

## TERMS AND CONDITIONS OF REGISTRATION AT HENLEY BUSINESS SCHOOL

Thank you for choosing Henley Business School (“**the School**”). Before you officially join us, we want to ensure that you understand the key terms of your registration in a clear and simple way.

This document (“**this T&Cs document**”) outlines the important terms and conditions that apply when you register for a programme of study at Henley Business School. It forms part of your agreement with us and covers, amongst other, things like:

- application and admission requirements;
- exemptions and programme credits;
- offers of admission;
- tuition fees and payment terms;
- registration and enrolment;
- withdrawals, transfers and deferrals;
- conferment of academic awards; and
- your right to appeal.

We strongly encourage you to read this T&Cs document carefully. Please contact the Admissions Officer, if you have any questions whatsoever, as you will be asked to confirm that you have read and understand the document (by signing hereunder).

### 1. Application and admission requirements

- 1.1. An application for admission to a programme of study will be considered only if it is submitted on an official application form.
- 1.2. A signed copy of this T&Cs document must also accompany your Acceptance Form.
- 1.3. Applications are carefully considered in accordance with the School’s Admissions Policy.
- 1.4. You may not enrol concurrently on more than one qualification programme, either at the School or at any other institution, unless prior approval has been granted.

1.5. The School reserves the right to offer you a place on an alternative programme of study from what you have applied for.

2. Exemptions and programme credits

Any application for exemption from part of a programme of study must be made in writing on or before the date of registration for the programme concerned. Details on exemptions and credits can be found in the School's Recognition of Prior Learning ("**RPL**") policy (available at our website) and the relevant Programme Handbook.

3. Offers of admission (not applicable to executive education programmes)

3.1. If your application is accepted, the School will send you a formal offer letter, signed by the designated Admissions Officer ("**the Offer Letter**").

3.2. Attached to the Offer Letter, you will find a form that you must use to indicate whether you accept the offer of placement on a programme of study, as reflected in the Offer Letter ("**the Acceptance Form**").

3.3. If you accept the offer of placement on a programme of study, as reflected in the Offer Letter, you must return a signed copy of the Acceptance Form to the relevant Admissions Officer.

3.4. Should any other person (e.g., your employer) be sponsoring your studies, the Acceptance Form must be accompanied by a signed confirmation of sponsorship letter, reflecting the applicable invoicing details ("**the Sponsorship Confirmation**").

3.5. The School's programmes of study are designed so that students can learn from one another. All intakes have a minimum cohort size in order to provide the expected learning experience and networking opportunities. When it is anticipated that the School will not reach these minimum levels, cohorts may be rescheduled or, if necessary, cancelled. In all such cases applicants will be advised as soon as practicable to be offered alternative programme dates (where possible).

3.6. An applicant may request, in writing, to defer an offer of a place on a programme of study to another intake, provided that the intake commences no later than 12 (twelve) calendar months from the programme commencement date included in the Offer Letter. Beyond 12 (twelve) months, a new application will be required.

#### 4. Tuition fees and payment terms

- 4.1. Information on tuition fees is made available in advance of the programme intake and can be confirmed through the School's website.
- 4.2. The Acceptance Form reflects the applicable payment terms.
- 4.3. By signing the Acceptance Form, you confirm that you understand the cost involved in the programme and agree to pay it in accordance with the applicable payment terms.
- 4.4. Should any other person (e.g. your employer) be sponsoring your studies, that person or a duly authorised representative of that person, must complete and sign the Sponsorship Confirmation. By signing the Sponsorship Confirmation, the signatory confirms that he/she/it understands the cost involved in the programme and agrees to pay it in accordance with the applicable payment terms.
- 4.5. In the absence of a duly completed and authorised Sponsorship Confirmation, you will remain liable for paying the programme fees in accordance with the applicable payment terms.
- 4.6. In exceptional circumstances, an applicant may apply to the School in writing for alternative payment arrangements i.e., the payment of the programme fees in instalments over a fixed period of time.
- 4.7. The School, after careful consideration of an applicant's circumstances and in its sole and unfettered discretion, may grant an alternative payment arrangement to said applicant and/or the company (if the applicant is wholly or partly company-sponsored) i.e., the payment of the programme fees in instalments over a fixed period of time.
- 4.8. Should the School grant aforesaid alternative payment arrangement, the applicant and/or company (if the applicant is wholly or partly company-sponsored) must enter an acknowledgement of debt agreement ("**AOD**"), reflecting the agreed-upon alternative payment terms.
- 4.9. In consideration of payment by, or on behalf of, the applicant of the programme fees and in accordance with the applicable payment terms, the School undertakes to supply programme materials and services (including assessment services) to which

the fees concerned relate. Please note that the cost of international immersions or study visits is not included in the standard programme fees.

## 5. Registration and enrolment

5.1. Applicants will only be admitted at the School and permitted to enrol in the relevant programme of study, once the following admission requirements have been discharged:

5.1.1. any offer conditions have been met;

5.1.2. a completed Acceptance Form has been received; and

5.1.3. payment is made in accordance with the payment terms or alternative payment terms (refer above).

5.2. Once enrolled, you will receive a Confirmation of Registration Letter from the relevant department.

5.3. Attached to the Confirmation of Registration Letter will be a “*Declaration on Registration Status of Qualification*” form (“**the Declaration**”). You must sign and return the Declaration to the relevant department.

5.4. All students are required to comply with the School’s Rules and Regulations, including the Regulations for Student Conduct (“**the Rules & Regulations**”). These are available on the School’s website and the student portal.

5.5. The School reserves the right to withdraw a student at any stage of the programme for lack of progress or non-adherence to the Rules and Regulations.

## 6. Withdrawals, transfers and deferrals

6.1. If you wish to withdraw from a programme of study, you must give written notice to the relevant Admissions Officer.

6.2. If you withdraw before commencement of the programme, you shall be entitled to a full refund of any fees paid.

6.3. If you withdraw from a programme of study within four (4) weeks after the commencement of the programme (and having paid the programme fees), you shall be entitled to a refund of the fees paid, but the refund will be reduced to account for a R20 000 (twenty thousand Rand) withdrawal fee.

- 6.4. If you withdraw from a programme of study after the initial four-week period stipulated in paragraph 6.3 above, you shall be liable for the full programme fees.
- 6.5. Once the School has been notified in accordance with paragraph 6.1 above that you wish to withdraw, the School will, within 30 (thirty) working days, refund or credit any sum that may be due to you.
- 6.6. In the case of students studying through the executive education division, the withdrawal rights will be dealt with between the School, the student and the client organisation.
- 6.7. A transfer is when a student wishes to amend their registration from one intake to another intake in the same programme of study.
- 6.8. A student will be required to complete a transfer application form and submit the completed form to the relevant Admissions Officer.
- 6.9. The relevant departments will review the progress status of the student at the time of the application and confirm whether additional assessments will be required or whether there will be any additional fees due.
- 6.10. Once approved, the student will be notified in writing.
- 6.11. Should there be any difference in fees, the student will be liable to pay the difference before they can be transferred.
- 6.12. A deferral is when a student who started a programme of study and has submitted assignments, but due to circumstances out of the student's control, requests to put their studies on hold. This might be due to health or personal matters.
- 6.13. The student will be required to engage their Programme Manager when this need arises. The programme manager will advise the student on which documentation is required to complete a deferral request.
- 6.14. In the instance where the student forms part of an Executive Education programme, the student would require approval from the company.
- 6.15. A student may defer their studies for a period of not more than twelve (12) months.

- 6.16. When the student is ready to re-commence their studies, they will be required to complete a re-registration form.
- 6.17. Upon re-commencing their studies, the student may be required to complete additional coursework and pay the appropriate re-registration fee. This will be finalised once the re-registration form has been received.
7. Re-registration (This section is not applicable to the MBA and DBA)
  - 7.1. Re-registration applies to students who have previously failed a module or a programme and wish to return to complete their studies. This is also applicable to students who deferred their studies and are now ready to return.
  - 7.2. A completed re-registration form must be submitted to the Programme Manager.
  - 7.3. The student will be required to abide the rules and regulations of the School which are applicable to the year in which they return.
  - 7.4. The student may be required to pay a difference in fees for a programme level re-registration.
  - 7.5. If the re-registration is required on a modular level, there is a fixed R3 000 (three thousand Rand) re-registration fee plus an additional fee of R2 000 (two thousand Rand) per day that will be levied for the required workshops to complete the programme.
8. Conferment of academic awards
  - 8.1. An academic award of the School will be conferred only if you complete the programme of study to the satisfaction of the Teaching and Learning Committee and the Academic Board.
  - 8.2. The number of times you can re-sit an examination or re-submit an assignment or other assessed piece of work is restricted. Students are advised to consult the relevant Programme Handbook for confirmation of the re-sit/re-submission rules.
  - 8.3. Notwithstanding the successful completion of a programme of study by the student, the School reserves the right to withhold any academic award pending settlement of any outstanding fees or other liabilities.
  - 8.4. Academic transcripts and certificates shall not be issued to any student who has an outstanding fee.

## 9. Personal Information

The School undertakes to treat any personal information received from you in the course of your studies as confidential and in accordance with the applicable regulations governing the protection of personal information.

## 10. Regulations and Procedures

By registering on a programme of study, you agree to abide by the School's regulations. These include: a) regulations for student conduct, b) statement on academic misconduct and plagiarism, c) student complaints and grievances procedure, d) assessment guide, and e) certification policy and procedures, which are all available online.

## 11. Variation

11.1. The School values its international reputation as a provider of high-level programmes and programme services. It undertakes to take all reasonable steps to provide programmes and services as set out in programme brochures and other documentation supplied to programme members and applicants. However, the School does not accept any absolute obligation to provide programmes or services as set out in programme brochures or other documentation. The School reserves the right to change programmes of study and/or the provision of services at any time.

11.2. Should circumstances beyond the control of the School interfere with the ability of the School to provide programmes and/or services, the School undertakes to use all reasonable steps to minimise any resultant interruption to programme members.

## 12. Right to appeal

The School believes in fairness and equality. Applicants and students have the right to appeal in line with relevant policies and procedures.

## 13. Governing Law

The laws of South Africa shall apply to the contract created between the student and the School, and any disputes arising shall be determined in the South Africa courts.

#### 14. Signature

By signing hereunder, you confirm that you have read this T&Cs Document, understand the import and implications thereof, and agree to be bound by its provisions.

**Signature:**

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**Name:**

**Date:**