

Terms & Conditions for Client Organisations for LCIL Courses

- 1 Important information about this contract
- 2 This contract is made between you and The Chancellor, Masters and Scholars of the University of Cambridge through the Lauterpacht Centre for International Law
- 3 The Lauterpacht Centre for International Law at the University of Cambridge is based at 5 Cranmer Road, CB3 9BL Cambridge.

Tel: +44 (0)1223 335358
Email: admin@lcil.cam.ac.uk

- 4 The main features of our courses can be found on our website at <https://www.lcil.cam.ac.uk/courses-0> and are also contained in our Programme brochures which are available to download online via our website.

The duration and delivery dates of each programme are published on our website. Programmes take place at selected venues throughout Cambridge or as otherwise stated according to the requirements of the programme or are delivered online.

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 the Academic Programme Director, Dr Michael Waibel, at mww27@cam.ac.uk. We welcome feedback from our participants. We undertake to deal with any complaints effectively, sensitively and speedily.

- 5 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 the applicant's registration and concludes on completion of the programme and provided always that payment of the fee has been made by you and received by us.

6 Admissions criteria

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

7 Payment of fees

7.1 Payment of the programme fee is due thirty (30) days from acceptance onto the programme. If payment has not been received within this time period, there is no right to participate in the programme. Where an application is submitted less than six (6) weeks before the start of a programme, the programme fee is due and payable seven (7) days from acceptance onto the programme. Any cancellation or transfer fee is due and payable seven (7) days from the date of our invoice.

7.2 Applicants may pay by credit card via the course website, cheque or bank transfer.

7.3 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.

8 Language and visa requirements

8.1 The language used on our programmes is English and our programmes may involve a considerable amount of 'legal' 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.

8.2 You are responsible for checking an applicant's visa requirements and ensuring that their visa application is submitted in sufficient time to avoid incurring transfer or cancellation fees.

8.3 You are also responsible for ensuring that adequate travel and health ensure is in place.

8.4 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 in the name of your named applicant only and in our standard format.

9 Your obligations to us

9.1 Applicants are required to show respect and courtesy to fellow participants, faculty and staff. Where programmes provide online access, applicants will be asked to sign to the Conditions of Use and Code of Conduct of our Virtual Learning Environment (VLE) upon registration.

9.2 The applicant is required to comply with all ownership, copyright and related rights in any programme materials or other information provided to the applicant, and to keep all such information confidential where it is not already in the public domain. In addition, you or the applicant will not use the Lauterpacht Centre for International Law, Cambridge Judge Business School or University of Cambridge logos or trademark, or take video or audio recordings of the programmes. Applicants may take photographs for their own personal use.

9.3 Applicants are required to prepare thoroughly for a 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. For programmes which are supported or fully delivered online applicants are required to have suitable technology to enable participation

in such programmes.

- 9.4 You are required to pay all personal accounts and expenditure incurred during the programme (e.g. extra meals, drinks, taxis, newspapers) no later than the end of the programme.

10 Our obligations to you

We will endeavour to deliver the programme as published on our website <https://www.lcil.cam.ac.uk/courses-0> 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.

11 Cancellation

- 11.1 If you wish to cancel an applicant's place on a residential programme (where accommodation is included as part of the programme fee) ten (10) weeks or less before the start of the programme, you must request this in writing and the following cancellation charges will apply:

10 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

- 11.2 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 fourteen (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.

- 11.3 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.

12 Confidentiality

We keep all information about an applicant's progress on a programme confidential and do not share this information with any third party including you.

13 Data protection

13.1 You acknowledge that the Lauterpacht Centre for International Law will need to process all personal 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.

13.2 We would like to be able to contact applicants with information about our products and services and ask for confirmation on the application form. Please ensure that in the event the application form is not completed by the applicant confirmation has been obtained from them. We will not pass on these details to third parties. Please note however that we will email applicants the closing communications which we routinely send out at the end of a programme.

13.3 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. If applicants do not wish to be photographed or filmed for this purpose, we ask that they contact a member of staff on the day.

14 Disabled access

For further information about how we may be of assistance to any prospective applicants with disabilities and about access to programme venues (which may include traditional Cambridge colleges), please contact admin@lcil.cam.ac.uk.

15 Notices

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 shown as 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.

16 Disclaimer

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

17 Law and jurisdiction

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