

Terms & Conditions for participation in the Capacity Building and Education Online Programme

1. Important information about this contract

1.1 This contract is made between you, the Chancellor, Masters and Scholars of the University of Cambridge, through Cambridge Judge Business School, Cambridge Centre for Alternative Finance ("CCAF") and JBS Executive Education Limited, a wholly owned subsidiary of the University of Cambridge ("JBSEEL"), both of whom have their principal place of business at Trumpington Street, Cambridge CB2 1AG.

Our Capacity Building and Education Online Programmes are provided by CCAF through JBSEEL and administered by CCAF in collaboration with JBSEEL.

Tel: +44 (0)1223 339700

Email: ccaf.edu@jbs.cam.ac.uk

1.2 By submitting a completed registration form you acknowledge that you agree to the terms and conditions set out below and 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 under this contract, please notify us in writing as soon as possible and in accordance with our Complaints Policy set out at: <https://www.jbs.cam.ac.uk/wp-content/uploads/2023/01/execed-complaints-policy-v3.pdf>

2. Commencement and duration of your contract with us

2.1 The contract commences on confirmation by us of your registration to the Programme and concludes on completion of the Programme and provided always that payment of the fee has been made and received by us.

3. Admissions criteria

3.1 We assess applicants on their suitability to participate in the Programme.

4. Payment of fees

4.1 Payment of the Programme fee is due prior to commencement of the Programme for Self-funding individuals and seven (7) days from the date of our invoice for individuals with funding from employing institutions unless otherwise agreed with us in writing. If payment has not been received within this time period there is no right for you to participate in the Programme or to receive a Programme certificate.

4.2 If your participation in the Programme is being paid for by a third party, such as funder/sponsor or your employer ("Funder") you confirm that your Funder has seen and agrees to the terms and conditions applicable to them. We may also enter into a separate agreement with your Funder to govern payment of the Programme fee on your behalf.

4.3 We will raise an invoice for the Programme fee in United States dollars (US dollars)

4.4 The fee is exclusive of VAT which, where applicable, will be added at the prevailing rate at the date of invoice and exclusive of any other taxes, charges or levies which may be imposed by law.

5. Language requirements

5.1 The language used on the Programme is English and our Programme 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 the Programme and to be able to participate fully, you are expected to have a good command of both written and spoken English.

6. Your obligations to us

6.1 You are required to show respect and courtesy to fellow participants, faculty and staff and will be asked to agree to the Conditions of Use and Code of Conduct of our Virtual Learning Environment (VLE) upon registration on the Programme portal. Please note that you need suitable technology and stable internet connection to access the Programme and we are not responsible for your failure to access the Programme or its supporting technologies.

6.2 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 trademark or take video or audio recordings of the Programme.

6.3 You are required to prepare thoroughly for the Programme and any of its activities for the complete duration of the Programme. This includes attending live sessions, participating in discussions, and completing the assigned online learning tasks in a timely manner.

If you are participating in the Programme under a scholarship, continued access to the Programme and the retention of your scholarship is conditional upon your active engagement. You must demonstrate meaningful progress within the first two weeks of the Programme. If sufficient engagement is not evident by Week four, we reserve the right to withdraw your place on the Programme and revoke the scholarship. In such cases, your line manager or nominating institution will also be informed.

7. Our obligations to you

7.1 We will endeavour to deliver the Programme as published on our website but we are continually improving and developing our programmes and it may be necessary to alter some characteristics of the Programme. Characteristics include but are not limited to content or format. Any such alteration and the reasons for such alteration will be notified to you in writing as soon as possible.

8. Cancellation and transfers

8.1 In some circumstances it may be necessary for CCAF to cancel or reschedule the Programme. We will try and give you as much notice as possible and, excluding exceptional circumstances, this would not be less than 14 days before the original start of the Programme. In the event we do cancel the Programme we will refund any fees paid but we do not accept any other liability in connection with the cancellation.

8.2 It may be possible for you to transfer to another session of the Programme. Please send us a request at least 14 days prior to the start date of the original session.

9. Confidentiality

9.1 We keep all information about your progress on the Programme confidential and do not share this information with any third party except that limited information about your completion of the Programme and project and topics you have participated in may be disclosed to your employing and/or sponsoring organisation.

10. Data protection

10.1 CCAF will process your data for Programme preparation and delivery, internal market research, participant and alumni administration (including registration) and any other reasonable purpose relating to its relationship with you.

10.2 CCAF will pass your details to JBSEEL for invoicing purposes, VLE registration and creation of your account, the issuing of your certificate of completion and any other reasonable administrative purpose relating to its relationship with you.

10.3 JBSEEL will also process your data in accordance with the Conditions of Use and Code of Conduct of our VLE.

10.4 Both CCAF and JBSEEL would like to be able to contact you with information about our products and services and ask that you indicate this on the registration form. We will not pass on your details to third parties.

11. Notices

11.1 Any notice required in accordance with these terms and conditions shall be deemed to have been duly given if sent by (i) signed for and/or guaranteed special delivery post or (ii) email 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 (3) business days after posting and if sent by email, it shall be effective at the time the email is sent providing no report of non-delivery is issued and a copy of the notice is confirmed by one of the other means of service referred to above.

12. Law and jurisdiction

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