

Cambridge Judge Business School Executive Education Open Programmes

Terms & Conditions

Important note to applicants

By submitting a completed application form you acknowledge that you have read and agree to the terms and conditions set out below. You also agree to comply with any special conditions which may be included in the brochure for the programme to which you have applied or as otherwise notified to you.

Admissions criteria

Each applicant's application is assessed on merit and in accordance with best practice. However, we reserve the right to decide the suitability of an applicant to participate in any of our programmes.

Payment of fees

Payment of the programme fee is due 30 days from the date of the invoice. Confirmation of a place on the programme is only made following receipt in full in cleared funds of any payment of fees due. If such payment has not been received, the applicant will have no right to attend the programme. Where an application is submitted less than 6 weeks before the start of a programme, the programme fee is due and payable 7 days from the date of the invoice. Any payment owed in respect of a cancellation, substitution or transfer fee is due and payable 7 days from the date of the invoice.

Language requirements

The primary language used on our programmes is English and programmes may involve a considerable amount of 'business' vocabulary and reference to technical subjects, as well as group discussion and interaction. To get the most out of the programmes and to be able to participate fully, applicants are expected to have a good command of both written and spoken English.

General Management Certificate of Achievement (GMC)

This programme comprises of five two-day programmes selected from a minimum of three different subject areas in the two-day programmes portfolio. There are two payment options for the GMC. Option one is payment with one instalment equal to 100% of the fee due 30 days after we have accepted your initial application. Option two is payment with two instalments; the first, equal to 50% of the fee, is due 30 days after we have accepted your initial application. The second instalment of 50% of the fee is due 30 days after we have accepted your application for the third programme to which you have applied.

Cambridge Financial Management Certificate of Achievement (FMC)

This programme comprises of four two-day programmes from the finance and accounting subject areas. Participants have up to two years to complete the programme. There are two payment options for the FMC. Option one is payment with one instalment equal to 100% of the fee due 30 days after we have accepted your initial application. Option two is payment with two instalments; the first, equal to 50% of the fee, is due 30 days after we have accepted your initial application. The second instalment of 50% of the fee is due 30 days after we have accepted your application for the third programme to which you have applied.

Your obligations to us

We expect all applicants to behave with honesty and integrity, and to show respect and courtesy for others. Applicants agree to comply with all ownership, copyright and related rights in any programme materials or other information provided to them, and to keep all such information confidential where it

is not already in the public domain. We also expect applicants to prepare thoroughly for a programme or any of its activities and to attend all timetabled sessions on time and for the complete duration of the programme.

All personal accounts incurred during any programme (e.g. extra meals, drinks, taxis, newspapers) must be settled by the applicant at the end of the programme.

Confidentiality

We keep all information about an applicant's progress on a programme confidential and do not share this information with any sponsoring organisation.

Cancellation: fees

Residential programmes (where accommodation is included as part of the programme fee): if applicants wish to cancel a place on a programme 12 weeks or less before the start of the programme, they must request this in writing and the following cancellation charges will apply:

12 weeks or less but more than 8 weeks before a programme	10% of the programme fee
8 weeks or less but more than 6 weeks before a programme	25% of the programme fee
6 weeks or less but more than 2 weeks before a programme	50% of the programme fee
2 weeks or less before a programme	100% of the programme fee
If no formal cancellation is made but the applicant fails to attend or withdraws following the commencement of the programme	100% of the programme fee

Non-residential programmes: if applicants wish to cancel a place on a programme 6 weeks or less before the start of the programme, they must request this in writing and the following cancellation charges will apply:

6 weeks or less but more than 4 weeks before a programme	10% of the programme fee
4 weeks or less but more than 2 weeks before a programme	25% of the programme fee
2 weeks or less before a programme	50% of the programme fee
If no formal cancellation is made but the applicant fails to attend or withdraws following the commencement of the programme	100% of the programme fee

Cancellation: general

In some circumstances it may be necessary for us to cancel a published programme. We will try and give applicants as much notice as possible and, excluding exceptional circumstances, this would not be less than 14 days before the start of the programme. In the event we do cancel a programme we will refund any fees paid but we do not accept any other liability incurred by applicants in connection with the cancellation. Where possible we will endeavour to transfer applicants to an alternative programme. This is subject to alternative programme availability, the applicant meeting the relevant admissions criteria and payment of any difference in fees that may be applicable.

An applicant's application or place on a programme may be cancelled by us at any time at our discretion if an applicant is in breach of any of these terms and conditions.

Substitute applications

For most programmes, (excluding the Cambridge Advanced Leadership Programme and the Cambridge General Management Programme) as long as we are notified in writing at least 3 days before the start of the programme, substitute applications are accepted free of charge provided the full fee has been paid and the substitute candidate meets the required admission criteria.

For the Cambridge Advanced Leadership Programme and the Cambridge General Management Programme, a request to send a substitute applicant must be made in writing at least 28 days before the start of the programme. There will be a substitution charge equal to 5% of the fee and the substitute must meet the admissions criteria for the programme. If the substitute fails to meet the admissions criteria, we will refund the programme fee less the 5% substitution charge.

If the required substitution notice is not given for a programme, substitution will not be possible and full cancellation charges will apply.

Transfers to other programmes

Applicants may transfer to a later session of the same programme subject to availability and provided the programme is taken within twelve months of the original programme booked. In order to arrange a transfer, applicants must send a written request 28 days or more before the original programme start date.

If a written request to transfer is received 27 days or less before the start date of the original programme, a transfer fee will be payable:

Residential programmes

27 days or less before a Programme	15% of the Programme Fee
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Non-residential programmes

27 days or less before a Programme	10% of the Programme Fee
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Requests to transfer to a different programme will be subject to that programme's admissions criteria, programme availability and payment of any difference in fees that may be due.

Amendments

We will endeavour to deliver the programme and resources as published but as we are continually improving and developing our programmes and facilities, we reserve the right to make changes to the programme or resources offered as necessary including (but not limited to) the timetable, faculty, content, format, delivery and location.

Data Protection

Applicants acknowledge that JBS Executive Education Ltd is registered as a data controller under the Data Protection Act 1998 and applicants hereby agree that we may process all personal information and data about applicants for programme preparation and delivery, internal market research, participant and alumni administration, accounting, record-keeping, health and safety and any other reasonable purpose relating to our relationship with applicants and alumni.

We may write or email applicants with information about our products and services. We will not pass on your details to third parties. If you do not wish to receive future communications from us, with the exception of the closing communications which we routinely send out at the end of a programme, please indicate this on the application form.

Disability Statement

The University of Cambridge has published guidance implementing the Equality Act 2010 which may be of assistance to any prospective applicants with disabilities.

Notices

Any notice required in accordance with these terms and conditions shall be deemed to have been duly given if sent by recorded delivery post or facsimile to the other party's last known place of business or residence (as applicable). If the notice is sent by post it shall be effective three business days after posting and if sent by facsimile, it shall be effective at the time the facsimile is shown as received in the transmission report.

Disclaimer

We cannot accept responsibility and expressly exclude liability for any loss or damage to an applicant's property that occurs whilst the applicant is on a programme. Applicants are advised to take particular care not to leave mobile telephones, tablets or laptop computers unattended at any time.

Law and Jurisdiction

This agreement is subject to English law and the parties agree to submit to the exclusive jurisdiction of the English courts.