

## Terms & Conditions for Individual Applicants to the Cambridge Senior Management Programme

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This contract is made between you and JBS Executive Education Limited (JBSEEL). JBSEEL is working in collaboration with Eruditus Learning Solutions Pte. Ltd (Eruditus) which will be responsible for the marketing and sale of the programme, processing applications and payments and programme management support. The main feature of the SMP can be found on the JBSEEL website at [www.jbs.cam.ac.uk/execed/open-programmes](http://www.jbs.cam.ac.uk/execed/open-programmes)

The duration and delivery dates of the SMP are published on the JBSEEL website. The SMP will take place at selected venues throughout Cambridge and Dubai or as otherwise stated according to the requirements of the programme as well as online. For online modules you will be asked to sign to the Conditions of Use and Code of Conduct of our Virtual Learning Environment (VLE) upon registration.

By submitting a completed application form you acknowledge that you agree to the terms and conditions set out below. You also agree to comply with any special conditions which may be notified to you in writing before this contract commences. "In writing" shall mean by way of letter or email.

If at any time you have concerns about the programme delivery under this contract, please notify JBSEEL in writing as soon as possible in accordance with our Open Enrolment Programme Complaints Policy set out at [www.jbs.cam.ac.uk/fileadmin/user\\_upload/execed/downloads/complaints-policy-v1.pdf](http://www.jbs.cam.ac.uk/fileadmin/user_upload/execed/downloads/complaints-policy-v1.pdf)

### Commencement and duration of your contract with us

Your contract commences on the date of the email we send to you confirming that we accept your registration and concludes on completion of the programme and provided always that payment of the fee has been made by you and received by Eruditus.

### Admission criteria

We assess applicants on their suitability to participate in the programme.

### Tuition and Payment

Payment for the SMP should be made to Eruditus. Once payment is received by Eruditus, a receipt will be issued to you for your records. Please note that 10% of the programme fee must be received by Eruditus within 10 days of confirmation of your registration and the balance within 30 days of confirmation of your registration. We will release seats to other prospective SMP participants if your payment is not received before the deadline.

Payment for the SMP may be made by credit card or bank transfer

### Application Fee

The application fee once paid is non-refundable. It will ONLY be refunded if your application has not been successful.

If you are admitted into the programme, the application fee will be adjusted against the programme fee, and if you withdraw from programme after selection, you forfeit the application fee.

### **Language and Visa Requirements**

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

You are responsible for checking your individual visa requirements and ensuring that your visa application is submitted in sufficient time to avoid incurring transfer or cancellation fees.

Only upon receipt by us of payment of the full fee will requests for visa invitation letters be actioned by our admissions team. Visa invitation letters are issued to you only and in our standard format.

### **Certificate of Attendance and Alumni Benefits**

Upon completion of all five modules, participants will be awarded a Certificate of Attendance and be eligible to become an associate member of Cambridge Judge Business School's global network of graduates and business-focused University of Cambridge alumni, faculty and staff.

### **Data protection**

You acknowledge that JBSEEL and Eruditus (on behalf of JBSEEL) will need to process your personal data 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 you.

We would like to be able to contact you with information about our products and services and ask that you indicate this on the application form. We will not pass on your details to third parties. Please note however that we will email you the closing communications which we routinely send out at the end of a programme.

We may take photographs or film during the programme. We may use these images for marketing and publicity purposes to promote our products and services in our publications, on our website, in social media or in any third-party publication (such as Cambridge Network or IEDP). If you do not wish to be photographed or filmed for this purpose, please contact a member of staff on the day.

### **Your obligations to us**

You are required to show respect and courtesy to your fellow participants, faculty and staff.

You are required to comply with all ownership, copyright and related rights in any programme materials or other information provided to you, and to keep all such information confidential where it is not already in the public domain. In addition, you will not use the Cambridge Judge Business School or University of Cambridge logos or trade mark or take video or audio recordings of the programmes. You may take photographs for your own personal use.

You are required to prepare thoroughly for the programme and any of its activities and to attend all timetabled sessions, whether face-to-face or online, on time and for the complete duration of the programme.

## **Our obligations to you**

We will endeavour to deliver the programme as published, but we are continually improving and developing our programmes and facilities and it may be necessary to alter some characteristics of the programme including but not limited to the timetable, faculty, content, format, delivery and location. Any such alteration and the reasons for such alteration will be notified to you in writing as soon as possible.

## **Cancellation Policy**

All notification of cancellations/withdrawals from the programme must be received in writing by Eruditus 4 weeks or more before the programme start date. Due to the costs incurred for programme preparation and administration, any cancellations/withdrawals received one month or less from the programme start are ineligible for any refund.

In the unlikely event that, sufficient faculty are not available or where there are insufficient applicants to ensure a rewarding and beneficial experience for all participants, we may decide to cancel the programme. If this occurs we will give you as much written notice by email as possible and, excluding exceptional circumstances, this would not be less than fourteen (14) days before the start date of the programme. If we do cancel the programme we will reimburse any fees paid by you without delay.

There is no right to cancel if the programme has been fully delivered.

## **Confidentiality**

We keep all information about your progress on a programme confidential and do not share this information with any third party.

## **Health and Personal Injury Insurance**

All participants are expected to make their own arrangements for health and personal injury insurance. JBSEEL and Eruditus are not liable for medical expenses incurred by participants or because of personal injury while attending the programme.

## **Disclaimer**

We do not accept responsibility and expressly exclude liability for any loss or damage to your property that occurs whilst you are on a programme. You are advised to take care not to leave your mobile telephones, tablets, laptop computers or any other valuables unattended at any time.

## **Law and jurisdiction**

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

*Terms & Conditions for Individual Applicants to the Cambridge Senior Management Programme, V1 - 31 August 2018, JBS Executive Education Ltd*