

Chinese Language and Culture for Business

Terms & Conditions

March Intake 2020

I) Important dates

- Super Early-bird deadline: 13 December 2020
- Early-bird deadline: 24 January 2020
- Application deadline: 21 February 2020
- Course starts: 7 March 2020

II) Fees

- Payment or part-payment must be made for your registration to be considered complete.
- Applicants who make a full payment before 13 December 2020 will receive a 20% super early-bird discount off the total course fee.
- Applicants who make a full payment before 24 January 2020 will receive a 15% early-bird discount off the total course fee.
- Applicants who pay by instalments have 2 options:

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

Instalment	Amount	Deadline
1	£1,260	13 December 2019
2	£1,260	21 February 2020
Total payable	£2,520	

NB. First payment made by the super early-bird deadline and final payment made by no later than the course registration deadline will mean you are eligible to receive the 20% super early-bird discount.

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

Instalment	Amount	Deadline
1	£1,338.75	24 January 2020
2	£1,338.75	21 February 2020
Total payable	£2,677.50	

NB. First payment made by the early-bird deadline and final payment made by no later than the course registration deadline will mean you are eligible to receive the 15% early-bird discount.

Option 3 (no discount):

Instalment	Amount	Deadline
1	£1,575	21 February 2020
2	£1,575	8 May 2020
Total payable	£3,150	

NB. First payment made before the course registration deadline and second payment 2 months into the course. 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.

III) Catch-up classes

Catch-up classes are not possible for Saturday sessions but CIBL will offer 4 catch-up sessions for the weekly language classes subject to the following terms:

- Participants must give at least 24 hours' notice, in writing to Programme Manager, [Fang Pan](#), that they will not be able to attend a certain class. Failure to do so will mean it will not be possible to arrange a catch-up class.
- Catch-up classes will take place in the fortnight following the missed class.
- Catch-up classes will take place at a time and location agreed mutually between the participant and the teacher.
- Catch-up classes may be conducted by a CIBL teacher other than the teacher providing the weekly classes.

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 13 December 2019**, a **full** refund will be issued minus a £50 administration fee.
- If the refund request is received **on or before 24 January 2020**, **50%** of the total course fee will be refunded minus the £50 administration fee.
- If the refund request is received **on or before 21 February 2020**, **10%** of the total course fee will be refunded minus the £50 administration fee.
- If the refund request is received **after 21 February 2020**, **no** refund will be given.

Payment by instalments

- If the refund request is received **on or before 13 December 2019**, a **full** refund of the first instalment will be issued minus the £50 administration fee

- If the refund request is received **on or before 24 January 2020**, 50% of the first instalment will be refunded minus the £50 administration fee
- If the refund request is received **on or before 21 February 2020**, 10% of the first instalment will be refunded minus the £50 administration fee
- If the refund request is received **after 21 February 2020**, no refund will be given

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

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. 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.

VIII) Online office hours

CLCB students are entitled to an unlimited number of online office hour sessions. These are thirty minute slots available via Skype with CIBL teachers in order to consolidate your learning. Online office hours are conducted by CIBL teachers according to their availability so you will not usually be matched with your course teacher for these sessions. CLCB students will be required to access Moodle for learning resources and activities throughout the course. A poll will be made available on your Moodle page on the Monday (or following working day if Monday is a bank holiday) of each week. This poll will contain all of the available slots for the following week, and must be completed by Friday (or the last working day of the week if Friday is a bank holiday) in order to secure your session. Teachers and students will then receive an email confirming their time slot. Should you need to cancel or change your online office hour, please email [the team](#) at least five working days in advance to cancel and select a different available slot using the online poll.

Fixed time slots

If you are able to ensure you are available at the same time each week, you may choose an available time slot and ask to have this session as a fixed time for you. To do so, please select your time from the available slots and email the [CIBL team](#) to request to have this as a fixed slot. If you wish to cancel or change your fixed slot, please email [the team](#) to confirm this at least five working days in advance of your scheduled online office hour. If a fixed online office hour is cancelled on three occasions, or if you are absent for three online office hours, your fixed time slot will be cancelled and made available to other students on the course.

VIII) Tailor-made materials

CLCB students are provided with regular tailor-made materials relevant to their industry throughout the programme. Three of these documents will require student output (a quiz, questions to answer etc.). Students are required to complete at least two of the activities featured in their tailor-made material throughout the course.

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](#).