

(Reviewed February 2025)

1. WHO WE ARE
 - 1.1. We are CAMBRIDGE ARTS AND SCIENCES LIMITED incorporated and registered in England and Wales with company number 03454690 whose registered office is Units 6 and 7, Old Swiss, 149 Cherry Hinton Road, Cambridge CB1 7BX. When we refer to ourselves in these terms and conditions, we use the terms "we", "us" and "our". We provide a wide range of academic programmes for students through our sites in Cambridge.
 - 1.2. The CAMBRIDGE SCHOOL OF VISUAL & PERFORMANCE ARTS, sometimes abbreviated to CSVPA, which is a trading name of Cambridge Arts & Sciences Limited (company no. 03454690) whose registered office is also at Units 6 and 7, Old Swiss, 149 Cherry Hinton Road, Cambridge CB1 7BX will be providing your undergraduate or post-graduate level academic programme (the "Programme"). For the remainder of these terms and conditions, where we refer to the Cambridge School of Visual & Performance Arts, we use the term "School".
 - 1.3. Some of the Programmes provided through the School are accredited by Falmouth University (this means that Falmouth University are responsible for monitoring our provision of the Programme and awarding any qualification you achieve). If your Programme is accredited by Falmouth University, this will be clearly detailed to you at the time you are considering applying and in your Offer Pack.
 - 1.4. Whilst the School is responsible for delivering your Programme on our behalf in accordance with these terms and conditions, these terms and conditions and the contract made once you have completed all steps in the Acceptance Form found in your Offer Pack, is between you and us.
 - 1.5. If you need to contact us in relation to these terms and conditions, you can do so by email: admissions@csvpa.com or telephone to: +44 (0) 1223 341300. If you need to contact the School, you can do so by email: studentservices@csvpa.com or telephone to: +44 (0) 1223 341328.
2. OUR CONTRACT WITH YOU AND HOW IT IS FORMED
 - 2.1. To apply for an undergraduate level **3 U** ~~5 U~~ **SPH**

We will use any disclosures made to assess, having regard to the specific circumstances disclosed and the Programme applied for, whether you could, or are likely to, pose a significant risk to other students and/or the School's staff if accepted onto the Programme. Where we determine this may be the case, we may reject your application.

- 2.3. Our application process may also require you (and anyone that may pay your fees on your behalf) to provide us with sufficient information and documents so that we can verify to our satisfaction: (a) your identity (and the identity of any fee payers, where applicable); (b) that you (and any fee payers, where applicable) are not subject to any national or international financial, economic, trade, travel or other similar sanctions imposed by a competent authority; and (c) the legitimate source of funds being used to pay our fees.

3. YOUR PAYMENT REQUIREMENTS FOR THE PROGRAMME AND ACCOMMODATION

3.1. The fees that may be applicable to you are as follows:

Registration Fee. In order to accept our offer, you will need to have first paid the Registration Fee within the timescales set out in the Acceptance Form.

Deposit. In order to accept our offer, you will need to have first paid the Deposit within the timescales set out in the Acceptance Form.

Tuition Fees. By accepting our offer, you commit to paying the Tuition Fees. Your Tuition Fees will be invoiced semesterly in advance by us. Tuition Fees are due at least 14 days before the start of the relevant semester.

Accommodation Fees. If you elect to stay in Accommodation, the Accommodation Fees that are set out in your Offer Pack, which will be payable in accordance with the terms of the Residential Agreement.

Additional Costs. The Tuition Fees and Accommodation Fees (if applicable) do not include any additional costs ("Additional Costs"). Details of the costs that are considered Additional Costs are available at: csvpa.com/fees/additional-fees.

3.2. All of the fees are exclusively

4. WHAT HAPPENS IF YOU DELAY IN PAYING OR FAIL TO PAY FEES DUE TO US
 - 4.1. If you do not pay your Tuition Fees by their due dates, we may apply interest at the rate of 3% per year on late payments. Unless we agree otherwise with you in writing, this interest will accrue on a daily basis from the date the payment was due until the date of actual payment.
 - 4.2. Where a Tuition Fee payment is not received by the due date, we will contact you to let you know

you must provide the School with written notice by email to the Admissions Department at admissions@csvpa.com;

the Registration Fee and the Deposit are forfeited and will not be refunded;

you will be required to pay one full semester's Tuition Fees; and

if you have elected to stay in Accommodation, please refer to your Residential Agreement for further details as to whether any Accommodation Fees are payable.

Cancelling your Programme before the start date of your Programme (visa-related)

- 8.5. If you need to cancel your Programme before the start date of your Programme (and the cooling off period no longer applies) due to a visa refusal:

you must provide the School with written notice by email to the Admissions Department at admissions@csvpa.com, including proof of your visa refusal; and

depending on the reason for your visa refusal, you may be refunded or charged certain fees. Please refer to the "Where a student receives a Visa refusal" on our webpage csvpa.com/refunds for further information. In normal circumstances (i.e. where a visa is refused for any reason other than (a) fraud (or deemed fraud by UK Visas and Immigration (UKVI)) or (b) where you ignore our visa advice or UKVI's requests), a refund of all fees paid in advance, excluding the Registration Fee, will apply. Note that if the reason for the visa refusal is due to our processing errors, your Registration Fee will also be refunded.

Deferring your Programme before the start date of your Programme

- 8.6. If you accept a place to study on a Programme with us, and you subsequently need to defer your entry, you must provide the School with written notice by email to the Admissions Department at admissions@csvpa.com.
- 8.7. If you notify us that you need

9. IF YOU WISH TO WITHDRAW FROM A PROGRAMME ONCE IT HAS STARTED

- 9.1. Once your Programme has started, one full semester's notice is required for any withdrawal (other than at the end of your Programme). If you do not provide us with one full semester's notice (or no notice is provided at all), one semester's Tuition Fees in lieu of notice will be charged. The Tuition Fees in lieu of notice will become payable to us as a debt on the first day of the semester that would have been the final semester if the correct notice had been given. If you have elected to stay in Accommodation,

- 11.2. No reduction of Tuition Fees will apply to any time missed by you on your Programme due to not having a valid immigration status and the right to enter, live and study in the United Kingdom.
- 11.3. It is your responsibility to ensure that you comply with the terms of your visa at all times whilst enrolled on the Programme and/or studying at the School.
- 11.4. If you hold a non-Student-route visa that permits study, you are responsible for ensuring that you maintain your visa status throughout your studies and maintain your right to enter, live and study in the United Kingdom. You are required to inform us immediately of any changes to your immigration status.
- 11.5. The School is required to withdraw sponsorship of Student-route visas for the following reasons:
- if your visa is refused;
 - failure to enrol on the Programme by the agreed latest arrival date;
 - failure to meet the minimum attendance requirements for your Programme or missing 10 consecutive contact points. You can find more information in our Attendance Policy accessible at <https://www.csvpa.com/policies/>;
 - if you cancel the Programme before the start date;
 - in the circumstances you withdraw from the Programme voluntarily, are withdrawn from the Programme by the School or defer your Programme; and
 - if you complete your Programme in a shorter period than originally planned.
- 11.6. If you voluntarily withdraw, are withdrawn by us or the School from your

13. PERSONAL HEALTH

- 13.1. It is a condition of you joining and remaining at the School that a medical questionnaire is completed and submitted, which will be provided to you as part of your Offer Pack. The School must be informed of any health or medical condition, special educational need(s), disability, or allergy that you have, whether long-term or short-term. The School must also be provided with any reports or other materials relevant to any health, medical or other issue, if requested. If you arrive at the School with an undeclared pre-existing condition, and such undeclared pre-existing condition, in the School's opinion, significantly affects your ability to undertake the Programme or puts you and/or others at significant risk the School may ask you to (where possible) undergo private medical treatment or psychological support at your expense or, where the School has no other option (for example where you or others are still at significant risk after medical treatment or psychological support or you require medication that is illegal in England), require you to leave the School.
- 13.2. The School must be notified of any changes to health, medical or other relevant information related to you as soon as they occur if such change is likely to significantly impact upon your ability to complete the Programme.
- 13.3. If we or the School believe a health risk is either presented by you to others, or presented to you by others (e.g. due to virus or epidemic), the School may require that you are kept at home and do not attend the School until such time as the health risk has passed. Where it is considered appropriate in such circumstances, the School will try to continue providing education to you remotely during such period.
- 13.4. Please be aware that, for international students, charges for UK National Health Service ("NHS") treatment may apply. If you are an international student, you are strongly advised to obtain adequate insurance whilst on the Programme for all medical care.

14. CIRCUMSTANCES IN WHICH YOU CAN BE WITHDRAWN

- 14.1. During the time between accepting an offer and your Programme starting, we can terminate the Contract with you and your application with immediate effect in writing in any one or more of the following circumstances:

you fail to meet any of the conditions set out in your Offer Pack;

we become aware of new and materially significant information which causes us to determine that it is inappropriate for you to study on the Programme. For example, (i) if we determine that you or anyone acting on your behalf has provided us with information that is fraudulent, untrue, inaccurate and/or misleading or (ii) your behaviour during this stage, in our reasonable opinion, pose a significant risk to the health, safety or welfare of yourself or other students or School staff (having first discussed and engaged with you regarding such behaviour); and/or

if you are an international student, you fail to provide documents to evidence your immigration status and eligibility to study in the UK or you lose such eligibility to study in the UK.

- 24.3. The changes that we make to our terms and conditions are generally minor in terms of impact to you or will be made in your interest (either protecting your rights further than in previous versions of the terms and conditions and/or to improve the clarity of our terms and conditions so you can better understand them). However, if you feel that you will be negatively impacted by any change, in the first instance you should raise the matter with the School and, if you remain unhappy, you may raise a formal complaint (see section 17 for details on how to do this).

If you feel a change negatively impacts you, please contact Student Services or follow the Complaints Policy to raise a formal complaint.

4. Student Protection Plan and Refunds/Compensation

We have a Student Protection Plan and a Refund and Compensation Policy, as required by the Office for Students. These documents outline what happens if we cannot ensure continuity of study, including options for transferring to another programme or provider and compensation for any losses.

If you have any questions or concerns about this Schedule, please contact Student Services at studentservices@csvpa.com.