



# Student Term & Conditions



September 2025

To be reviewed in September 2026

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# 1 Student Terms & Conditions

Enrolment constitutes the formation of a legal contract between the student and The Islamic College.

To become an officially registered student, you must complete the enrolment process. Before doing so, you will be asked to confirm that you have read and understood the following statement:

## 1.01 DATA PROTECTION AND PRIVACY

The information you provide at enrolment is stored in a secure, computerised database and maintained in accordance with the Data Protection Act and the UK General Data Protection Regulation (UK GDPR). We take appropriate measures to ensure your data is held securely and is not disclosed to third parties without your consent, unless required to do so by law.

The UK GDPR protects your rights by setting out specific rules on how personal data may be collected, processed, and stored. A fundamental principle is that all personal data must be processed lawfully, fairly, and transparently. To meet these obligations, we are committed to clearly informing you about how we use your data.

The Islamic College processes your personal data primarily to manage your registration from the point of application through general teaching and learning activities up to the completion of your studies and provision of alumni services. This includes processing data for purposes such as enrolment, course administration, teaching and learning activities, and academic progression.

We may also use your data to monitor engagement with your course, including attendance, use of learning resources, and participation in academic activities. This process, known as learner analytics, helps us enhance the student experience and provide appropriate academic and pastoral support. More information on learner analytics will be provided during your induction.

You have specific rights under data protection law in relation to how your personal information is processed. For further details, please refer to our Data Protection Policy and Information Retention Policy, available on our website or upon request.

## 1.02 FINANCIAL REGULATIONS

A student's enrolment constitutes acceptance of the financial obligations associated with their programme of study. This obligation applies even where the student is sponsored by a third party; in such cases, the student remains ultimately responsible for the payment of tuition fees.

Enrolment is conditional upon the payment of all applicable fees in full, as outlined in the Financial Agreement Form, which must be completed prior to registration. Tuition fees are reviewed and published annually. A student will only be fully registered once the form is completed and all due payments have been made.

Failure to pay fees by the agreed deadlines may result in withdrawal from, or exclusion from, the programme.

Registration and payment of tuition fees do not guarantee automatic entry into assessments. Entry into assessments is subject to meeting academic and administrative requirements.

Students are responsible for ensuring that their personal information is accurate and up to date. The College cannot be held liable for any difficulties or consequences arising from a student's failure to update their personal details.

The Islamic College has established a policy regarding tuition fee refunds for full-fee-paying students, whether studying in the UK or via distance education. This policy outlines the circumstances under which a refund may be granted.

Please note that this agreement does not affect your statutory rights under UK consumer protection law.

For full details, refer to the College's Fee Procedures and Refund Policy.

### **1.03 ACADEMIC REGULATIONS**

Enrolment at the College constitutes a student's acceptance of the Academic Regulations outlined in the Programme Handbook, as well as all relevant College policies covering both academic and non-academic matters.

By enrolling, students agree to be bound by the regulations governing assessments, student conduct, equal opportunities, and related areas. This agreement empowers the College to take disciplinary action where necessary in accordance with its procedures.

Similarly, any student complaint will be investigated on the understanding that the student has accepted and agreed to abide by these rules and policies.

For further details, students are advised to familiarise themselves with the full range of their College's policies, including (but not limited to):

- Equal Opportunities
- Anti-Discrimination and Harassment
- Anti-Bullying
- The Use of Generative AI Tools in Education
- Student Support, Wellbeing & Safeguarding
- Student Complaints Procedure
- Fitness to Study
- Misconduct Procedures (academic and non-academic)

### **1.04 COMPUTING SERVICES**

All students are provided with access to an Islamic College email account and the College's online learning environment.

By enrolling, students agree to abide by the terms of use for these services, as outlined in the Programme Handbook. Misuse of these facilities may result in the suspension or withdrawal of access, and in serious cases, may lead to withdrawal from the Programme (s).

## 1.05 MAKING CHANGES TO PROGRAMMES

For students offered places on BA-equivalent and MA-equivalent Programmes, or enrolled in a standalone or short/mini course Programme, the Terms of Reference for Programme information are guaranteed for the normal duration of the student's enrolment, unless changes are required to meet legal, regulatory, or compliance obligations (e.g. those set by the Office for Students or similar authorities).

The Islamic College is registered with the Office for Students (OfS); however, it is not an awarding body and is not currently validated by another awarding institution. Nevertheless, as it is explained in the "About the College's Certification (ACC)" all academic programmes delivered at The Islamic College are designed to be fully compatible with programmes offered at high-ranking international academic institutions.

Graduates of these programmes will receive a College-Certified Final Award in Islamic Studies (BA-Equivalent, FHEQ Level 6, MA-Equivalent, FHEQ Level 7) from The Islamic College, confirming their completion of a programme at an equivalent academic level. An *equivalent academic level* refers to a qualification that is comparable in content, standard, and learning outcomes to other formally recognised qualifications as explained in ACC.

For students enrolled on validated programmes delivered in partnership with Middlesex University, please refer to the university's policies at: <http://www.mdx.ac.uk/about-us/policies/public-policy-statements>.

For all standalone and short/mini courses, the College reserves the right to cancel or amend the Terms and Conditions if, in its sole discretion, the course cannot be delivered or completed as planned.

## 1.06 STUDENT DECLARATION

I confirm that, upon my admission as a student of The Islamic College, I agree to comply with all College regulations and policies relating to both academic and non-academic matters. I also confirm that the information I have provided is, to the best of my knowledge, accurate and complete.

I acknowledge that I am personally responsible for the payment of my tuition fees and any other associated charges, including amounts expected from third parties (e.g., sponsors) that remain unpaid. I understand that my enrolment will remain provisional until all outstanding fees have been paid in full.

I further understand that failure to pay fees by the due dates may result in the withdrawal of access to learning resources and facilities and may ultimately lead to my exclusion from The Islamic College.