

Terms and Conditions for Course Registration and Fee Payment for students on Short Courses, Workshops, and Conferences

1.0 Definitions

- 1.1 **Student:** A person intending to enrol or attending the University for a Course at the University.
- 1.2 **Course:** A Course of study, programme of research or conference at the University.
- 1.3 **Course duration:** The duration of the Course, the dates of which shall be notified to the student by the University.
- 1.4 **Fees:** The tuition, accommodation, catering fees and all other expenses relating to the Course, payable by the Student to the University.
- 1.5 **University:** University of Oxford, Wellington Square, Oxford, OX1 2JA.
- 1.6 **Online Payment Process:** The process of enrolling and paying for a course online through this website.
- 1.7 **Terms and Conditions:** The Terms and Conditions for Course enrolment and Fee payment for Students on Short Courses, Workshops, and Conferences (this document).

2.0 The Contract

- 2.1 After booking a place, you will receive an e-mail or letter from us acknowledging that we have received and accepted your booking. The contract between us will only be formed when you receive that acknowledgement.
- 2.2 In the case of courses that require applications rather than registrations, the payment of any sums intended to be in respect of Fees by or on behalf of the Student does not in itself indicate the existence of a contract between the University and the Student. In that case the contract shall only come into being when the University has issued notification of acceptance of the Student upon a Course.
- 2.3 Payment of fees by a person or organisation other than the Student does not constitute a contract for the provision of a Course between such person or organisation and the University.

3. Fees and Payment

- 3.1 If you wish and you accept these Terms and Conditions, you (or a third party paying fees on your behalf) may pay the fees now, within this website, by following the Pay Now link. If you choose not to pay now, the enrolment cannot be accepted online, and a written application must be sent (by post or fax) together with the payment. Through applying for a Course applicants are deemed to have accepted the Terms and Conditions.
- 3.2 It is the Student's responsibility to ensure that the University's fees in respect of the Course (as stated on the website and in other course publicity) and all other fees and expenses relating to the Course (some of which may be subject to a separate agreement) are paid by the deadline notified. The University reserves the right to refuse admission to any Student who has not paid all Fees in full before the course starts.
- 3.3 Any information displayed during the Online Payment Process in respect of the amount of Fees due from the Student is the definitive Fee at the time of enrolment.
- 3.4 All payments must be made in GB Pounds Sterling. Any currency conversion costs or other charges incurred in making the payment or in processing a refund shall be borne by the Student or the third party making payment, and shall not be deductible from the Fees due to the University.

4.0 Cancellations and refunds

4.1 Cooling-off period

4.1.1 You have the right to cancel any contract for the provision of a place on a Course **at any time** within seven working days, beginning on the day after you have received the acknowledgement email or letter. In each case, you will receive a full refund of the price paid for the Course, save as follows:

- there is no right to cancellation where the Course begins within seven days beginning on the day after we sent the acknowledgement;
- a full refund may not be given when the payment includes a payment in respect of food or accommodation.

4.1.2 To cancel a contract please inform us in writing, either by email to the course administrator or in writing to: Oxford University, Department for Continuing Education, Rewley House, 1 Wellington Square, Oxford, OX1 2JA.

4.2 Cancellation by us

4.2.1 We will make all reasonable efforts to deliver the Course as outlined on the website and in any brochure. However we reserve the right to:-

- make reasonable adjustment to the timetable, location or presenters specified for a Course; and
- make reasonable amendments to the content and syllabus of a Course when necessary.

4.2.2 We reserve the right to cancel any Course by giving you notice in writing at any time before the Course is due to start. We will refund all fees paid by you and will endeavour to offer a transfer to another Course as an alternative, subject to payment or refund of any difference in purchase price.

4.2.3 The University's maximum liability will be limited to a refund of received fees for the cancelled Course, and to a refund of received University accommodation fees (if booked through the Department for Continuing Education). For partial cancellation of a Course, such refunds will be made on a pro rata basis. The Department for Continuing Education will not accept liability for any costs or losses incurred by Students or organisations which are claimed to have arisen through Course cancellation, other than for those stated here. You are strongly advised to take out insurance against cancellation of any Course if your travel costs are likely to be substantial.

4.3 Cancellation by you

4.3.1 If you cancel your place on a Course at any time after expiry of the seven-day cooling-off period you will not be entitled to a refund, except in exceptional circumstances, at the discretion of the Department for Continuing Education. In such circumstance that a refund is given an administration fee may be levied.

4.3.2 In exceptional circumstance you may be able to transfer your enrolment to a different course, or substitute a different Student onto the same course, run by the Department for Continuing Education, subject to any administration fees. Course fees already paid can be transferred to the new course, and any outstanding balance must be paid in full before the delegate can be registered on the new Course. No refund will be given if the cost of the new Course is less than the cost of the original Course.

4.3.3 To cancel a place on a course, or to transfer or substitute someone else, please write to enquiries@conted.ox.ac.uk explaining your reason for requesting the cancellation, details of the course you are cancelling off and your booking reference.

5.0. Security

5.1 All payment details which are entered through this payment gateway are encrypted when the Student, or third party making payment, enters them. The site is secure and uses 128-bit encryption to offer secure communications by encrypting all data to and from the site.

5.2 The University shall not be liable for any failure by the Student or third party making payment of Fees to properly protect data from being seen on their screen by other persons or otherwise obtained by such other persons, during the Online Payment process or in respect of any omission to provide accurate information in the Course of the Online Payment Process.

6.0 Visual and/or audio recordings

6.1 The organisers may take visual and/or audio recordings of Students during the Course and reserve the right to use these for promotional, management or educative purposes (in the United Kingdom or overseas). Students' individual consent for this will be assumed to have been granted unless otherwise indicated by Students, in writing or by email, prior to the start of the Course.

7.0 Acceptable behaviour

7.1 In the interests of all Course participants, the organizers reserve the right to enforce the removal of any Student from the Course whose behaviour or demeanour is, in their view, considered unacceptable.

8.0 Discount vouchers

8.1 Voucher discounts do not apply to accommodation or catering that you may be booking as part of your Course registration.

8.2 Vouchers cannot be used in conjunction with any other offer and only one voucher may be used per term for Day and Weekend events.

8.3 Your place on the Course is not confirmed until you have paid in full any fees due as part of the registration process.

9.0 Variations to the Terms and Conditions

9.1 The University reserves the right to vary these Terms and Conditions from time to time and the current version will be that published on this website.

Last modified: 21st October 2011