it can 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 £50 are limited to the first person referred by a student registered to attend a current or future CLCB programme. Students may make up to 3 referrals.

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.

IX) 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](#).

X) 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](#).