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**UNIVERSITY OF KENT**  
**PART OF THE LONDON AND SOUTH EAST**  
**UNIVERSITY GROUP (LASE)**  
**TERMS AND CONDITIONS FOR STUDENTS**  
For study beginning 2026/27

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## 1. INTRODUCTION

- 1.1 This document contains important information about your agreement with London and South East University Group (“LASE”) and links to important information. You should read these carefully (the “Terms and Conditions”).
- 1.2 LASE currently has two separate academic divisions, under the names of the University of Greenwich and the University of Kent. You will be a student of the University of Kent academic division, and your degree will be awarded in the name of the University of Kent (with an indication it is part of LASE). However, your contract will be with LASE.
- 1.3 We explain below the basis upon which LASE will provide your Course, and the obligations which you have both as an applicant and as a student. These Terms and Conditions create obligations that are legally binding both on you and on LASE. If you accept an offer to study at LASE, these Terms and Conditions will form your agreement with us. You should keep a copy of these Terms and Conditions for your own records.
- 1.4 Please contact us if there is anything in these Terms and Conditions that you do not understand.
- 1.5 Please note that these Terms and Conditions apply to LASE undergraduate programmes and postgraduate taught programmes, apprenticeships, postgraduate research programmes, and blended programmes except students who are studying with Kent and Medway Medical School (KMMS), Beaconhouse International College or Kent International College where separate terms and conditions apply and can be found on our webpages [here](#) and [here](#).

## 2. DEFINITIONS

- 2.1 In these Terms and Conditions, the following terms have the following meanings:-

<b>"Additional Costs"</b>	has the meaning set out in clause 7.3
<b>"Cancellation Period"</b>	has the meaning set out in clause 9.1
<b>"Contract"</b>	has the meaning set out in clause 3.1
<b>"Course"</b>	means the course of study described in your Offer
<b>"Course Information"</b>	means subject to these Terms and Conditions, the description of the Course set out on our website, in the prospectus or other documents issued by LASE to you as at the date you accept your Offer
<b>"Data Protection Legislation"</b>	means any law, statute, declaration, decree, directive, legislative enactment, order, ordinance, regulation, rule or other binding restriction as updated and amended from time to time which relates to the protection of individuals with regards to the processing of Personal Data and privacy rights to which a party is subject, including the Data Protection Act 2018, the Privacy and Electronic Communications Regulations 2003 (amended by SI 2011 no. 6) and the GDPR (as incorporated into UK law under the UK European Union (Withdrawal) Act 2018) as the same are amended in accordance with the Data Protection, Privacy and Electronic Communications (Amendments etc.) (EU Exit) Regulations 2019 (as amended by SI 2020 no. 1586), and the Data (Use and Access) Act 2025 as amended
<b>"DBS"</b>	means Disclosure and Barring Service
<b>"Force Majeure Event"</b>	has the meaning set out in clause 10.2

<b>"GDPR"</b>	means Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and repealing Directive 95/46/EC (General Data Protection Regulation) OJ L 119/1, 4.5.2016
<b>"Intellectual Property Rights"</b>	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, trade secrets, 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
<b>"Kent One card"</b>	means the identification card issued to students as part of the registration process, which shall remain operative until the end of their academic studies at LASE (unless a replacement card is required), and which shall be used for identification purposes, access to LASE buildings, monitoring of in-person attendance, printing and copying on campus and book borrowing
<b>"Leave of Absence"</b>	means a period of time away from your studies, which includes an approved interruption of study, annual leave (where permitted), dormant student status or disengagement with study
<b>"LASE", "we", "us" and "our"</b>	refers to the London and South East University Group, with company number 00986729 and its registered office address at Old Royal Naval College, Park Row, Greenwich, London, SE10 9LS operating through its academic divisions the University of Greenwich and the University of Kent
<b>"Offer"</b>	means our written offer to you of a place on the Course, sent to you directly by University of Kent, or by LASE or via UCAS
<b>"Personal Data"</b>	has the meaning set out in the Data Protection Legislation and for the purposes of this Agreement includes Sensitive Personal Data
<b>"Policies, Procedures and Codes"</b>	means our rules, policies, procedures, codes and other regulations in force from time to time that are relevant to the Course and that are made available to you on our website or otherwise provided to you, links of key Policies, Procedures and Codes are included at Annex A of these Terms and Conditions with copies in other formats also available upon request
<b>"Process"</b>	has the meaning given to it in the Data Protection Legislation
<b>"Sensitive Personal Data"</b>	means data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation
<b>"UKVI"</b>	means UK Visas and Immigration
<b>"University of Kent" or "Kent"</b>	means the University of Kent academic division of LASE

**"Visa"** means any grant of entry clearance, any grant of permission to enter the UK, any grant of leave to enter the UK, any grant of permission to stay in the UK (including indefinite permission to stay), or any grant of leave to remain in the UK (including indefinite leave to remain)

**"you" and "your"** refers to you the student or applicant

### 3. **THE CONTRACT**

3.1 By accepting our Offer of a place on a Course, you accept these Terms and Conditions in full, which along with:-

3.1.1 your Offer;

3.1.2 the Course Information;

3.1.3 [Tuition Fee Increase Policy](#), [Tuition Fee Refund table](#) and [Debt Management Procedures](#);

3.1.4 our [Changes Policy](#); and

3.1.5 our other Policies, Procedures and Codes set out in Annex A of these Terms and Conditions,

form the contract between you and LASE in relation to your Course (the "**Contract**").

3.2 In the event of any conflict between a provision in these Terms and Conditions and the other documents forming part of the Contract, these Terms and Conditions shall take precedence.

3.3 The Contract is subject to these Terms and Conditions and is created once you accept the Offer.

### 4. **APPLICATION AND ADMISSION**

#### 4.1 **Application**

4.1.1 You must meet the terms of your Offer and satisfy all necessary legal and other requirements, as set out in clauses 4.1 and 4.2, to secure your place on your Course.

4.1.2 Your Offer will be conditional or unconditional. If your Offer is conditional, we will set out the conditions in your Offer which you will need to fulfil in order to be admitted onto your Course. If you have not fulfilled the conditions of your Offer before the date notified to you in your Offer or any other date notified to you, we reserve the right to withdraw your Offer.

4.1.3 It is important that you provide accurate information in your application to study at LASE. If it is later found that your application includes false, fraudulent (including fraudulent payment), or misleading information or material omissions, then we may withdraw your application or your Offer.

4.1.4 LASE may withdraw or amend your Offer for any reason at any time before you accept your Offer. Examples of why LASE may withdraw your Offer are (without limitation):-

(a) you fail to pay your deposit (if applicable) by the date set out in your Offer;

(b) you fail to provide a satisfactory criminal record/ DBS check;

(c) you fail to provide evidence that you have been awarded the Academic Technology Approval Scheme (ATAS) certificate (including compliance with its terms);

- (d) you fail to pass an occupational health check (subject to LASE obligations under the Equality Act 2010 in respect of students with disabilities); and/or
- (e) you fail to demonstrate that you have the correct immigration permission to study in the UK or fail to comply with any immigration conditions.

4.1.5 LASE aims to offer a high quality admissions service. However, it recognises that applicants may at times have cause for complaint in relation to the admissions service. Our [Kent Admissions Policy and Associated Procedures](#) explains how applicants can make a complaint, the circumstances in which a complaint can be made and how it will be investigated.

## 4.2 Visa requirements

4.2.1 All students registered at LASE must have permission to study in the UK throughout their Course, regardless of which country they are from. You will need to provide original evidence of your permission to study in the UK at the point of enrolment. We will also request a copy of such evidence during the application process.

4.2.2 LASE is required by law to verify that you have immigration permission to study in the UK. If you are subject to UK immigration control, and where the UK government requires us to obtain it, you will need to provide original evidence of your valid immigration status confirming that you have permission to study in the UK at the point of registration. The acceptable evidence of your valid immigration status is typically an electronic status check using the UK government's 'View and Prove' online service, which requires you to provide a valid Share Code. In some cases, alternative evidence may be required, such as a visa endorsement in a passport, an immigration officer's stamp obtained at the UK border, or other official documentation issued by the UK Home Office. If your immigration permission is a Visa allowing your entry to the UK, your evidence will need to be provided along with proof of your arrival date in the UK (which must be later than the start date of your Visa). You will also be required to provide your contact details (including UK address (where relevant), home telephone number and/or mobile telephone number). We will also request a copy of such evidence during the application process. If you are subject to UK immigration control, you will need to continue to hold valid immigration status confirming that you have permission to study throughout your Course and we will require evidence from you. Such evidence must be provided at the start of each academic year. If you hold limited permission to remain or stay which is due to expire during your Course, you will be required to demonstrate to us that you have obtained further permission to remain or stay or, where relevant, Indefinite Leave to Remain or Settlement. You should be in possession of a valid passport for the duration of your Course; if you renew or replace your passport, you must provide a copy to LASE within ten (10) working days of receipt of the new passport. If you fail to provide such evidence to us within a reasonable timeframe, we reserve the right to prevent you from registering on your Course or withdraw you from your Course (as set out in clauses 4.1.4 and 8.1).

4.2.3 If you require a Visa to study at LASE it is your responsibility to obtain the appropriate Visa before starting your Course. By agreeing to these Terms and Conditions, you also agree to abide by the terms and conditions of your Visa throughout your Course. Failure to abide by conditions of stay may lead to a withdrawal. Information on conditions of stay relevant to your particular immigration status can be found on the [Government's Visa and Immigration website](#). The terms and conditions of your Visa take precedence over these Terms and Conditions to the extent that there is any inconsistency between them.

4.2.4 If you need to be sponsored under the Points Based System as a Student, subject to our assessment, LASE may issue you with a Confirmation of Acceptance for Studies ("CAS"), but LASE is under no legal obligation to do so.

4.2.5 Where you are an international student required to pay a deposit in order for LASE to process a CAS, the amount of such deposit and the deadline for payment will be communicated to you in your Offer or otherwise in writing by LASE. For more information on deposits see clause 7.4 of these Terms and Conditions.

- 4.2.6 If LASE sponsors you under the Student Visa route, you agree to comply with the conditions of your stay in the UK and you agree to make relevant notifications to LASE. LASE 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, deferral or interruption of studies (including mandatory interruption), any concerns about students working illegally in the UK or who are otherwise breaching their conditions of stay. You agree to LASE providing UKVI with any information required pursuant to LASE's 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 LASE immediately and in any event within ten (10) working days if there are any changes whatsoever to your details or immigration status at any time before or after registration, and during your Course (including (a) your immigration status changes for any reason; (b) you submit a new Visa application; or (c) any Visa application or extension is refused or curtailed). Failure to comply with this obligation may result in LASE taking action under clauses 4.2.11 and 8.1.
- 4.2.7 Some international students who are applying to study for a qualification in certain sensitive subjects must obtain an Academic Technology Approval Scheme (ATAS) certificate before applying for a Visa. If you are a student who is required to apply for an ATAS certificate, you will be notified in your Offer and gaining this certificate will be a condition of the Offer. Please note that, where relevant, it is your responsibility to renew your ATAS certificate in the event of any changes to your Course.
- 4.2.8 On occasion, LASE may need to contact UKVI to clarify details on outstanding Visa 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 [Kent Data Protection Policy](#) for more information about how LASE processes your Personal Data.
- 4.2.9 Non-compliance with the conditions of your Visa could also result in the cancellation of your Visa, fines and/or a ban on entry to the UK by the UK government.
- 4.2.10 Many categories of Visa are subject to restrictions on the right to work. In particular, undertaking self-employed work in the UK while holding status under the Student Visa route is not permitted. As a licensed sponsor, LASE has a duty to notify UKVI if we become aware of any instances of our sponsored students breaching the conditions of their immigration status. Examples include prohibited self-employment activity, and work more than the number of permitted hours per week. Any such reports are likely to lead to the cancellation of the Student Visa.
- 4.2.11 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, LASE may: refuse to admit, enrol, or re-enrol you, or may, on written notice, withdraw your Visa sponsorship or suspend or terminate your studies (as set out in clauses 4.1.4 and 8.1). If the Offer is withdrawn, LASE refuses to register you, your registration is terminated or if you choose to withdraw from your studies, this could affect the validity of your Visa and your ability to enter, study, work and/or remain in the United Kingdom.
- 4.2.12 Students on a Visa must also ensure that they meet the necessary levels of engagement and attendance to maintain sponsorship from LASE. Please see the [Kent Student Attendance and Engagement Policy](#).
- 4.2.13 Where a sponsored Student takes a Leave of Absence, LASE may be required to report the Leave of Absence to UKVI, which may lead to the cancellation of their Visa. Sponsored Students in this case will be required to obtain a new Visa or other immigration status, at their own expense, before returning to LASE following their Leave of Absence.
- 4.2.14 For the avoidance of doubt, LASE is not responsible for you meeting the conditions of the Graduate route. LASE shall not be responsible for any changes to the UK Immigration Rules which result in you no longer being eligible to study at LASE.

### 4.3 Disabled applicants and students

- 4.3.1 LASE is committed to a positive student experience by creating an inclusive environment for learning. LASE complies with its anticipatory duty under the Equality Act 2010 by considering the needs of applicants and students at all stages of the student life cycle. It aims to reduce the need for individual adjustments by creating an inclusive environment for students to learn and succeed.
- 4.3.2 LASE endeavours to offer an environment that encourages positive sharing but also acknowledges that it is the individual's decision whether to share or not. We encourage students to disclose any disabilities, specific learning differences, mental health conditions, or long-term medical conditions which may impact on their studies at the earliest opportunity and ideally on application. Students who choose not to share at the application stage or whose disability occurs during their studies are encouraged to share at any time thereafter. Early notification enables LASE to engage with the student and discuss their support needs more effectively. Students who identify that they have disability-related support needs are strongly encouraged to discuss these with Student Support and Wellbeing at the earliest opportunity so that they are aware of the support available.
- 4.3.3 Where a student requires reasonable adjustments due to a disability, LASE will make reasonable adjustments to accommodate individual needs. The student will be required to register with Student Support and Wellbeing and provide suitable evidence of their disability.
- 4.3.4 Students are expected to cooperate with LASE on the implementation and review of support arrangements, to report any problems which may arise, and to provide information on any changes to their circumstances or disability so that arrangements can be revised if necessary.
- 4.3.5 Students on regulated, vocational or professional courses are required to notify the University of any disability which may impact on their ability to complete the course and to be fit to practise on completion of their studies. Offers on such courses may be conditional upon a satisfactory Occupational Health assessment and upon the University being able to implement the specific adjustments reasonably needed for the student to complete their course. LASE is more likely to be able to implement such adjustments in a prompt and timely fashion if the student notifies of any disability early in the recruitment process and engages in any necessary discussions or health assessments as required by LASE.
- 4.3.6 Information regarding disabilities will be held and monitored by Student Support and Wellbeing. Where necessary, this information may be shared with relevant University staff to enable them to provide advice, support and guidance.
- 4.3.7 All students are required to act in accordance with the [Equality Diversity and Inclusivity at Kent Policy](#).

### 4.4 Criminal offences and DBS checks

- 4.4.1 If you are applying to a Course that is regulated (i.e. you will be working with vulnerable people as part of your studies) or where otherwise required by law or a professional body, and you would therefore require an enhanced DBS check to study, you are required to tell us about your criminal record, if you have one. You must receive satisfactory DBS clearance before you may proceed with or continue your Course. If you do not receive satisfactory DBS clearance, you may not be eligible to enrol on or continue with your Course.
- 4.4.2 The [Kent Criminal Convictions Policy](#) provides information on the circumstances in which an applicant is required to disclose any criminal convictions and the action that LASE will take following such disclosure. We believe that everyone with the ambition and potential should have access to higher education, regardless of their background. However, in rare and extreme cases, LASE may withdraw an Offer that has been made. Applicants to professional courses, such as Social Work and Medicine, are required to undergo an

enhanced DBS check (organised by LASE) before they can be enrolled on such courses, and are subject to the statutory requirements regarding disqualification by association. Depending on the outcome of these checks, you may not be eligible to enrol on or continue with your Course. Applicants and enrolled students on such courses are required to disclose any criminal convictions which may preclude them from professional registration with the relevant regulator for which the DBS check is undertaken, both during the admissions stage and throughout the duration of the Course. At all stages, procedures are in place to maintain confidentiality.

- 4.4.3 If you are convicted of a criminal offence whilst you are enrolled as a student at LASE, you are required to inform the Assistant Director (Student Support) and your School Designated Safeguarding Lead.
- 4.4.4 If you require DBS clearance, you must have commenced the DBS application process before you complete registration, and at the latest by closure of the online registration period. If you fail to comply with this requirement, a Professional Requirement hold may be placed on your student record, which may restrict your access to LASE facilities, including the library and your online learning environment.
- 4.4.5 If you require DBS clearance, you must provide all such information and associated payments as are necessary for LASE to process a request for clearance from the DBS, as and when required. If any of your circumstances change that are relevant to such clearance, you must inform your faculty immediately and you acknowledge that such checks may need to be repeated.
- 4.4.6 LASE cannot consider previous clearances from the DBS unless you have registered the certificate with the DBS Update Service, you still hold the original certificate, and the certificate meets the requirements of your Course following a satisfactory status check.
- 4.4.7 LASE may require you to undertake a further DBS check if you have had a Leave of Absence or interruption to your Course, or if LASE is made aware of a disclosable event occurring after the production of the original certificate.
- 4.4.8 If you wish to use the qualification for which you are studying to obtain professional status, it is your responsibility to ensure that you meet the requirements of the relevant professional body, including those relating to criminal records.
- 4.4.9 For certain professional Courses, you may be required to complete an Occupational Health clearance. You will be notified by your programme team if this applies to your Course. If you fail to commence the clearance process by the closure of the online registration period, a Professional Requirement hold may be placed on your student record, which may restrict your access to LASE facilities, including the library and your online learning environment.

## **5. STUDENT OBLIGATIONS**

### **5.1 Your obligations**

- 5.1.1 You agree to:-
  - (a) comply with these Terms and Conditions;
  - (b) comply with the Policies, Procedures and Codes;
  - (c) maintain and evidence an immigration status that entitles you to undertake your Course;
  - (d) fulfil the academic requirements of your Course, including but not limited to, submission of coursework and other assignments, attendance at examinations, completion of online assessments, attendance at lectures, seminars and online live classes, and any such other teaching forums provided by us; and

- (e) keep your login details and password confidential and not share them with others.

## 5.2 Enrolment

5.2.1 To begin study on your Course, you must:-

- (a) enrol at LASE within the date specified on our website for the start date of your Course. If you do not enrol within such date, we reserve the right to refuse to enrol you and withdraw you from your Course;
- (b) have paid any amounts that are due on enrolment (as outlined in the terms of your Offer);
- (c) have provided full details of your funding arrangements for your tuition fees to the satisfaction of LASE (for example by Student Finance England);
- (d) have produced current valid identification, any relevant residency documentation, evidence of valid immigration permission to study in the United Kingdom in accordance with clause 4.2(where applicable), evidence of your education qualifications, and any other specific identity documents as set out in the terms of your Offer, each as may be required by LASE;
- (e) where your Course requires an enhanced DBS check, have provided a satisfactory and current DBS check or such updated DBS information as LASE may require;
- (f) where your Course requires occupational health clearance, have provided evidence of satisfactory health clearance in accordance with the requirements notified to you by LASE;
- (g) where you are under 18 years old at the time of enrolment, ensure that your parent or guardian confirms in writing to LASE. For more details regarding our duty of care to students under 18 years of age – please see our [minimum age webpage](#); and
- (h) have registered for your Kent One card.

5.2.2 Students who are not enrolled at LASE cannot attend classes or participate in assessments for any modules.

5.2.3 You must also enrol for each subsequent academic year of your Course (and for each module where you are studying on a modular Course) and comply with the requirements in clause 5.2.1.

## 5.3 Your details and communications

5.3.1 On your first enrolment, you will be allocated an email account with LASE. All email communications from LASE will be sent to that account and you are expected to use that account for all communications with us. You are expected to check your LASE email account regularly and, in any event, at least once a week. Any communication sent to you, by us, to your LASE email account will be regarded as properly sent and received by you.

5.3.2 LASE has a legal requirement to record your term time address whilst you remain enrolled at LASE. It is your responsibility to ensure your term time address is correct and if this changes, you must inform LASE of your new address within 14 days.

## 6. OUR OBLIGATIONS TO STUDENTS

### 6.1 Course delivery

6.1.1 We will deliver your Course in line with your Offer, and our Policies, Procedures and Codes, subject to clause 10.2 and our Changes Policy.

6.1.2 Our Courses may be delivered:-

- (a) on-campus through face to face teaching;
- (b) online using distance learning methods; or
- (c) using a blended approach of on-campus and online delivery.

6.1.3 The method of delivery for your Course will be stated in the Course Information. If LASE has to change the method of delivery of your Course during an academic year, this may constitute a change to your Course. Please see clause 6.3 for further details.

### 6.2 Changes to Academic Regulations, Policies, Procedures and Codes

6.2.1 During your Course, we may update and replace our Policies, Procedures and Codes from time to time in order to ensure that LASE operates efficiently for students and meets relevant legal and regulatory obligations, and/or where changes are in the interests of students. Changes to the Policies, Procedures and Codes will be appropriately notified to students via email or the website. Such changes will not affect the content of your Course (see our Changes Policy concerning changes to Courses).

6.2.2 Any changes made under this clause 6.2 will normally come into effect at the start of the next academic year. LASE will take all reasonable steps to minimise disruption to students wherever reasonably possible.

6.2.3 The updated Policies, Procedures and Codes will be made available on the LASE (Kent) website and may be publicised by other means so that students are made aware of any changes.

### 6.3 Changes to Courses

6.3.1 If circumstances arise where we are required to make changes to your Course qualifications to be awarded, modes of study, teaching location and facilities, tuition fees (or other charges) or types of students recruited or taught - we will deal with this in accordance with our Changes Policy.

## 7. TUITION FEES

### 7.1 Amount of tuition fees

7.1.1 The amount of your tuition fees is set out in your Offer. For more information about your tuition fees please refer to the [Debt Management Procedures Policy](#).

7.1.2 The amount of your tuition fees will vary depending on whether your fee status is classified as "Home" or "Overseas". Your fee status is assessed before the start of your Course and confirmed in your Offer. For more information regarding this assessment please refer to [Debt Management Procedures Policy](#). Your fee status will typically remain the same throughout the duration of your Course, however, there are limited situations when a change in your circumstances could make you eligible for a fee status reassessment. For more information about when this might occur please refer to the current guidance from the UK Council for International Student Affairs ([UKCISA](#)).

## 7.2 Tuition fee variations

- 7.2.1 Details of your tuition fees in the first year of your study at LASE will be set out in your Offer. Many programmes last several years, and LASE reserves the right to increase your tuition fees each academic year, reflecting the changes in costs of delivering your Course, improving the educational services we provide to you, and any changes in government policy or regulation. Cost increases take account of matters such as increased staffing costs, the need to maintain and renew LASE facilities (for example, buildings, IT and library facilities) and inflation. LASE therefore reserves the right to increase tuition fees annually to recognise these changes (as set out in clause 7.2.3 below). Annual tuition fee rates are published on LASE's webpages.
- 7.2.2 Tuition fee increases for certain Home students (undergraduate and postgraduate taught and postgraduate research students) are subject to regulatory control by the UK Government.
- 7.2.3 Tuition fee rates are reviewed annually and may be increased as set out in the Kent Tuition Fee Increase Policy and will depend on the type of student you are. Please find a summary of the key provisions of the policy as follows:
- (a) **Home Undergraduate Students and Home Foundation Students:** your tuition fees may be increased annually at LASE's discretion up to the maximum amount permitted by UK law or regulation for the relevant academic year. The UK Government sets the maximum tuition fee that LASE may charge home students in any academic year. If you are a Home Foundation Student studying a lower-fee foundation year, please note that the lower fee applies to the foundation year only; if you progress into stage 1 of your undergraduate Course, you will be required to pay the tuition fee applicable to the undergraduate Course. To give you an indication of the likely scale of any future increase, the UK government suggested in the Autumn of 2024 that future increases to tuition fees may be linked to RPIX (Retail Price Index excluding mortgage interest payments) For example, the tuition fees increase to £9,535 for the academic year 2025/6 (from £9,250 the previous academic year) was an increase of 3.1% based on a forecast of RPIX for the mid-point of the 2025/6 academic year.
  - (b) **International Undergraduate and International Postgraduate Students:** your tuition fees may be increased annually at LASE's discretion by an amount not exceeding the Retail Price Index excluding mortgage interest payments ("RPIX") at the date LASE notifies you, plus three per cent (3%). The RPIX for March shall be used as the base measure for the following academic year's fees (for example, the change in RPIX between March of one year and March of the following year will be the index applied to the current academic year's tuition fees in order to determine the next academic year's tuition fees).
  - (c) **Home Postgraduate Research Students:** if you are undertaking an MPhil, PhD, MA/MSc by research or LLM by research, your tuition fees shall be set in line with the fees determined annually by UK Research and Innovation ("UKRI") or any successor body. Your tuition fees will increase in line with the fees as set annually by UKRI.
  - (d) **Home Postgraduate Taught Students:** your tuition fees may be increased annually at LASE's discretion by an amount not exceeding RPIX at the date LASE notifies you, plus three per cent (3%). The RPIX for March shall be used as the base measure for the following academic year's fees in the manner described in sub-clause (b) above.
- 7.2.4 If LASE intends to increase your tuition fees, LASE will notify you by 30 June in the current academic year of the increased tuition fees payable from the beginning of the next academic year.

7.2.5 If LASE notifies you that your tuition fees will be increasing and you are unhappy with the increased fees, you may end your Contract with us provided that you inform the [Engagement Support team](#). The effect of ending your Contract is that you will not incur fees for the next or subsequent academic terms and your studies with LASE will terminate. You will remain liable for any tuition fees incurred up to the date before the tuition fee increase takes effect. If your studies are interrupted or suspended for any reason, the tuition fees when you begin or resume your studies may have increased, on the basis set out above.

### 7.3 Additional costs

You are responsible for your own living expenses, travel and accommodation costs (unless otherwise agreed in writing or set out in the Course Information). Any additional costs that will be incurred on your Course, for example for compulsory field trips, will be detailed in the Offer and/or Course Information including those set out in the [Debt Management Procedures Policy](#) (“Additional Costs”).

### 7.4 Deposits

7.4.1 The amount of any deposit you must pay and the date for payment are set out in your Offer.

7.4.2 Your deposit will be deducted from tuition fees that you are due to pay.

7.4.3 Deposits are non-refundable except in certain circumstances, please refer to [Pre-CAS Tuition fee deposit](#) page on our website for such circumstances.

7.4.4 Students are able to appeal a decision not to return a deposit. Our [Kent Student Complaints Procedure](#) explains how students can make a complaint, the circumstances in which a complaint can be made and how it will be investigated.

### 7.5 Making Payment

7.5.1 It is your responsibility to make arrangements to pay your tuition fees in accordance with the payment terms and conditions set out in the Offer and outlined in the [How to pay tuition fees webpage](#) and the [Debt Management Procedures Policy](#).

7.5.2 You will be invoiced by LASE for the full amount or remaining portion of your tuition fees for each year of your Course, unless (for each year of your Course) you have: (a) financial support via Student Finance England, Student Finance Wales, Student Finance Northern Ireland or the Student Awards Agency Scotland; (b) an official letter from an employer or a sponsor confirming responsibility for the payment of your tuition fees in full or in part; or (c) been awarded a full or partial tuition fee bursary or scholarship, the value of which will be deducted from the full tuition fee amount.

7.5.3 If you enrol on the basis that you are or will be applying for tuition fee waiver (full or part-time), bursary or other LASE funding source, you will be obliged to pay the full amount due if the application is not approved.

### 7.6 Non-payment or late payment of tuition fees

7.6.1 If you do not pay your tuition fees in accordance with the payment terms set out in the [Debt Management Procedures Policy](#), you will be subject to the debt management procedure as set out in such policy.

7.6.2 For the purposes of this clause 7.6, tuition fee debt to LASE is defined as an outstanding payment owed to LASE in respect of tuition fees and includes (but is not restricted to): any outstanding prior year tuition fee payment; non-payment of tuition fees for the current year; failure to make a tuition fee payment by a due date as agreed by LASE; where payments have been made for tuition and they are subsequently not honoured or are reclaimed; where a sponsor fails to make payment or where payments made are insufficient to cover the tuition fees due or where payments are subsequently withdrawn by the sponsor; or where you have not provided sufficient documentation to your student support, loan

provider or LASE in order for your tuition fee support to be paid to and/or accepted by LASE.

- 7.6.3 If you have tuition fee debt and you fail to pay in accordance with the debt management procedure one or more of the following may happen:-
- (a) you may be prohibited from sitting examinations/submitting coursework;
  - (b) you may be prohibited from using library or computing facilities or services;
  - (c) you may be prohibited from accessing online Course content and / or discussion forums;
  - (d) you may be prohibited from attending classes;
  - (e) your access to student records may be removed;
  - (f) you may be suspended;
  - (g) you may not be allowed to enrol until acceptable arrangements have been made for the debt to be cleared in full, and you will remain subject to the same prescribed registration deadlines and timeframes;
  - (h) you may not be allowed to graduate or attend an awards ceremony until the tuition fee debt is cleared;
  - (i) your results and/or transcript may be withheld;
  - (j) we may not issue your degree certificate; and/or
  - (k) you may also cease to be a member of the Students' Union and would therefore be unable to participate in clubs, societies or other activities associated with the Students' Union.
- 7.6.4 If you are suspended from participation on your Course, you may be excluded from attending lectures, classes or seminars, using our facilities or services, submitting assessments, taking tests/examinations, or proceeding to any degree, diploma or other award of LASE at our reasonable discretion.
- 7.6.5 A student who is suspended under clause 7.6.3 above and does not pay their outstanding tuition fees within 28 days of the date of their suspension may have their LASE registration cancelled.
- 7.6.6 Students whose registration at LASE is cancelled under clause 7.6.5 above remain liable for payment of any outstanding tuition fees. Students who subsequently pay the outstanding tuition fees must re-register for their Course. Acceptance onto the Course and accreditation of previous study will be subject to LASE's admissions requirements (as set out in the Academic Regulations) applicable at the time of re-application.
- 7.6.7 A student who withdraws or interrupts from their Course during the academic year may be charged pro rata tuition fees to the date of withdrawal or interruption and is required to pay the outstanding tuition fees within 14 days of the date of invoice. Further information is set out in clause 9.
- 7.6.8 We reserve the right to take steps to recover unpaid fees in accordance with our legal rights and remedies, including referring the debt and your information to an external debt collection agency to pursue the collection of the outstanding balance. Such action may include credit checks and further legal collection processes.
- 7.6.9 All debt recovery costs, including any fees charged by an external debt collection agency, may be applied to your student account and recovered from you.

7.6.10 LASE reserves the right to impose administrative charges on outstanding tuition fees in accordance with the [Debt Management Procedures Policy](#) which may include a charge of 1.5% on outstanding tuition fees applied termly in respect of late payments older than one (1) month.

## 8. OUR CANCELLATION RIGHTS

8.1 Subject to us complying with the Policies, Procedures and Codes we may cancel the Contract at any time with immediate effect by giving you written notice if:-

8.1.1 you have failed to meet the conditions of your Offer, or it comes to our attention that you have failed to meet or no longer meet the entry requirements for your Course (including by way of us discovering that you have falsified your qualifications or your application contains material inaccuracies or fraudulent information, or that significant information has been omitted from your application form);

8.1.2 you do not pay your tuition fees or Additional Costs in accordance with the debt management procedure as set out in clause 7.6;

8.1.3 you have failed to meet the requirements of your Course or fail to make sufficient academic progress, as set out in the Policies, Procedures and Codes (including, without limitation, you fail to make sufficient academic progress in respect of your attendance or academic results or you fail to satisfy any mandatory occupational health check required for your Course (if applicable));

8.1.4 you are found guilty of a serious breach of the Policies, Procedures and Codes at a disciplinary hearing (including, without limitation, where you are found to have committed academic misconduct pursuant to the [Kent Academic Integrity and Misconduct Policy and Procedure](#) set out in the Policies, Procedures and Codes), and termination of your studies is determined to be an appropriate sanction;

8.1.5 you break the Contract in any material way, and, where that situation is capable of being corrected, you do not correct it within 14 days of us asking you to do so;

8.1.6 you do not meet your obligations as a sponsored Student, or you no longer have immigration permission to study in the United Kingdom;

8.1.7 you are convicted of a criminal offence and LASE has the right to withdraw pursuant to the [Kent Criminal Convictions Policy](#);

8.1.8 where your Course requires DBS clearance, such clearance is not obtained, is revoked, or is no longer satisfactory at any time during your Course;

8.1.9 you fail to meet or maintain any requirements imposed by a professional, statutory or regulatory body that are applicable to your Course (including, without limitation, any suitability assessments, such as good character requirements or physical fitness checks), or you are subject to fitness to practice proceedings under the Policies, Procedures and Codes and the outcome of such proceedings is that you should be withdrawn from your Course;

8.1.10 LASE has persistent and/or serious concerns about your health and wellbeing and, following the procedures set out in the [Kent Support to Study Policy](#) (as contained in the Policies, Procedures and Codes), a decision is made to permanently withdraw you from your Course; or

8.1.11 a Force Majeure Event prevents us from providing your Course for longer than one term or 16 weeks (whichever is shorter).

8.2 If we cancel the Contract in accordance with clause 8.1, you may be charged pro rata tuition fees up to the date of termination. If you are a self-funded student, we will invoice you for any outstanding

tuition fees. Upon your request, we will refund any tuition fees which you have overpaid (if, for example, you have paid your tuition fees in advance).

8.3 If we cancel the Contract in accordance with clause 8.1, and you are funded by the Student Loans Company, the tuition fees that you have incurred for an academic year which has not ended will be calculated in accordance with the Student Loans Company guidelines.

8.4 If you are suspended from participation on your Course, you may be excluded from attending lectures, classes or seminars, using our facilities or services, submitting assessments, taking tests/examinations, or proceeding to any degree, diploma or other award of LASE at our reasonable discretion.

8.5 If the Contract has been terminated (for any reason), you will no longer be entitled to attend lectures, classes or seminars, use our facilities or services, submit assessments, take tests/examinations, or proceed to any degree, diploma or other award of LASE.

## 9. YOUR CANCELLATION RIGHTS AND WITHDRAWAL

9.1 You have a statutory right to cancel the Contract without giving any reason during a 14-day cancellation period (the "**Cancellation Period**"), which will start on the day you accept an Offer with LASE.

9.2 To cancel the Contract, you must clearly inform us in writing of your decision to cancel before the Cancellation Period has expired. You can do this by using the Model Cancellation Form (appended at Annex B to these Terms and Conditions or by contacting [information@kent.ac.uk](mailto:information@kent.ac.uk) by email or via the applicant portal.

9.3 Subject to clause 9.4, if you cancel the Contract within the Cancellation Period, we will reimburse any tuition fee payment received from you without undue delay and not later than 14 days after the day on which you informed us of your decision to cancel the Contract. We will make the reimbursement using the same means of payment as you used for the initial transaction, unless you have expressly agreed otherwise. You will not incur any fees as a result of the reimbursement (except for any exchange rate differences).

9.4 If your Course is due to begin within 14 days from the day you accept an Offer then, 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, as set out in clauses 9.5 and 9.6 below.

9.5 If you withdraw from your Course after the Cancellation Period has expired, we will not refund payments received from you. Depending on when you cancel the Contract you may be obliged to pay a proportion of your tuition fees, as set out in clause 9.6 below.

9.6 If you interrupt or withdraw from your Course during the Cancellation Period (but have received teaching during the Cancellation Period) or after the Cancellation Period has expired, your tuition fees will be revised based on the number of weeks you have attended your Course. Further details about the tuition fees you have incurred will be calculated in accordance with the process set out in the [Debt Management Procedures Policy](#).

9.7 Where you withdraw from your Course and you are funded by the Student Loans Company, the tuition fees that you have incurred for an academic year which has not ended will be calculated in accordance with the Student Loans Company guidelines.

## 10. LIABILITY FOR ACTS OUTSIDE OUR CONTROL

10.1 We will do all that we reasonably can to provide your Course as described in the Course Information. Despite taking all reasonable steps to prevent them occurring, and to mitigate their impact, some events outside our reasonable control may mean that we are not able to provide your Course as described.

- 10.2 We shall not be liable to you for any failure in the delivery of the Course arising from matters outside our reasonable control, provided we fully comply with our obligations under this clause 10. Such events may include: industrial action which it is not within the capacity of LASE to resolve; severe weather, fire, civil commotion, riot, cyber-attack, default by third party suppliers or subcontractors, invasion, terrorist attack or threat of terrorist attack, war (whether declared or not), natural disaster, restrictions imposed by government or public authorities, epidemic or pandemic disease, or failure of public utilities or transport systems/networks (a "**Force Majeure Event**").
- 10.3 We would normally expect such Force Majeure Events to be short term, and we will contact you to advise of an alternative course of action, where possible. We shall use all reasonable endeavours to mitigate the effect of the Force Majeure Event on your Course and the performance of our obligations, and such mitigations may include, without limitation, altering timetables to reschedule postponed classes and delivering classes via a different method.
- 10.4 If a Force Majeure Event results in the complete inability to deliver your Course for a continued period of six weeks or more then you will be entitled to:
- 10.4.1 defer your Course, if you have not yet enrolled on to your Course;
  - 10.4.2 interrupt your studies (by contacting the [Engagement Support team](#)), if you are currently enrolled on your Course; or
  - 10.4.3 terminate your Contract with immediate effect by contacting [Engagement Support team](#).
- 10.5 Should you terminate your Contract pursuant to clause 10.4, you will have no liability for the next or subsequent academic terms and you may be entitled to a full or partial refund of tuition fees you have paid depending on the circumstances and we will act reasonably in making a determination as to whether a full or partial refund is due (with reference to our [policies](#)).
- 10.6 Where you terminate your Contract pursuant to this clause 10, you may be entitled to compensation pursuant to our [policies](#).
- 10.7 You should consider your options carefully before terminating your Contract, for example whether you are able to transfer any existing academic credits to an alternative course at LASE or an alternative higher education institution and you may wish to contact the [Engagement Support team](#).

## 11. **LIMITATION OF OUR LIABILITY TO YOU**

- 11.1 Nothing in these Terms and Conditions will limit or exclude LASE's liability:-
- 11.1.1 for death or personal injury arising from our negligence; or
  - 11.1.2 for fraud or fraudulent misrepresentation; or
  - 11.1.3 in respect of any other liabilities which may not be lawfully excluded or restricted.
- 11.2 LASE shall not be liable and expressly excludes liability for:-
- 11.2.1 damage to, theft and/or loss of your personal property (including but not limited to personal possessions such as your own IT equipment, bicycles or vehicles) unless caused by our negligence;
  - 11.2.2 loss or damage to your equipment caused by infection by computer viruses, and for the consequences of any such infection or damage, save where such loss or damage arises as a result of the acts, omissions or negligence of LASE;
  - 11.2.3 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 or authorised agent of LASE;

- 11.2.4 financial or other consequential loss where such loss or damage is a result of theft, fire or flood unless caused by our negligence;
- 11.2.5 any loss, damage or other adverse consequences arising from or in connection with out-of-date or incorrect information provided by you, where you have failed to provide or update your information in accordance with your obligations under this Contract;
- 11.2.6 any loss incurred by you as a result of policy changes imposed by the Home Office, Department for Education or Student Loans Company or any of its departments or agencies;
- 11.2.7 any failure or delay, or for the consequences of any failure or delay, in performance of our obligations under these Terms and Conditions, if such failure or delay is due to a Force Majeure Event provided we fully comply with our obligations under clause 10; and
- 11.2.8 any losses which were not foreseeable to you and us when this Contract was formed, and losses are foreseeable if they are an obvious consequence of LASE breach of this Contract. LASE does not accept liability for loss of opportunity or loss of profit.

## 12. **INTERRUPTION, WITHDRAWAL AND TRANSFER**

- 12.1 If you wish to interrupt, withdraw from or transfer your Course, please refer to our webpages on "[Understanding your modules](#)" and "[Taking a break from or leaving your studies](#)" for further information.

## 13. **INTELLECTUAL PROPERTY**

- 13.1 Any Intellectual Property Rights developed by you during your Course are subject to our [Kent Intellectual Property Policy](#).
- 13.2 You are required to use all photocopying and other reproduction facilities within the law, to follow any copyright restrictions on materials, and follow the guidance provided in the notices displayed by the relevant machines.

## 14. **DATA PROTECTION**

- 14.1 We will process Personal Data in accordance with the Data Protection Legislation. Our [Kent Data Protection Policy](#) explains what data we might hold about you, how we use it, who we might share it with and the reasons for doing that.
- 14.2 If you are involved in Processing Personal Data (for example in some research projects, or in the course of a work placement at a hospital) you must ensure that you abide by the requirements of the Data Protection Legislation. You should comply with our [Kent Data Protection Policy](#) or a placement provider's policy if applicable (i.e. when you are on a third party placement and Process Personal Data on behalf of a third party that is acting as the Data Controller for the Personal Data).
- 14.3 For details regarding the use of lecture capture (KentPlayer) please see our [FAQs and acceptable use policy](#).

## 15. **COMPLAINTS**

- 15.1 If you have a complaint about the admissions process, please refer to the [Kent Admissions Complaints Policy and Procedures](#).
- 15.2 Once you have registered as a student of LASE, if you have a complaint about us, please refer to the [Kent Student Complaints Procedure](#).
- 15.3 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. **APPRENTICESHIPS**

- 16.1 If you are an apprentice, in addition to the rest of these Terms and Conditions, the following provisions apply.
- 16.2 In addition to these Terms and Conditions, your apprenticeship is subject to the Service Agreement between your employer and LASE, the apprenticeship agreement between your employer, you and LASE, the training plan between your employer, you and LASE, Copies of these documents are sent to you separately.
- 16.3 You are required to comply with both the Policies, Procedures and Codes and any disciplinary procedures imposed by your employer.

17. **GENERAL**

- 17.1 **Severability:** If any provision of the Contract between you and us is held to be void or unenforceable in whole or in part by any court or other competent authority, that Contract shall continue to be valid as to the other provisions contained in it and/or the remainder of the affected provision.
- 17.2 **Third Parties:** Neither party intends that any of these Terms and Conditions will be enforceable or able to be amended or suspended by any third party.
- 17.3 **Governing Law and Jurisdiction:** These Terms and Conditions are governed by and construed in accordance with English Law. The English Courts have exclusive jurisdiction to deal with any dispute arising out of or in connection with them.

## Annex A

### University of Kent – Policies, Procedures and Codes

Most student Policies, Procedures and Codes (Regulations) are available: <https://www.kent.ac.uk/regulations>

- [The Student Attendance and Engagement Policy](#)
- [Code of Practice: Supervision](#)
- [Code of Practice: Progression](#)
- [Academic Integrity and Misconduct Policy and Procedure](#)
- [Support to Study Policy](#)
- [Fitness to Practise rules](#)
- [Student Code of Conduct](#)
- [Student Charter](#)
- [Student Discipline Procedure](#)
- [Criminal Convictions Policy](#)
- [Intellectual Property Policy](#)
- [Admissions Complaints Policy](#)
- [Student Complaints process](#)

### **Annex B – Model Cancellation Form**

(Complete and return this form only if you wish to withdraw from the Contract)

To London and South East University Group, with company number 00986729 and its registered office address at Old Royal Naval College, Park Row, Greenwich, London, SE10 9LS operating through its academic divisions the University of Greenwich and the University of Kent

I hereby give notice that I wish to cancel my contract for the supply of the following service:

\_\_\_\_\_ (programme name and number)

Academic division University of Kent

Date you accepted your offer \_\_\_\_\_ (insert date of acceptance of place on the programme)

Name of student \_\_\_\_\_

Applicant ID/Student number \_\_\_\_\_

Address of student \_\_\_\_\_

Signature of student (only if this form is notified on paper) \_\_\_\_\_

Date \_\_\_\_\_