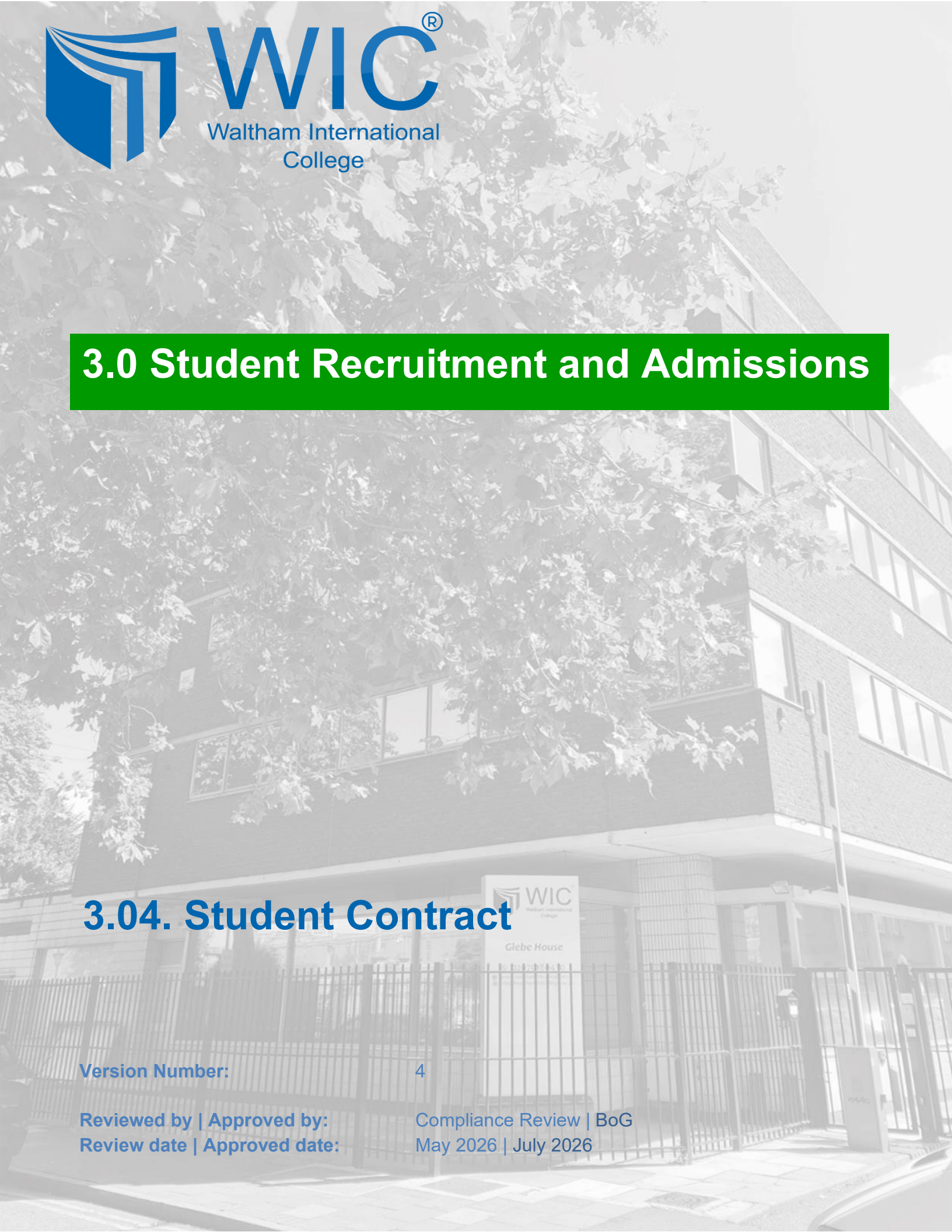
Waltham International College

3.0 Student Recruitment and Admissions



3.04. Student Contract

Version Number:	4
Reviewed by | Approved by:	Compliance Review | BoG
Review date | Approved date:	May 2026 | July 2026

Compliance Alignment Statement

This version of the Student Contract has been aligned to current UK and Office for Students requirements as of May 2026. The substantive changes are listed below.

Version Control Statement

Version	Date	Changes	Reason	Author	Next Review
1	Sep 2024	New Document	New Document	Head of Registry	Aug 2025
2	Aug 2025	No changes	Annual Review	Head of Registry	Aug 2026
3	Jan 2026	Minor textual changes	Quality Review	Head of Quality and Compliance	Aug 2026
4	May 2026	- Textual revisions made throughout to bring the policy into compliance with applicable regulations - Change into a Policy Template (the contract itself is digitised in WICER) - Added Purpose, scope and introduction - updated external reference list - updated list of related policies	Compliance Alignment 2026 (OfS)	QA Compliance Review	August 2027

External Reference Points

- Consumer Rights Act 2015
- CMA HE Guidance
- OfS Conditions of Registration
- Higher Education and Research Act 2017

Related Policies and Documents

Affects all other policy documents. This document should however be read together with the following documents:

- 1.13 Equality and Diversity Policy
- 1.14 Student Protection Plan
- 3.05 Terms and Conditions
- 3.06 Student Fees Policy (including Refunds and Compensation)
- 3.07 Fee Payments, Debts and Sanctions Policy
- 4.01 Academic Regulations
- 4.05 Attendance, Retention and Support Policy
- 4.06 Complaints Policy
- 4.07 Academic Appeals Policy
- 4.10 Bullying, Harassment and Sexual Misconduct Policy
- 4.11 Fitness to Study Policy
- 4.12 Fitness to Practise Policy

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1. Purpose

This Student Contract sets out the mutual rights and responsibilities of students and Waltham International College Ltd (WIC), forming part of the legally binding agreement between the student and the College. The Contract is designed to ensure transparency and fairness in all aspects of the student journey, from admission through to completion or withdrawal, in accordance with the Consumer Rights Act 2015, CMA Higher Education Guidance, and the Office for Students (OfS) Conditions of Registration.

2. Scope

This Contract applies to all students registered on a programme of study at Waltham International College Ltd, including students studying at the London and Birmingham campuses. It applies from the point at which a student accepts an offer of a place and remains in effect for the duration of their registration. The Contract should be read in conjunction with the College's Terms and Conditions (3.05), Student Fees Policy (3.06), and all other applicable policies referenced within this document.

3. Introduction

Waltham International College is committed to providing a high-quality educational experience in an environment that is inclusive, supportive, and professionally managed. This Student Contract reflects the College's obligations to students as consumers under applicable legislation and regulatory requirements, and students' corresponding obligations to the College and its community.

The Contract is intended to give students clear and accessible information about what they can expect from WIC and what WIC expects in return. It is not intended to replace or limit any statutory rights students hold as consumers under the laws of England and Wales.

The substantive provisions of this Contract are supported by the College's published policies and procedures, which are available on the VLE and the College website. Students are encouraged to familiarise themselves with these documents and to seek advice from Student Support or the Students' Union Representative if they have any questions.

4. Important Notice

This Student Contract, together with the College's Terms and Conditions, Policies, and your Offer Letter, sets out the legally binding relationship between you and Waltham International College Ltd (WIC). Please read this document and the Terms and Conditions carefully before you accept your offer. If you have any questions, please contact admissions@wic.ac.uk.

This Contract applies to students studying on the Programme at Waltham International College Ltd. (WIC).

5. Student Contract

This document, together with the Terms and Conditions, the information provided in your Offer Letter, and the College's published Policies, forms the legally binding contract between you and WIC. By accepting your offer of a place at WIC, you agree to be bound by these documents.

The key information provided to you before you accept your offer (including programme details, fees, and additional costs) forms part of your contract and cannot be changed without your express agreement, unless the change is minor and does not materially disadvantage you.

5.1 Admission Requirement

Your admission to WIC is subject to:

- Satisfying the published entry requirements for your programme
- Completing the College's registration and enrolment procedures
- Verifying your identity (this will be completed during Welcome Week and may be conducted by a University Representative)
- Confirming your right to study in the UK where applicable

Your offer of a place is valid only for the intake specified in your Offer Letter. You should review the Offer Letter carefully and contact Admissions if any details are incorrect.

5.2 Your Commitments

By accepting a place at WIC, you commit to:

- Providing accurate and complete information at application and enrolment, and notifying us promptly of any material changes
- Complying with the College's Attendance, Retention and Support Policy (4.05), which requires punctual and full attendance at all scheduled sessions
- Preparing and submitting all required work on time, in line with Academic Regulations (4.01)
- Conducting yourself in accordance with the College's Equality and Diversity Policy (1.13), Bullying, Harassment and Sexual Misconduct Policy (4.10), and all other relevant Policies
- Paying fees and all other charges by the due dates stated in your invoice or payment schedule
- Using the College's facilities, equipment, and IT systems responsibly
- Maintaining a term-time address within reasonable proximity of your chosen campus, the College may withdraw or amend your offer if this requirement is not met

Your place of study should be within commuting distance to your term time address. Students living beyond the permitted distance may be required to join a nearer campus unless compelling reasons are provided and approved. If you have been accepted on the programme despite living far away, no special consideration will be given in regards to lateness and attendances. You would still be subjected to our Attendance, Retention and Support Policy (4.05) and are expected to attend all scheduled classes and arrive on time for lectures, seminars, and learning activities.

5.3 What WIC Will Provide

WIC will:

- Deliver your programme as described at the time of your offer, with reasonable care and skill
- Provide you with a Programme Handbook and Student Handbook at enrolment
- Inform you of any changes to your programme promptly and, where material, with appropriate notice and options
- Provide academic, pastoral, and disability support services
- Provide access to IT facilities and the College's Virtual Learning Environment (VLE) for the duration of your registration, subject to the College's IT Acceptable Use Policy
- Provide access to alumni services upon completion of your studies, supporting your continued connection with the WIC community and professional network
- Treat you fairly, consistently, and in compliance with the Equality and Diversity Policy
- Handle your personal data in accordance with the Privacy Policy and UK GDPR

5.4 Changes to the Programme

Timetables may be subject to change to meet academic needs, staffing, or class size requirements. Where feasible, groups may be merged. You are expected to remain flexible and to check College communications regularly for updates.

Where WIC proposes a material change to your programme (one that would, or might reasonably, affect your decision to study), WIC will notify you in advance and explain your options, which may include the right to withdraw with an appropriate refund.

5.5 Fees and Payment

The fees applicable to your programme are set out in your Offer Letter and the Student Fees Policy (3.06). You are responsible for paying fees by the due dates stated in your invoice. Non-payment may result in sanctions as set out in the Fee Payments, Debts and Sanctions Policy (3.07), up to and including suspension or withdrawal.

Your right to cancel and the College's refund policy are set out in the Student Fees Policy (including Refunds and Compensation) (3.06) and the Terms and Conditions (3.05).

5.6 Academic Regulations and Conduct

You are expected to comply with WIC's Academic Regulations (4.01) and all other Policies. A summary of key rules, covering attendance, academic misconduct, assessment, appeals, safeguarding, and Prevent, is set out in the Student Handbook and is available on the VLE.

If there are changes to rules and regulations during your studies, WIC will endeavour to ensure you suffer no detriment. You will generally be consulted on proposed changes through Student Representatives, surveys, and collaborative working groups.

5.6.1 Intellectual Property

Where you generate intellectual property rights (such as copyright in written work) as part of your academic programme, you will generally retain sole ownership of those rights, subject to any

exceptions set out in the Academic Regulations (4.01). By accepting a place at WIC, you grant the College a non-exclusive licence to use such material solely for the purposes of fulfilling its academic and administrative obligations to you.

5.7 Health, Fitness to Study and Fitness to Practise

If you are studying on a professional programme, you must comply with the applicable Fitness to Practise (4.12) and Fitness to Study (4.11) Policies. These are available on the VLE. Where your fitness to study is in question, the College will follow appropriate procedures before taking any action, including providing you with an opportunity to respond.

Where you are affected by a health condition or disability that may impact your studies, you are encouraged to contact Student Support (wellbeing@wic.ac.uk) to discuss available support and reasonable adjustments.

5.7.1 Health and Safety

You are required to comply with WIC's Health and Safety policies, which are available on the VLE. You have a legal duty to take reasonable care to avoid injury to yourself and others, and must not interfere with or misuse any equipment or safety provisions. You must report any accident, injury, near miss, or unsafe condition to a member of staff immediately.

If you have a medical condition that may be affected by your study activities, you are encouraged to notify your Programme Leader and contact Student Support at wellbeing@wic.ac.uk. Children may not be brought into teaching spaces or left unattended on College premises.

5.8 Placements

If your programme includes a work placement, further information will be provided by your Programme Leader. You are responsible for finding a suitable placement, supported by the College where possible. Completion of the placement requirement remains the student's responsibility.

5.9 Termination of Registration

WIC may, following appropriate process, terminate your registration at the College if:

- You have made false statements or omitted significant information in your application
- You fail to meet your commitments as set out in this Contract or the Terms and Conditions
- You engage in serious misconduct
- You fail to pay fees after receiving appropriate notice
- You become unfit to study or to meet the requirements of your programme

Before terminating your registration, WIC will follow its Non-Academic Misconduct Policy (4.09) or other relevant procedure, which provides for fair process including notice and the right to respond. Where termination results in unused prepaid fees, these will be refunded under the Student Fees Policy (3.06).

5.10 Complaints and Appeals

If you are dissatisfied with any aspect of your experience at WIC, you should use the College's Complaints Policy (4.06). If you wish to challenge an academic decision, you should use the Academic Appeals Policy (4.07). Both policies are available on the VLE and the College website.

If your complaint is not resolved to your satisfaction through the College's internal processes, you may escalate to the OIA (www.oiahe.org.uk).

5.11 Governing Law

This Contract is governed by the laws of England and Wales. Nothing in this Contract affects your statutory rights as a consumer.

5.11.1 Notices and Communication

Formal notices under this Contract must be given in writing and may be delivered by hand, post, or email. WIC will communicate with you primarily via your WIC student email account. You are responsible for checking your student email regularly; the College will not be liable if you miss important information as a result of failing to do so. You must notify the College promptly of any change to your contact details. WIC may also publish important information via the College website, VLE, and notice boards.

5.12 Data, Recording and Photography

WIC processes student personal data in accordance with the Privacy Policy and UK GDPR, as noted in section 5.3. In addition, WIC may record educational activities in which you participate. All rights in such recordings are retained by the College. You have the right to opt out of being recorded; the consent can be withdrawn through the Student Photo and Video Consent Form (3.01.7)

WIC may take photographs or video footage for publicity purposes and will endeavour to alert you when doing so, giving you the opportunity to decline. Where images are taken in a public or communal space, individual notification may not be possible. A photography consent form will be included in your enrolment pack.

5.13 General Provisions

WIC will not accept responsibility for loss of or damage to your personal property on College premises. You are advised to obtain appropriate insurance.

If any provision of this Contract is found to be void or unenforceable by a court or competent authority, the remaining provisions shall continue in full force and effect.

This Contract does not confer any rights on third parties under the Contracts (Rights of Third Parties) Act 1999.

6. Appendices

There are no appendices to this policy.