



STUDENT AGREEMENT

The following terms and conditions constitute the agreement between you (the undersigned) and Academy of Wedding and Event Planning Ltd ("UKAWEP") for the provision of your course ("Agreement").

Partner Courses

1. In some cases, UKAWEP delivers courses in partnership with other training providers. Please note that the partner training provider may award your qualification.
2. If you are enrolled in such a partner course you will be bound by the terms and conditions of this Agreement.

Accepting this Agreement

3. You will have accepted this Agreement by:
 - a. signing the Enrolment Form; or
 - b. clicking "Accept" on the Online Enrolment Form on www.weddingplanningacademy.co.uk
4. In the case of (b) above, by clicking "Accept" you acknowledge that UKAWEP will capture your IP address as verification of your acceptance of this Agreement.
5. The date you sign this Agreement or click "Accept" is the Agreement Date.

Your Obligations

7. By accepting this Agreement you:



a. agree to comply with the UKAWEP Student Policies and Procedures as published on the UKAWEP website (see www.weddingplanningacademy.co.uk); and

b. confirm that all information provided to UKAWEP at the time of enrolment was accurate and complete, including anything that may impact on your ability to complete the course (such as a disability) ; and

c. agree to pay all requisite fees associated with your course, if applicable ("Course Fee") ; and

d. acknowledge and accept the Schedule of Administrative Fees as published on the UKAWEP website (see www.weddingplanningacademy.co.uk).

8. You acknowledge that:

a. you will require access to a computer, tablet, or other internet enabled device and internet access for the duration of the course; and

9. It is your responsibility to inform UKAWEP in writing within seven (7) days of any corrections or changes to your personal details including name, residential or postal address, email address, phone numbers, payment options and banking details.

10. It is your responsibility to retain a copy of all assessments submitted to UKAWEP for the duration of your course.

11. You must maintain a current email address for the duration of your course and you acknowledge that UKAWEP will officially communicate with you via email and through Canvas, the Virtual Campus.



UKAWEP's Obligations

12. Under this Agreement, UKAWEP agrees to:

- a. supply you with course materials for the first study period of your course;
- b. provide you with access to Canvas;
- c. provide you with access to learning and administrative support; and
- d. grade your assignments; until the expiry of your course.

13. UKAWEP will provide you with course materials, assignments, unit projects and support for subsequent study periods of your course as you:

- a. successfully complete a prior study period; and
- b. pay all requisite Course Fees until the completion or expiry of your course.

14. UKAWEP will provide feedback and grades for your assignments and unit projects through Canvas.

15. On successful completion of all assessments and the full payment of the Course Fee, UKAWEP (or the partner training provider, if appropriate) will issue you appropriate certification for your course.

16. UKAWEP may make changes to your course (including units, learning materials and assignments) and the UKAWEP Student Policies and Procedures as reasonably required from time to time. UKAWEP may also make reasonable changes to the Schedule of Administrative Fees.

Paying Your Course Fees

17. If you are paying your Course Fee by installments, you must:



- a. complete a Credit Card Authorisation manually or submit your Credit Card details online through our payment system; or
- b. complete a Direct Debit Request Service Agreement; and
- c. pay all such installments on or before the due date.

18. If you fail to pay any installment by the due date, the total outstanding balance of the Course Fee will become immediately due and payable and you may also be required to pay any applicable administrative fees outlined in the Schedule of Administrative Fees.

19. If you fail to pay any part of the Course Fee by the due date, UKAWEP reserves the right to:

- a. withhold provision of course materials;
- b. restrict access to Canvas;
- c. withhold grading of assessments; and
- d. notify relevant credit agencies of your default.

Course Duration and Extensions

20. The maximum duration of your course is specified on the UKAWEP website and list below:

- Certificate in Wedding Planning – 2 Years
- Certificate in Event Planning – 2 Years
- Certificate in Event Design – 2 Years
- Diploma in Wedding Planning, Styling and Design – 2 Years
- Diploma in Wedding and Event Planning
- Advanced Diploma in Special Event Planning and Design – 3 Years

In the event that you do not complete the course within the maximum duration, your enrolment expires without refund.



21. If you wish to extend your Course beyond the course expiry date, you must:
- a. have paid all Course Fees; and
 - b. submit a Course Extension Request UKAWEP prior to the expiry date via email info@weddingplanningacademy.co.uk; and
 - c. pay an additional fee as outlined in the Schedule of Administrative Fees.

22. A maximum extension of up to one year may be granted. Please note extensions are subject to availability and UKAWEP retains the right to refuse an extension at its absolute discretion.

Cancellations & Refunds

23. If you wish to terminate your studies before the completion of your course, you must notify UKAWEP in writing via email info@weddingplanningacademy.co.uk ("Cancellation Request"). A refund of the Course Fee, less the applicable administrative fees as outlined in the Schedule of Administrative Fees, will only be issued if UKAWEP receives the Cancellation Request within the Refund Period.

24. The Refund Period is defined as seven (7) calendar days from the Agreement Date. The first day of the Refund Period commences the day after the Agreement Date. If it is after the 7-day initial period then a student must give 30 days notice. If the student is on a payment plan they will be required to pay one installment of their payment plan as a cancellation charge. After this their payment plan will be cancelled along with access to their course materials.

25. If you fail to notify UKAWEP of your Cancellation Request within the Refund Period, you will be liable to pay the Course Fee to UKAWEP in full.



Course Deferral

26. If you are unable to complete your studies you may complete a Course Deferral Request Form. Your enrolment may be suspended for a period of no more than three months, thereby extending the maximum duration of your course.

27. No refund of Course Fees will apply to a course deferral and you will still be liable for all payments due under this Agreement.

Course Transfers

28. If you wish to transfer to another course offered by UKAWEP:

- a. You will need to submit a Course Transfer Request Form via email info@weddingplanningacademy.co.uk within three months of the Agreement Date;
- b. UKAWEP reserves the right to refuse a Course Transfer Request. If your Course Transfer Request is successful you will be required to pay a Transfer Fee as outlined in the Schedule of Administrative Fees;
- c. If the new course is of greater value than your current course, then you will need to pay the additional Course Fees to the value of the new course;
- d. If the new course is of lesser value than your current course, then:
 - i. you will need to continue to pay your current Course Fee; and
 - ii. you may use the difference between the current Course Fee and new Course Fee towards a future course with UKAWEP. Any such future course must be commenced within the original course duration; and
- e. Only one course transfer is permitted.

29. For the avoidance of doubt, Course Fees will not be refunded as a result of a course transfer.



Other Terms

30. The course material that UKAWEP provides to you shall become your property. However, the content of the course materials, including copyright and all other such intellectual property rights contained therein, remain the property of UKAWEP or a nominated third party.

You may not reproduce any part of the course materials or assessments without the prior written consent of UKAWEP.

31. By accepting this Agreement:

- a. you are warranting that you are not legally bankrupt; and
- b. you are giving your consent to UKAWEP undertaking a credit check on you.

Confirmation and Acceptance

I hereby confirm that I have read, understood and agreed to these terms and conditions including the Student Agreement. I further understand that the information provided in this form will be used by Academy of Wedding and Event Planning Ltd.

Student Name: _____

Please print your full name

Date of Birth: _____

DD/MM/YYYY

Student Signature: _____

Please sign here