



## **Terms and Conditions**

Effective Date: 1 January 2026

### **1. Introduction**

These Terms and Conditions govern all courses, classes and services provided by Kingsbridge Communication Academy (KCA). By enrolling on any programme, the student confirms acceptance of these terms in full. These conditions form a binding agreement between the student and KCA.

### **2. Course Structure**

KCA courses are delivered primarily online in structured group formats. Each course runs according to a published schedule. Students are responsible for ensuring they are able to attend sessions at the specified times and have access to suitable internet and equipment.

### **3. Payment Terms**

All course fees are payable in advance on a monthly basis. As the standard programme duration is twelve weeks (three months), students agree to make three equal monthly payments prior to the commencement of each respective month of study.

### **4. Late or Missed Payments**

Monthly payments must be received before the start of each month of study. If payment is not received by the due date, the student will not be permitted to attend any classes for that month. Students who miss their first scheduled session due to non-payment may be removed from the course entirely. Any exceptions to this rule must be agreed in advance in writing via email or official KCA communication channels.

### **5. Student Responsibilities**

Students are expected to attend punctually, participate actively, and behave respectfully toward tutors and classmates. Disruptive, offensive, or inappropriate conduct will not be tolerated and may result in removal from the programme.

### **6. Intellectual Property**

All course content, lesson slides, exercises, recordings, and materials provided by KCA remain the exclusive intellectual property of Kingsbridge Communication Academy. Students may not copy, distribute, share, reproduce or use materials for any purpose outside the enrolled course without written permission.

### **7. Safeguarding and Students Under 18**

Kingsbridge Communication Academy accepts enrolment from students aged 16 and above. All students under the age of 18 must have written parental or guardian consent before joining any course. All classes are delivered exclusively in group formats. KCA does not provide private one-to-one lessons for students under 18. Direct private messaging between tutor and under-18 students outside of official class communication channels is not permitted. Online sessions may be recorded for safeguarding and quality assurance purposes. Any safeguarding concerns raised by a student or parent will be taken seriously and addressed promptly.

### **8. Recordings and Online Safety**

For quality assurance and safeguarding purposes, online sessions may be recorded by KCA.

Students are not permitted to make their own recordings or share class links with any third party.

#### **9. Changes to Services**

KCA reserves the right to modify timetables, tutors, course content or delivery format where reasonably necessary. Students will be informed of any significant changes as early as possible.

#### **10. Limitation of Liability**

KCA will make every reasonable effort to deliver advertised services but cannot be held responsible for technical issues, internet failures, or circumstances beyond its control.

#### **11. Certification**

Certificates are issued only to students who meet the published attendance, participation and assessment requirements as detailed in the Attendance and Certification Policy.

#### **12. Governing Law and Jurisdiction**

These Terms and Conditions are governed by the laws of England and Wales within the United Kingdom (UK). Any disputes arising from services provided by Kingsbridge Communication Academy shall be subject to the exclusive jurisdiction of the courts of England and Wales in the United Kingdom.

Authorised by:

**Choudhry Zeeshan Khan**

Director & Principal Tutor – Kingsbridge Communication Academy

Certified Level 5 TEFL Educator