



# Student Term & Conditions



September 2024

To be reviewed in September 2025

# Table of Contents

1	Data Protection Policy .....	<b>Error! Bookmark not defined.</b>
1.01	Purpose .....	<b>Error! Bookmark not defined.</b>
1.02	The Scope of this Policy and Information Held .....	<b>Error! Bookmark not defined.</b>
1.03	Purpose of Data Collection and Processing .....	<b>Error! Bookmark not defined.</b>
1.04	Compliance .....	<b>Error! Bookmark not defined.</b>
1.05	Responsibilities .....	<b>Error! Bookmark not defined.</b>
1.06	Student Consent .....	<b>Error! Bookmark not defined.</b>
1.07	Access to Information .....	<b>Error! Bookmark not defined.</b>
1.08	Other Individual Rights .....	<b>Error! Bookmark not defined.</b>
1.09	Data Breaches and Procedures for Security of Personal Data ..	<b>Error! Bookmark not defined.</b>
1.10	Queries .....	<b>Error! Bookmark not defined.</b>

# **1 Student Terms & Conditions**

Enrolment forms the basis for a legal contract between the student and the Islamic College. In order to become a student, you will need to enrol. Before you begin enrolment, you will be asked to confirm that you have read the statement below:

## **1.01 DATA PROTECTION AND PRIVACY**

The information that you provide at enrolment is held on a computerised database and maintained in accordance with the Data Protection Act. We ensure that the data is held securely and not disclosed to third parties without your consent, unless we are obliged to do so by law. The General Data Protection Regulation protects the rights of individuals by setting out certain rules as to what organisations can and cannot do with information about people. A key element to this is the principle to process individuals' data lawfully and fairly. In order to meet the fairness part of this, we need to provide information on how we process personal data.

The College primarily processes your personal data in order to administer registration into the programme from the point you submit an application, through enrolment, general teaching and learning activities and finally to your completion, and your rights to enjoy alumni-related services. Your personal data is also used in other important ways, such as measuring your engagement with your course, including attendance and access to our resources. The data gathered, known as learner analytics and can be used to improve the student experience both for you as an individual and collectively for the whole student body. This will be explained to you in more detail during the induction as well as when it becomes relevant to you. You have a number of rights in relation to how the College processes your personal data. For more information on this and an expansion to all the information provided above, please refer to our Data Protection policy and Information Retention Policy.

## **1.02 FINANCIAL REGULATIONS**

Student's enrolment constitutes an acceptance of the financial liabilities of the programme being undertaken. This is the case even when the student is sponsored, i.e. the student retains the liability for fees when a third party is expected to meet the costs of tuition. The student accepts that their enrolment is dependent on payment of the relevant fees in full. College fees are published annually. You will only be registered when you have completed the Financial Agreement Form and paid your dues. If you do not pay your instalment on time, you may be removed or excluded from the course. Registration and payment of the tuition fee do not bind

the College to enter the student for any assessment. You are responsible for informing the College of any changes in personal details. The College will not be held responsible for any difficulties or problems arising out of failure to do this. Moreover, the Islamic College has adopted a policy with regard to fee refunds for full-fee-paying students studying in the UK or via our distance education programme. Note that this agreement does not remove the right to take further action under UK consumer protection laws. For further details please refer to our Fee procedures and Refund policy.

### **1.03 ACADEMIC REGULATIONS**

The enrolment process constitutes the students' acceptance of the Academic Regulations as set out in our programme handbook and College policies in both academic and non-academic matters. This means that the student is bound by the regulations governing assessments, as well as student conduct, equal opportunities, etc. This enables the college, where necessary, to take disciplinary action. Any student complaint is also investigated on the assumption that the student has agreed to be bound by these rules and regulations. For further details, please see the range of College policies implemented following enrolment, such as Equal Opportunities, Discrimination, Harassment, Anti-Bullying, The Use of Generative AI Tools in Education, Student Support Wellbeing & Safeguarding, Students' Complaints Procedures, Fitness to Study, and Misconduct Procedures, academic and non-academic.

### **1.04 COMPUTING SERVICES**

All students have access to an Islamic College email account and our online learning environment. As part of their enrolment, the student accepts the terms of usage of these facilities as listed in the programme handbook. This allows for the withdrawal of facilities and/or enrolment if those facilities are misused.

### **1.05 MAKING CHANGES TO PROGRAMMES**

For students offered places on BA equivalent and MA equivalent programmes, or enrolled on a programme, the Terms of Reference for programme information are guaranteed throughout the normal period of a student's enrolment on the programme (unless changes are necessary to meet obligations related to legal, Office for Students, or similar requirements).

The Islamic College is registered with the OfS but is neither an awarding body nor validated by another awarding body. Nevertheless, all academic programmes delivered at The Islamic

College are fully compatible with the academic programmes at the high-ranking international academic institutes and universities. Graduates will be provided with a certificate of completion from the Islamic College for their equivalent academic level of study. An Equivalent academic level is a qualification which is comparable to other formal qualifications in terms of its content and standard, and the knowledge and skills it provides.

For Middlesex University registered validated programme students, please refer to <http://www.mdx.ac.uk/about-us/policies/public-policy-statements>.

For all short courses, we reserve the right to cancel or make changes to the Terms and Conditions if, in our sole discretion, it cannot be operated, conducted or completed as planned.

## **1.06 STUDENT DECLARATION**

I confirm that on my admission as a student of the Islamic College, I shall comply with the regulations and policies of the College in respect of both academic and non-academic matters. I also confirm that the information that I have supplied is correct to the best of my knowledge.

I acknowledge that I am responsible for the payment of my tuition fees and any other associated charges, including any amounts due from third parties which are not paid. Until all monies are paid in full, my enrolment is provisional only.

I understand that failure to settle fees on time will mean that the College will withdraw access to learning facilities, and this may ultimately lead to my exclusion from the college.