

Laine Theatre Arts Diploma and Degree Student Terms and Conditions 2026 Entry

1. INTRODUCTION

1.1 This document governs the relationship between you and Laine Theatre Arts Limited (“**Laine Theatre Arts**” or “**we**” or “**us**” or “**our**”) and sets out the contract terms between us for the provision of educational services leading to the opportunity to gain a recognised educational qualification (the “**Terms and Conditions**”).

1.2 These Terms and Conditions contain important information and should be read carefully before you accept a place at Laine Theatre Arts.

1.3 The contract (“**Contract**”) between Laine Theatre Arts Limited and the student is formed upon both parties signing a standard letter of acceptance, in a form approved by us, of the offer of a course.

1.4 Laine Theatre Arts Limited is a private company limited by shares, incorporated in England and Wales with registered number 1180133 and VAT Reg. No. 211105734. Our registered office is located at 1st Floor, Sheraton House, Lower Road, Chorley Wood, Hertfordshire WD3 5LH.

1.5 Contract Components

- These Terms and Conditions
- The offer letter
- The acceptance form
- The Course Outline Document – This document is an outline of the course and gives more detail over the chosen course of study and what the course will entail.
- The Fees Schedule.

You confirm that copies of the documents forming the Contract have been provided to you. You agree that you have read (or had the opportunity to read) and will always observe all the rules, regulations, policies and guidance made available to you and on the College website.

1.6 You acknowledge that the College policies have been made available to you on the college website along with the offer letter and that you have had the opportunity to access all our policies and guidance documents (“**Policies**”) prior to signing the acceptance letter. You additionally acknowledge that we may occasionally and at our

sole discretion, amend, update, replace, or substitute any or all of the contents of or our Policies, and you agree to abide by and comply with any such amended, updated, replaced, or substituted variation of the Policies.

1.7 We will always promptly let you know of any changes to the Course Overview, or the Policies.

1.8 If there is any conflict or inconsistency between any of the provisions in these Terms and Conditions and the provisions of any other document forming part of the Contract, the provisions of these Terms and Conditions shall prevail.

2. ACCESSIBILITY

2.1 Laine Theatre Arts is committed to providing an inclusive and accessible environment and strives to make reasonable adjustments to accommodate the needs of its students. Students and applicants with disabilities are encouraged to notify Laine Theatre Arts at the earliest opportunity so that (if possible) appropriate support arrangements can be provided. Failure to notify us may result in us being unable to perform reasonable adjustments in a timely manner.

2.2 Should you require these documents in another format, or if there is anything in these Terms and Conditions that you do not understand, please contact sarahcarroll@laine-theatre-arts.co.uk (Admissions Officer).

3. OFFERS AND REGISTRATION

3.1 By accepting an offer of a place at Laine Theatre Arts, you are entering into the Contract with us in accordance with these Terms and Conditions and the other documents forming part of the Contract.

3.2 Your admission to Laine Theatre Arts is subject to you complying with the terms of the Contract. If you do not act in accordance with the Contract, or if you do not meet our expectation that you will maintain a standard of conduct, as specified in any policy or guidance document, and ensure that your conduct is never harmful to the work, good order, or good name of Laine Theatre Arts, we may take disciplinary action against you under the Student Disciplinary Procedure. One possible outcome of such an action is that your Contract with us may be terminated in accordance with clause 10 below and you may be removed from your course. You are under a duty to ensure that any of your guests are similarly well-behaved whilst on our premises or in communication with other students, other guests, or workers of Laine.

3.3 The offer we make to you is subject to you satisfying all necessary legal and academic requirements for admission set out in your offer letter. The offer may be conditional on certain requirements being fulfilled or unconditional. If the offer is conditional, we will set out the conditions you need to fulfil to be admitted to the course, in your offer letter. If you have not fulfilled the conditions of your offer before the date

notified to you in the offer letter prior to the start of the course, we reserve the right to withdraw the offer at our discretion and without liability to you.

3.4 It is important that you provide accurate information in your application to join Laine Theatre Arts. We reserve the right at any time to withdraw or amend any offer, without liability to you and without having to give reason, if we discover that your application contains material inaccuracies or fraudulent information (including fraudulent payment), or if you are found to have provided misleading information or omitted key information from your application.

3.5 At our request, you will provide satisfactory evidence of your qualifications (including English language qualifications if required) before admission. Failure to provide such evidence to our reasonable satisfaction before the date notified to you will result in the withdrawal or termination of your offer, the revocation of your registration as a student of Laine Theatre Arts, and/or the termination of the Contract.

3.6 We will verify the authenticity of documentation required to evidence your qualifications prior to admission as appropriate. You must normally complete your registration by the end of the first half term. You will not be able to enrol and commence your studies if you have not met the entry requirements set out in your offer letter, and if you have not provided certificates/proof of qualifications obtained or payment of fees/confirmation of your student loan. Occasionally, a student may have to prove their right to stay and study in the United Kingdom.

3.7 If Laine Theatre Arts withdraws your application, offer, or refuses to enrol you pursuant to any clause under these Terms and Conditions, we reserve the right to retain sufficient tuition fees paid to meet our administrative costs.

4. YOUR RIGHT TO CANCEL

4.1 You have the right to cancel the Contract for any reason within fourteen (14) calendar days after the date on which you accepted the offer of a place (the “**Cancellation Period**”). To cancel the Contract, you must give us written notice of your cancellation by contacting sarahcarroll@laine-theatre-arts.co.uk.

4.2 If any payment has been made to us and you subsequently cancel the Contract pursuant to your right to cancel as set out in clause 4.1, we will provide you or the person who has made such payment (as the case may be) with a full refund of tuition fees (if applicable) using the same payment method that was used to make the payment. Such a refund will be made no later than fourteen (14) days after the date on which you informed us of your decision to cancel the Contract.

4.3 If your course is due to begin within the Cancellation Period (for example, if you have applied through clearing) then, by accepting your offer, you are expressly agreeing that the course should begin within the Cancellation Period. If you then decide to

withdraw from your course within the Cancellation Period, you may be liable to pay a proportion of your tuition fees. You may terminate the Contract after the expiry of the Cancellation Period, but, in such a case, you must do so in accordance with clause 9 of these Terms and Conditions. Depending on when you cancel the Contract (in particular whether it is before or after registration) you may be obliged to pay a proportion of your tuition fees. Further details are set out in clause 9.

5. YOUR OBLIGATIONS

5.1 You agree to fulfil all the academic requirements of your course in accordance with the Contract, including, but not limited to, the submission of coursework and other assignments, attendance at examinations, attendance at lectures and seminars, and any other such teaching forums provided by us.

5.2 You agree to familiarise yourself with and adhere to Laine Theatre Arts' rules, regulations, and policies. These are all published on our website, and you can also access them directly from the Student

document which will be given to you at induction.

5.3 You agree to comply with all our policies and procedures, including without limitation, our Student Charter, the Staff and Student Code of Conduct, and the policy on Academic Integrity.

5.4 If you are from a country outside the UK, you shall maintain and evidence an immigration status that entitles you to undertake your course, and you also agree to comply with Laine Theatre Arts' policies, guidance, and information regarding international students.

6. OUR OBLIGATIONS

6.1 We shall deliver your course with reasonable care and skill and as described in the relevant course prospectus in all material respects. The method of delivery for your course will be stated in your offer letter. If we have to change the method of delivery of your course during an academic year, this may constitute a change to your course. Please see clause 11 for further details.

6.2 We shall provide you with tuition and other teaching and learning support and resources associated with your course with reasonable care and skill, and we shall provide you with timely feedback on your coursework.

7. RIGHT TO STUDY IN THE UK & INTERNATIONAL STUDENTS

7.1 All students enrolled at Laine Theatre Arts must have the right to reside and study in the UK throughout their course of study.

7.2 Regardless of your country of origin, you must provide original evidence of your right to study in the UK at the point of registration (also known as enrolment). We will request a copy of such evidence during the application process.

7.3 Laine Theatre Arts has a duty as a licensed sponsor to verify that you have immigration permission to study in the UK. If you are subject to UK immigration control, and the UK government requires us to obtain it, you will need to provide original evidence of your valid immigration status (typically a passport and evidence of your immigration permission) confirming your right to study in the UK at the point of registration. We will also request a copy of such evidence during the application process. You must continue to hold valid immigration status confirming your right to study throughout your course, and we will require evidence from you at the start of each academic year. If you hold limited permission to remain which is due to expire during your course, you must demonstrate that you have obtained further permission to stay or, where relevant, Indefinite Leave to Remain or settlement. Failure to provide such evidence within a reasonable timeframe may result in us preventing you from registering on your course or withdrawing you from your course in accordance with clauses 3.3 and 10.1.6.

7.4 If you require a visa or permission to stay in the UK to study at Laine Theatre Arts, it is your responsibility to obtain the appropriate status before commencing your course. By agreeing to these Terms and Conditions, you also agree to abide by the terms and conditions of your immigration permission throughout the course. Failure to abide by conditions of stay may lead to a withdrawal of sponsorship of your student status. Information on conditions of stay relevant to your particular immigration status can be found at: UK Government Visas and Immigration (<https://www.gov.uk/browse/visas-immigration>).

7.5 UK Visas and Immigration (“UKVI”) grants Laine Theatre Arts an allocation of Confirmation of Acceptance for Study (CAS) on an annual basis. We may assign CAS to students making an application for a UK visa or permission to stay under the Student Route following an assessment of the applicant conducted by Laine Theatre Arts. Laine Theatre Arts is under no legal obligation to issue an applicant or student with a CAS.

7.6 If Laine Theatre Arts sponsors you under the Student route, you agree to comply with the conditions of your stay in the UK and to make relevant notifications to Laine Theatre Arts. Laine Theatre Arts complies with UKVI’s rules for Sponsor Licence holders and is required to provide UKVI with information about students it sponsors, including failure to register on the nominated course, failure to engage or attend classes without permission, any concerns about students working illegally in the UK or who are otherwise breaching their conditions of stay. You agree to Laine Theatre Arts providing UKVI with any information required pursuant to Laine Theatre Arts’ status as a Sponsor Licence holder, or as otherwise requested by UKVI or any other government organisation in relation to UK immigration control. You must inform Laine Theatre Arts immediately if there are any

changes whatsoever to your details or immigration status, or any other circumstances, at any time before or after registration, and during your course. If the Contract is terminated by either party, we are obliged to promptly notify UKVI.

7.7 Non-compliance with the conditions of your immigration status could result in the cancellation of your status, fines, and/or a ban on entry to the UK by the UK government. The UK government has clear restrictions on the rights of non-British and non-Irish nationals to work in the UK. In particular, undertaking self-employed work in the UK while on the student route is not permitted. Laine Theatre Arts is legally obliged to report to the Home Office any instances of students breaching their conditions by working, and any such reports are likely to lead to the cancellation of the student status.

7.8 If you lack the required permission to study in the UK, or you fail to demonstrate that you have the correct immigration permission or to comply with any immigration conditions, Laine Theatre Arts may refuse to admit, enrol or re-enrol you, or may, on written notice, withdraw your sponsorship, or suspend or terminate your studies. If the offer is withdrawn, Laine Theatre Arts refuses to register you, your registration is terminated, or if you choose to withdraw from your studies, this could affect the validity of your immigration status and your ability to enter, study, work, and/or remain in the UK.

7.9 On occasions, Laine Theatre Arts may need to contact UKVI to clarify details on outstanding status applications and previous immigration history. Any such contact or related sharing with UKVI of your personal data will be carried out in accordance with the data protection legislation. Please refer to Laine Theatre Arts' Data Protection Policy for more information about how the College processes your personal data. By entering into the Contract or by applying to be enrolled on a course with us, you consent to this personal data being processed.

7.10 Where a sponsored student takes a temporary leave of absence (an "intermission"), Laine Theatre Arts may be required to report the intermission to UKVI, and the student's status in the UK may be cancelled in accordance with UK government requirements. Sponsored students affected in this way will be required to obtain new status at their own expense before returning to Laine Theatre Arts following their intermission.

7.11 For the avoidance of doubt, Laine Theatre Arts shall not be responsible for any changes in UK immigration legislation which result in you no longer being eligible to study at Laine Theatre Arts.

7.12 For further details, please refer to your offer letter and please also see:

- *Information for International Students*

- *Admissions Policies*

CIRCUMSTANCES - REFUND OF FIRST YEAR TUITION FEES – OVERSEAS STUDENTS

7.13 If you are classed as an overseas student for fees purposes, you are required to pay your first year's tuition fees upfront (in accordance with clause 8.5), and you will, without prejudice to your other rights under the Contract, be entitled to a full refund of your first year's tuition fees if:

7.13.1 your Student visa or application to stay in the UK is refused or delayed because of our acts or omissions and through no fault of your own; or

7.13.2 your Student visa or application to stay in the UK is refused or delayed because of UKVI's acts or omissions and through no fault of your own.

7.14 In the event that a course has already commenced by the time your visa or application has been refused or delayed, we will be entitled to retain such proportion of the pre-paid tuition fees in order to reasonably meet our costs incurred in providing the course to you.

APPLICATION – - REFUND OF FIRST YEAR TUITION FEES – OVERSEAS STUDENTS – PRIOR TO CAS ASSIGNMENT

7.15 If you are classed as an overseas student for fees purposes and you have paid your first year's tuition fee in accordance with clause 8.5, subject to the right to study in clause 7 and without prejudice to your other rights under the Contract, you will be entitled to a full refund of your first year's tuition fees less an administration fee of £500 if:

7.15.1 your Student visa or application to stay in the UK is refused for reasons other than those listed in clause 7.13.

7.15.2 you withdraw from the course before the start of the academic year for exceptional reasons outside of your control (as determined by us), which may include but are not limited to illness or bereavement of an immediate family member; or

7.15.3 you fail to meet the conditions in your offer letter.

7.16 If you withdraw for any of the reasons listed in clause 7.15 after a CAS is assigned to you, you will, without prejudice to your other rights under the Contract, be entitled to a full refund of your first year's tuition fees less an administration fee of £1,500.

WITHDRAWAL BECAUSE OF YOUR BREACH AND APPLICATION FOR REFUND – FIRST YEAR TUITION FEES – OVERSEAS STUDENTS

7.17 If you are classed as an overseas student for fees purposes and you have paid the tuition fee in accordance with clause 8.5, you will, without prejudice to your other rights under the Contract, be entitled to a full refund less an administration fee of £1,500 if:

7.17.1 your Student visa or application to stay in the UK is refused because it was deemed fraudulent or because of any of your acts or omissions.

7.17.2 you receive your Student visa or permission to stay in the UK after the end of week 3 of the first academic semester and we unilaterally decide you need to defer your studies to the next academic year.

- 7.17.3 your offer to study at Laine Theatre Arts is withdrawn in accordance with clause 3.4.

7.17.4 you fail to fulfil your obligations under clause 3.5; or

7.17.5 you cancel the Contract for any reason other than those included in clauses 7.13 to 7.15.

APPLICATION FOR A REFUND

7.18 To apply for a refund of your first-year tuition fee, you must submit a written request to christinewong@laine-theatre-arts.co.uk with the subject title "Tuition Fee Refund Request."

8. TUITION FEES AND FUNDING

8.1. The tuition fees applicable to your course, as well as information on how to pay for your course or its modules, are detailed in your offer letter, offer pack, and Fee Schedule.

8.2. There may be additional costs related to your course, including but not limited to costs for musical instruments, equipment, computers, IT equipment, hiring venues, compulsory texts, materials, printing, and field trips. These costs will be communicated to you in advance.

8.3. By accepting an offer, you agree to pay all tuition fees and additional costs as and when they fall due, in accordance with your offer letter, offer pack. Laine Theatre Arts accepts no liability for bank or card charges incurred by you. You must pay the full tuition fees stated without any deductions and without set off for any reason. Proof of student loan or other funding acceptance must be received by Laine Theatre Arts by 15th August immediately preceding the start of the academic year. Failure to provide proof may result in the inability to take up your place.

8.4 Laine reserves the right to charge interest at the rate of 4% per annum above the base rate of the Bank of England on any late payments until such time as the missed payment has been made good. Such interest shall accrue on a daily basis from the due date until the date of payment in full of the overdue amount, whether before or after judgment. The interest must be paid together with the overdue amount. Any and all costs (including reasonable legal costs) in recovering or attempting to recover fees or any supplemental charges that have not been paid in accordance with the terms of the Contract, will be recoverable against the persons responsible for payment. Interest

commensurate with the interest payable on late Fees shall be applied to these costs until payment.

8.5. If you do not intend to apply for or are not eligible for a student loan/grant, full payment of tuition fees must be received by Laine Theatre Arts by 15th August for international students, UK students please see fee schedule which will be sent to you. immediately preceding the start of the academic year.

8.6. If a third-party sponsor has agreed to pay all or part of your tuition fees, you remain primarily liable for the payment and should ensure timely payment by the sponsor. Even though a student may be eligible for grants or other financial assistance, the student is ultimately responsible for the timely payment of all tuition fees, and any additional costs associated with their education at Laine. If the student is not eligible for any financial support or assistance and Laine reasonably considers that the student may not be able to pay all the fees at all or on a timely basis, Laine may at its own discretion require that a third party will act as guarantor to the student's fees and will be legally obliged to ensure that the fees are paid on time by entering into a separate deed of guarantee.

8.7. Tuition fees are due for each full year of attendance, and details of the first-year fees will be set out in your offer letter. All fees must be paid by the specified deadline. Failure to pay may result in interest charges on unpaid amounts and potential withdrawal from the course.

8.8. If you take a break from your studies, defer your course, or repeat part or all of your course, the tuition fees charged will be those applicable for the year of return or repetition.

8.9. You are responsible for knowing the exact source of funding and applicable VAT or equivalent sales tax for your tuition fees. If unauthorised funds are received into Laine Theatre Arts' bank account, the funds may be returned, and payment must be made from your own bank account.

8.10. If a debit or credit card payment is disputed, you must make immediate payment of the tuition fee balance owing.

8.11. Failure to pay tuition fees may result in withdrawal from the course and the inability to access Laine Theatre Arts' facilities, sit exams, or receive course certificates.

8.12. Any claims for refunds and compensation will be processed in accordance with these Terms and Conditions and the Student Protection Plan.

9. WITHDRAWAL, DEFERRAL AND INTERMISSION

9.1 Withdrawal

You may withdraw from Laine Theatre Arts and terminate your registration and the Contract at any time. Upon termination of your registration according to this clause, you may still be liable to pay tuition fees and any other amounts due under this clause.

9.2 Procedure for Withdrawal

To withdraw, you must complete and submit a Withdrawal Form, available from your Head of Student Services. Notice will take effect upon the submission of the completed and signed Withdrawal Form.

9.3 Definitions

"**Withdrawal**" refers to leaving the course for reasons unrelated to clauses 11.1 to 11.6 (changes to courses and modules), without any intention to return in the future.

"**Deferral**" is the temporary postponement of studies from the end of one academic year to the beginning of another, typically for one academic year.

9.4 Fee Liability Upon Withdrawal

If you withdraw during the Cancellation Period and have received teaching during that period or after it has expired, your fees will be revised based on the date of your withdrawal:

Date/Week of Termination/Withdrawal	Tuition Fees Due
Within the Cancellation Period	No tuition fees due and any tuition fees paid will be refunded in full (minus any deduction for teaching received during the Cancellation Period).
Week 1-5	0% of annual tuition fees due
Week 6-15 (plus the Winter break)	50% of annual tuition fees due
Week 16-20	75% of annual tuition fees due
Week 21-30	100% of annual tuition fees due

Please note, there is a non-refundable reservation fee which is contained within the fee schedule.

9.5 Intermission

"**Intermission**" refers to the temporary postponement of studies from an agreed point in one academic year to the same point in the next academic year, typically for a maximum of twelve months. No refund or part refund of tuition fees will be given. Liability for unpaid tuition fees will be determined by Laine Theatre Arts and notified to you in writing. Full tuition fees will be required for the academic year in which you return. If you decide to withdraw from the College during your agreed intermission period you will revert to a 'leaver' and tuition fees will be due in line with the College's notice period. (table above 9.4)

9.6 Impact on Sponsorship

If Laine Theatre Arts sponsors you under the sponsored student route, withdrawal, deferral, or intermission may impact your sponsorship. You should contact sarahcarroll@laine-theatre-arts.co.uk before taking any action.

10. LAINE THEATRE ART'S RIGHTS TO TERMINATE

Termination Grounds:

Laine Theatre Arts reserves the right to withdraw your offer and/or terminate your Contract, resulting in your removal from the course under the following circumstances:

10.1 Non-payment of Tuition Fees: Failure to pay tuition fees in accordance with these Terms and Conditions.

10.2 Failure to Meet Offer Conditions: Inability to meet the specified conditions of your offer.

10.3 Incomplete Registration: Non-completion of registration at the beginning of the course, or failure to re-register at the beginning of an academic year.

10.4 Misrepresentation: Provision of false, incomplete, inaccurate, or misleading information at any time during the application or enrolment process.

10.5 Lack of Qualification Evidence: Inadequate evidence of qualifications before admission.

10.6 Immigration Compliance: If you are from a country outside the UK, and you fail to comply with the obligations under the student route, or if Laine Theatre Arts cannot maintain its role as a Sponsor Licence holder owing to;

- Breach of UKVI or other government requirements.
- Loss of valid immigration status confirming the right to study in the UK.
- Breach of stay conditions or suspected breach.

10.7 Academic Engagement: Poor attendance and engagement with the course.

10.8 Progression Requirements: Failure to meet progression requirements after exhausting credit retrieval opportunities.

10.9 Serious Disciplinary Breach: Being found guilty of a serious breach of regulations at a disciplinary hearing.

10.10 Fitness to Study: An inability to continue studies due to illness or mental health issues as determined by a fitness to study panel.

10.11 Maximum Registration Period: Exceeding the maximum registration period for your course.

10.12 Non-compliance: General failure to comply with any part of the Contract in a material respect or any repeated non material breaches of any terms of the Contract.

11. CHANGES TO COURSES AND MODULES

11.1. Course Information:

Laine Theatre Arts endeavours to provide accurate course information and not omit any important information that might affect your decision to study with us. Due to the time between prospectus publication and course registration, circumstances beyond our reasonable control may necessitate changes to course content, modules, or services, or even cancel a course entirely. We aim to keep changes to a minimum and will notify you as soon as possible if any material changes occur before registration. If you reasonably believe and can evidence that the changes will materially affect you, you may terminate the Contract or withdraw your application without liability for tuition fees, or transfer to an available replacement course for which you qualify.

11.2 Our Student Protection Plan outlines what will happen if Laine Theatre Arts or your chosen course closes, including arrangements to enable you to complete your studies.

Changes Before Registration:

11.3 Endeavours will be made to deliver all courses as described in the prospectus. However, Laine Theatre Arts may postpone or cancel a course due to insufficient registrations, lack of available staff, commercial reasons, or other factors beyond our control. If a course is discontinued before your registration, we will notify you promptly and offer a place on a suitable replacement course. If unhappy with the replacement, or if no replacement is available, you may terminate the Contract or withdraw your application without liability for tuition fees.

Changes After Registration:

11.4 After registration, Laine Theatre Arts will use reasonable endeavours to deliver the course as per the Contract. If discontinuation is necessary due to factors beyond

our control or other significant reasons (such as insufficient registrations, financial viability, or inability to guarantee high-quality delivery), we will inform you and offer a transfer to a suitable replacement course. If unhappy with the replacement or if no replacement is available, you may terminate the Contract, withdraw from the course, and receive a tuition fee refund to date.

Course Transfer:

11.5 If you agree to transfer to a replacement course offered by Laine Theatre Arts for which you qualify, you may incur a difference in fees compared to the original course. This may result in higher or lower fees.

Minor Changes:

11.6 Minor course changes may include updates to module titles, changes from compulsory to optional modules, and minimal content variations. These changes aim to improve service quality and the student experience, meet accrediting body requirements, respond to feedback, address academic staffing changes, comply with government guidance, or respond to other factors beyond our control. Such changes will be communicated via the updated course information on our website. No change of course is available in such circumstances.

Sponsored Students:

11.7 For sponsored students under Laine Theatre Arts' Sponsor Licence, course changes may impact sponsorship. Contact sarahcarroll@laine-theatre-arts.co.uk before taking any action.

12. ONLINE PROVISION OF COURSES

12.1 If, and to the extent that any part of the course is delivered online as per your offer letter, or if we are forced to move to an online delivery mode due to factors beyond our reasonable control, then the following provisions of this clause 12 shall apply.

12.2 If any part of the course is delivered online, it shall be delivered using Laine Theatre Arts' virtual learning platform (**Student Portal**). When you register to access our virtual learning platform for the first time, you may be required to accept the platform's terms of use. We will provide you with information on how to access the virtual learning platform prior to the commencement of the course.

12.3 You will only be allowed to use the content of the Student Portal for your own personal learning and will not be allowed to adapt it or use it for any other purpose other than your own learning in relation to your course. You are not permitted to distribute any content to anybody else or to use the virtual learning platform for any other purpose.

12.4 The costs of any equipment and internet access required for the online provision of any part of your course are not included in the fees, and this will be your responsibility.

You will also be responsible for checking any materials, equipment, and other devices intended to be used for the online provision of any part of your course are compatible with the specification requirements of the course.

12.5 Laine will use reasonable endeavours to provide for the online delivery of any part of your course (as may be required) but cannot guarantee uninterrupted, timely or error-free availability or that defects will be corrected. Laine Theatre Arts may suspend access to the virtual learning platform for the provision of online delivery of any part of your course for the purposes of scheduled or emergency maintenance, repairs or upgrades to improve the performance or functionality of the virtual learning platform. Laine Theatre Arts will use reasonable endeavours to provide you with reasonable notice in the event of any suspension or withdrawal of the virtual learning platform of which Laine Theatre Arts is aware. Providing Laine Theatre Arts has complied with the provisions of this clause 12.5, Laine Theatre Arts will not be held responsible for any technical problems you encounter following the provision of online delivery of any part of your course and accepts no liability to the extent there are errors, defects, interruptions and periods of suspension relating to the virtual learning environment.

12.6 You should keep separate copies of any work uploaded to the virtual learning platform as part of the provision of online delivery for any part of your course. To the extent permitted by law, Laine Theatre Arts accepts no liability whatsoever for any loss, destruction or corruption of data or content uploaded to the virtual learning platform.

13. LIABILITY

13.1 Subject to the remainder of this clause 13, Laine Theatre Arts (including its staff, workers, advisers, and/or representatives) shall have no liability to you for any loss, damage, costs or expenses arising under or in connection with the Contract except where such loss or damage is directly caused by Laine Theatre Arts (or its staff or representatives). Laine Theatre Arts shall not be liable for any loss or damage which was not foreseeable. Losses are foreseeable if they are an obvious consequence of Laine Theatre Arts' tortious acts or breach of the Contract.

13.2 Where such loss or damage is directly caused by Laine Theatre Arts (or its staff, workers, advisers or representatives), Laine Theatre Arts' liability (including legal costs) shall, subject to clause 13.5, be limited to 100% of all tuition fees paid or payable by you to Laine Theatre Arts in the year of claim.

13.3 While we take reasonable care to ensure the safety and security of students at our campuses, we cannot and do not accept responsibility and expressly exclude liability for loss or damage to students' personal property (including but not limited to computer and IT equipment, software, bicycles and vehicles), including any financial or other consequential loss where such loss or damage is a result of theft, fire, flood, computer virus or any cause related to our computer facilities, or any other cause, except where

such loss or damage is caused by our negligence. It is recommended that you insure personal property against such risk of loss and damage.

13.4 We shall not be held responsible for any injury to a student, financial or other loss or damage resulting from such injury, or for damage to property, caused by any other student, or by any person who is not an employee, worker, or authorised agent of Laine Theatre Arts.

13.5 Notwithstanding any other provision in the Contract, nothing shall exclude or restrict Laine Theatre Arts' liability for death or personal injury resulting from its negligence or in any other circumstances where liability may not be limited under any applicable law.

13.6 We shall not be liable to you in any manner whatsoever for any failure or delay, or for the consequences of any failure or delay, in performance of our obligations under the Contract, if such failure or delay is due to any event beyond our reasonable control (including, but not limited to strikes, lockouts or other industrial action, acts of God, severe weather, natural disasters, pandemic, quarantine or widespread illness, war, protest, riot, civil disorder or unrest, fire, explosion, an actual, suspected or threatened act of terrorism, national emergencies, any restrictions imposed by government or public authorities, breakdown of plant or machinery, actions or default of placement providers or default of suppliers or sub-contractors) ("**Force Majeure**"). In such circumstances, we shall take reasonable steps to minimise any disruption to students, which may include (but is not limited to) the following:

- altering timetables to reschedule classes;
- changing elements of the course to enable us to deliver; and
- changing the delivery method or delivery location of the course.

14. INTELLECTUAL PROPERTY

14.1 "**Intellectual Property Rights**" means any patent, rights to inventions, copyright and related rights, performers' property rights, trademarks, trade names, domain names, rights in get-up, goodwill and the right to sue for passing off or unfair competition, rights in designs, rights in computer software, database rights, rights to preserve the confidentiality of information, and other intellectual property rights, in each case whether registered or unregistered and including all applications (or rights to apply) for and be granted, renewals or extensions of and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which may now or in the future subsist in any part of the world.

14.2 All Intellectual Property Rights belonging to or licenced to Laine shall remain under the exclusive ownership or control of Laine and you shall have no right to directly or indirectly, sell, transfer, modify, copy or otherwise deal in such property.

14.3 Any Intellectual Property Rights developed by you during your course of study at Laine Theatre Arts shall be governed by the Student Intellectual Property Policy.

14.4 By registering on a course, you authorise Laine Theatre Arts and any associated company to publish and promote photography, video content and any other materials produced by you relating to your course of study with Laine Theatre Arts in all territories for the purposes of publicity and promotion without restriction.

15. COMPLAINTS

15.1 If you have a complaint about an admissions decision or an aspect of the admissions process, please follow our Applicant Complaints Procedure.

15.2 Once you have registered as a student of Laine Theatre Arts, if you have a complaint about us, please follow the Student Complaints Procedure. If, having followed the complaints procedure to completion, you remain dissatisfied you have the right to make a complaint to the Office of the Independent Adjudicator for Higher Education.

16. DATA PROTECTION

16.1 We will process your personal data in accordance with the General Data Protection Regulation (GDPR) and our Data Protection Policy. This can also be accessed from the policy page on our website. We may share your personal data with third parties, which we will do in accordance with our policy on data protection.

16.2 Once you are registered as a student of Laine Theatre Arts, we are required to collect and provide information to certain external agencies including the Higher Education Statistics Agency, whose data protection notice can be found [here](#).

16.3 After you complete your studies, we will retain basic registration details, results, any discipline records and your address, and any information that may be required in relation to matters that are ongoing.

17. GENERAL

17.1 The Contract (and its components) constitute the entire agreement between you and Laine Theatre Arts and supersedes all previous agreements between you and Laine Theatre Arts, whether written or oral.

17.2 The Contract is personal to you, and you may not transfer any of your rights or obligations under the Contract to another person.

17.3 The Contract is between you and us and no other person shall have any rights to enforce any of its terms.

17.4 In the event that Laine is sold, merged, or otherwise transferred to another entity, it reserves the right to assign its rights and obligations under the Contract to the successor entity. The successor entity shall assume all responsibilities, duties, and liabilities of Laine under the Contract and these Terms and Conditions shall remain in full force and effect, as if such assignment had not occurred.

17.5 Each of the paragraphs of these Terms & Conditions operate separately. If a court decides that any of them is unlawful the remaining paragraphs will remain in full force and effect.

17.6 If we do not insist immediately that you do anything that you are required to do under these Terms and Conditions, or we delay in taking steps against you in respect of your breaking this Contract, that will not mean that you do not have to do those things and it will not prevent us from taking steps against you at a later date.

17.7 Any notice given under the Contract shall be in writing. Notice will be sent to either your term-time address or your home address or by email to your Laine Theatre Arts email address. Unless otherwise stated in these Terms & Conditions, you must send any notices by email to Christinewong@laine-theatre-arts.co.uk marked for the attention of the Finance Director

17.8 The Contract and any dispute or claim arising out of or in connection with it shall be governed by English law and you can bring legal proceedings in the English courts. If you live in Scotland, you can bring legal proceedings in either the Scottish or the English courts. If you live in Northern Ireland, you can bring legal proceedings in either the Northern Irish or the English court

18 SHORT DISRUPTIONS TO STUDY

18.1 In the event that Laine is not able to deliver your course in the short term due to circumstances outside Laine Theatre Arts's reasonable control, we will contact you as soon as is reasonably practicable to let you know and to advise you of the action we will take to minimise the impact of the delay on the delivery of your course and preserve continuation of study. In the event of Laine exercising its rights under this clause, you will have no rights of recourse against us for any reason or remedy.

18.2 Save for an event of Force Majeure, if there is a delay in excess of 6 weeks in the delivery of your course, you may terminate your contract and receive a refund for any tuition fees paid directly by the student to Laine Theatre Arts, paid through a tuition fee loan from the Student Loans Company, or paid directly to Laine Theatre Arts by a sponsor, for any part of the course we have not delivered. You may also be eligible for compensation for maintenance costs and lost time. We will provide you with information regarding how to apply to Laine Theatre Arts for compensation in these circumstances.

19. LONG DISRUPTIONS TO STUDY

19.1 If it is not possible to preserve continuation of study in the long term due to circumstances outside Laine Theatre Arts' reasonable control, we will contact you as soon as is reasonably practicable to advise you of what action we will take under our published Student Protection Plan to support you in securing an alternative way to continue your studies either on another course offered by Laine Theatre Arts for which you are qualified, or at another online higher education provider.

19.2 In circumstances other than Force Majeure where it is not possible for Laine Theatre Arts to preserve continuation of study, you may will be eligible for a refund of any tuition fees paid for the remainder of the academic year, including tuition fees paid directly by the student to Laine Theatre Arts, paid through a tuition fee loan by the Student Loans Company, or paid directly to Laine Theatre Arts by a sponsor.

19.3 Any incident giving rise to consideration of whether clauses 19.1 to 19.3 apply shall initially be considered under the Force majeure provision detailed in clause 13.6 and only after exhaustion of a potential satisfactory outcome under that provision shall the remedies available under this clause 19 be considered.

Degree course student additional charges

Please note students who need to repeat a module and/or need replacement transcripts/parchment, the charges for these are outlined below and are set by the University of Portsmouth.

Student Fees	2023/24	2024/25	2025/26	2026/27	2027/28
	£ (GBP)	£ (GBP)	£ (GBP)	£ (GBP)	£ (GBP)
Repeating Module Fee 20 Credits (per Student, per module)	183	194	206	218	231
Repeating Module Fee 60 Credits	529	583	618		

<i>(per Student, per module)</i>				655	694
Transcript/ Parchment replacement charge: <i>(per transcript / per parchment)</i>	35	35	35	35	35
Administration Fee:	20	20	20	20	20

Diploma Students

Diploma students who are not in receipt of a DADA must pay an annual Trinity College London registration fee in order to continue with their diploma qualification. This is subject to increase each year and is set by Trinity College London.

The fee for 25/26 academic year was: £264.

Trinity informs us of the change to the cost of annual registration in the Autumn term and this will be communicated with you as soon as their fee for the academic year has been set.