



**LUTHER KING HOUSE EDUCATIONAL TRUST
TERMS AND CONDITIONS
(To accompany LKH Offer Letters and Registration Forms)**

On your Offer Letter and LKH Registration Form, you are asked to sign to say that you accept the Terms and Conditions regarding your entry on to the course at Luther King House. So it is important that you know what these Terms and Conditions consist of. The information you need is in the following places:

1. Programme Handbook

The Programme Handbook contains important information you need to know about the course you are studying and is to be found on Moodle. In it you will find such things as details about the course you are studying, attendance requirements, academic regulations that must be followed, and guidance that must be adhered to in submitting assessed work. It is important you familiarize with this Handbook.

NOTE: Those attending individual modules for their own personal interest rather than for credit towards a degree will find that much of what is contained in the Handbooks does not apply to them. But some parts will, including the attendance policy, so it is worth getting to know the parts that do apply.

2. College Handbooks, Policies and Regulations

Each college at LKH will have its own procedures, policies and requirements covering such matters as grievances and involvement in your context. Again, it is important you familiarize yourself with the documents that are relevant to the college of which you are a member.

NOTE: Those attending individual modules for personal interest only will not normally be a member of a college.

3. Offer Letter

This is issued to those who are studying on one of the Academic Programmes, and forms part of the Terms and Conditions.

4. Payments and Fees

Attached is set out the policy in respect of the payment of fees and this forms part of the Terms and Conditions.

5. Withdrawal or Cancellation

After accepting the offer of a place, you have the right to cancel and withdraw during a 14-day period from the date of your acceptance. You can cancel your place by email, letter, phone or in person, and we will email you to confirm receipt of your cancellation.

PLEASE NOTE: All students are required to notify their College Principal and the Registrar immediately in writing if they withdraw from a Programme, deregister from a module they are taking towards a degree, or cancel involvement in a module they are taking on a not-for-credit basis.

IN ADDITION: It may be helpful for you to know that the Library has its own separate regulations that you will be made aware of when you join.

Please see the Registrar if you have any concerns or questions.