



“Enabling Students to Accomplish their Academic Goal”

STUDENT CONTRACT 2025 - 2026

This contract sets out the main terms that apply between the student and Belmont College Limited. It should be read together with the student offer letter, programme handbook, fee policy, academic regulations and the other policies listed in this document.

Student and Programme Information

Student full name	
Student ID number	
Date of birth	
Cohort / intake	
Programme title	
Programme level / award	
Awarding body / partner university	
Mode of study	Full-time
Campus / delivery location	
Programme start date	
Expected programme end date	
Tuition fee for academic year	£
Fee payer / funding source	Self-funded / Student Finance / Sponsor / Other: _____

Key Terms Summary

Topic	Summary
Contract start	The contract starts when the student accepts the College offer, or when a UCAS insurance choice becomes a firm choice.
Attendance and engagement	Students must normally maintain at least 85% attendance and must engage with teaching, assessment and academic support.
Fees	Tuition fees and other approved charges must be paid by the due dates stated in the offer letter, invoice or Fee Policy.
Cancellation and withdrawal	Students have a statutory 14-day cancellation right and may also have withdrawal rights under the Fee Policy.

Topic	Summary
Programme changes	The College will not make fundamental changes after enrolment unless required by law, regulation, professional requirements, events outside reasonable control, or student agreement.
Policies	The student must follow College and, where applicable, partner university or awarding body policies and regulations.
Complaints and appeals	Students may use the College complaints or academic appeals procedures and may have access to partner university/awarding body and OIA routes where applicable.

Main terms of Contract

1. Parties and college information

- 1.1 This contract is between Belmont College Limited, referred to in this document as the “College”, and the student named in the Student and Programme Information section.
- 1.2 Belmont College Limited is a company registered in England and Wales with company number 13184498. Its registered office is 1st Floor, 9 Lymington House, Wood Green, London, United Kingdom, N22 6EA.
- 1.3 Where a programme is validated, franchised, approved or quality assured by a partner university or awarding body, that organisation may also have academic regulations and procedures that apply to the student.

2. Documents forming this contract

- 2.1 This contract includes the student’s offer letter, these terms, the applicable programme handbook, the College’s published policies, and any partner university or awarding body regulations that apply to the programme.
- 2.2 The key policies that normally apply are listed in Schedule 1. The College may update policies from time to time where reasonably necessary, including to comply with law, regulation, academic standards, partner requirements, safety requirements or operational need.
- 2.3 If there is a conflict between documents, the following order will apply unless the College confirms otherwise in writing: (a) the offer letter; (b) these contract terms; (c) partner university or awarding body academic regulations; (d) the programme handbook; (e) College policies; and (f) general information on the College website or prospectus.

3. When the contract starts

- 3.1 For students who receive an offer directly from the College, the contract starts when the student accepts the offer in the way stated in the offer correspondence.
- 3.2 For students applying through UCAS, the contract starts when the student accepts the offer as their firm choice, or when an insurance choice becomes the student’s firm choice.
- 3.3 Before accepting an offer, the student should check that the offer details are complete and accurate. Questions about admission should be sent to admissions@bellmontcollege.co.uk or raised by telephone on 020 3840 9294.

4. Programme and education services

- 4.1 The College will provide the programme with reasonable skill and care and in accordance with applicable academic, legal, regulatory and partner requirements.

- 4.2 The education services may include teaching, learning activities, assessments, course materials, academic administration, student support, facilities, resources and, where applicable, placements or research-related activities.
- 4.3 Detailed information such as timetables, rooms, assessment dates and delivery arrangements will be provided during or after enrolment. Reasonable operational changes may be made where necessary, provided the College takes reasonable steps to minimise disruption to students.
- 4.4 If the student successfully completes the programme requirements, pays all fees and meets their obligations under this contract and relevant regulations, the appropriate award or qualification will be granted through the College's partnership, validation or accreditation arrangements.

5. Student responsibilities

- 5.1 The student must take active responsibility for their learning. This includes attending and participating in scheduled teaching and learning activities, engaging with academic staff, using available resources properly, preparing for classes, and submitting assessments on time.
- 5.2 The student must follow the Student Code of Conduct, academic regulations, assessment rules, attendance rules, IT rules, health and safety requirements, safeguarding requirements and any programme-specific requirements.
- 5.3 The student must provide accurate information to the College and must promptly update the College if their personal, contact, funding, immigration or programme-related information changes.

6. Attendance, engagement and assessment submission

- 6.1 Unless a programme-specific requirement is higher, students must normally maintain at least 85% attendance. Approved absences, reasonable adjustments and exceptional circumstances will be considered in accordance with College policy.
- 6.2 If attendance, engagement or assessment submission is unsatisfactory, the College may use its Attendance, Retention and Submissions Policy or other relevant procedure to support re-engagement and decide what action is appropriate.
- 6.3 If the student fails to submit assessed work in more than one module, unit or equivalent credit area, the College may invite the student to a meeting to discuss the issue and agree actions. If the student does not attend without good reason, or does not re-engage, the College or relevant partner may withdraw the student from the programme.
- 6.4 Where poor engagement may be connected to physical health, mental health, wellbeing, disability or an unmet support need, the College will consider relevant support, wellbeing, reasonable adjustment, interruption or fitness-to-study processes before taking final academic or withdrawal action, where appropriate.

7. Academic integrity and use of work

- 7.1 The student must act honestly in all academic work and must follow College and partner rules on plagiarism, collusion, contract cheating, falsification of evidence, examination misconduct and the use of artificial intelligence tools.
- 7.2 The student must keep copies of all submitted work and must follow the submission instructions given by the College or partner university/awarding body.
- 7.3 The student owns intellectual property they create during their studies or research unless they agree otherwise with the College or partner university/awarding body. This is subject

to the College's Intellectual Property Policy and any programme-specific research, placement or sponsor conditions.

8. Partner universities and awarding bodies

- 8.1 Where the programme is delivered under a partnership, validation, franchise, centre or accreditation arrangement, the relevant partner university or awarding body is responsible for the academic standards, quality assurance, regulations or award functions set out in that arrangement.
- 8.2 Students must follow applicable partner university or awarding body regulations, including academic, assessment, conduct, progression and award requirements.
- 8.3 Where students are enrolled with a partner university, access to that university's online systems, library, learning resources or student services will be subject to that university's rules, licence restrictions and agreed partnership arrangements.
- 8.4 Access to a partner university's wider campus facilities, support, recreation, student union or similar services is not automatically included unless the College or the partner university confirms this in writing or the relevant partnership arrangements provide for it.
- 8.5 Progression to another university or partner course is not guaranteed. It may depend on successful completion of the current award, entry requirements, application deadlines, available places and any other conditions set by the relevant institution.

9. Programme changes and student protection

- 9.1 The College and its partners may update programmes to reflect student feedback, academic judgment, professional or regulatory requirements, changes in teaching practice, facilities, resources, staffing, technology or the subject area.
- 9.2 After enrolment, the College will not make a fundamental change to the programme, such as a change to the award, title, accreditation, core content or a new progression hurdle, unless the change is required by law, regulation, professional requirement, partner requirement, an event outside reasonable control, or the student agrees to it.
- 9.3 If a significant change is necessary, the College will notify affected students as soon as possible, explain the reason for the change and take reasonable steps to reduce the impact on the student learning experience.
- 9.4 Reasonable steps may include modified delivery, modified assessment, additional learning support, transfer options, withdrawal support, refund consideration or other measures under the College's Student Protection Plan and Fee Policy.
- 9.5 The College may close or suspend a programme only where there is a reasonable and documented reason, such as regulatory change, professional requirement, partner decision, serious operational disruption, or insufficient student numbers that would materially affect academic quality or student experience. Where reasonably possible, students will be told at least six weeks before the start date if a programme will not run because of insufficient numbers.

10. Immigration and visa requirements

- 10.1 The student must comply with all visa, right-to-study and immigration requirements that apply to them during their studies.
- 10.2 The College and, where applicable, partner university or awarding body may request information or documents to check immigration compliance. The student must provide requested documents within the deadline stated by the College, or within 10 working days if no deadline is stated.

- 10.3 The College or partner may report relevant non-compliance to the Home Office, UK Visas and Immigration, or any organisation that replaces them, where required or permitted by law.
- 10.4 If the student does not meet immigration or visa requirements or does not provide required information within the relevant deadline, the College or partner may suspend or withdraw the student from the programme and may terminate this contract.

11. Fees, funding and payment

- 11.1 The student is responsible for paying the tuition fees and any other approved charges for their programme by the due dates stated in the offer letter, invoice, payment plan or Fee Policy.
- 11.2 If a third party, sponsor or funding body is expected to pay fees on the student's behalf, the student remains responsible for ensuring that payment is made unless the College confirms otherwise in writing.
- 11.3 The student must arrange sufficient funding for tuition fees, living costs, travel, equipment, assessment charges, resit charges or any other costs connected to their studies unless the College has expressly agreed to cover them.
- 11.4 The student is responsible for arranging and paying for their own accommodation, travel, personal belongings insurance and, where appropriate, medical insurance, unless the College confirms otherwise in writing.
- 11.5 The College is not responsible for decisions, delays, actions or omissions of independent funding providers, including Student Finance England or any organisation that replaces it.
- 11.6 The College applies government and regulatory rules when assessing student fee status where relevant.

12. Late payment, fee disputes, refunds and withdrawal

- 12.1 If fees are not paid in full and on time, the College may take action under the Fee Policy. This may include restricting re-enrolment, withholding an award where legally and academically permissible, deferring graduation, referring the debt to a debt collection agency, or taking other lawful debt recovery action.
- 12.2 If the student promptly raises what the College reasonably considers to be a genuine fee dispute, the College will not take enforcement action in relation to the disputed amount while the dispute is being considered. The student must continue to pay any undisputed fees that are due.
- 12.3 Students have a statutory 14-day right to cancel where applicable. The cancellation period starts on the day after the contract takes effect. To cancel, the student must send a clear cancellation statement to registry@bellmontcollege.co.uk.
- 12.4 In addition to statutory cancellation rights, the College may allow withdrawal with no fee payable up to 14 days after the start of the relevant programme, including induction week, where this is provided in the applicable Fee Policy.
- 12.5 Any refund or reimbursement will be considered under the Fee Policy, applicable law and any funding-body rules. Where a refund is due, the College will normally use the same payment method used for the original payment unless another lawful method is agreed.
- 12.6 Unless the offer letter, the Fees, Refunds and Compensation Policy, partner university or awarding body rules, funding-body rules or applicable law require a different outcome, the standard refund position for direct fee-paying students is as follows:

Withdrawal or cancellation point	Standard refund position
Initial registration / administration payment	The initial non-refundable registration or administration payment is £250, or the amount confirmed in the offer letter, invoice or Fees, Refunds and Compensation Policy, unless the law requires otherwise.
Up to two weeks before the course start date	Tuition fees paid will normally be refunded in full, less any non-refundable administration or registration payment.
Between one week before the course start date and up to 14 days after the course start date	The student may normally claim a 50% refund of tuition fees paid, less any non-refundable administration or registration payment.
After 14 days from course start date	No tuition fee refund will normally be payable unless the Fees, Refunds and Compensation Policy, applicable law, partner requirements, funding-body rules or exceptional circumstances require a different outcome.
Registration or examination fees	Registration or examination fees are not included in tuition fees unless the College confirms otherwise in writing. Any external awarding body or examination fees may be charged separately.

12.7 This refund summary does not remove any statutory cancellation rights, consumer rights, funding-body rules or any more favourable refund entitlement stated in the Fees, Refunds and Compensation Policy.

13. Placements and third-party providers

13.1 If the programme includes placement, work-based learning, external visit or third-party activity, the College will provide additional information about the requirements, expectations and assessment arrangements.

13.2 The student must follow College, partner and placement-provider rules during placement or external activity.

13.3 The College and partner university or awarding body are not responsible for acts or omissions of an independent third-party placement provider, except where the law makes them responsible.

14. Data protection, privacy and records

14.1 The College will process personal data, including special category data where necessary, in accordance with UK data protection law and the College's Privacy Notice and Data Protection Policy.

14.2 The College may process student information for purposes connected to admission, enrolment, teaching, learning, assessment, student support, finance, debt recovery, safeguarding, wellbeing, disciplinary matters, legal obligations, regulatory returns, quality monitoring, research, alumni communication and the normal administration of the College.

14.3 The College may share student information with relevant third parties where lawful and necessary, including partner universities or awarding bodies, funding bodies, regulators, government agencies, survey providers, emergency services, debt collection agencies, IT and learning-service providers, employers for reference purposes, and professional or regulatory bodies.

- 14.4 The College may record teaching or other educational activities where this is permitted under college policy and data protection law. Students will be informed where recordings are made, where reasonably practicable.
- 14.5 Photographs, videos or recordings for marketing or promotional use will normally be handled through a separate notice or consent process and are not treated as a compulsory condition of enrolment unless a lawful exception applies.

15. IT, information security and learning systems

- 15.1 The student must use College and partner IT systems, networks, software, learning platforms, email accounts and equipment responsibly and in accordance with applicable IT and information security policies.
- 15.2 The student must not use College or partner systems for unlawful activity, harassment, offensive or obscene material, extremist or radicalising content, unauthorised access, malware, cyber abuse, or any activity that breaches College policy or law.
- 15.3 The College may monitor, review, restrict or investigate use of its IT systems, including email, internet and communication systems, where this is necessary for security, service management, policy compliance, safeguarding, legal obligations or investigation of suspected misuse.
- 15.4 Where the student connects their own device to College systems, they are responsible for keeping that device secure. The College is not responsible for damage arising from the student's own device or misuse of IT, except for foreseeable loss caused directly by the College's negligence or breach of contract.

16. Health, safety, wellbeing and reasonable adjustments

- 16.1 The College will take reasonable steps to provide a safe working and learning environment in accordance with health and safety law and College policy.
- 16.2 The student must follow health and safety instructions, emergency procedures, campus rules, programme-specific safety rules and any rules that apply when studying off campus or attending a placement.
- 16.3 The student must tell the College as soon as reasonably possible if they have a disability, mobility issue, medical condition, wellbeing concern or support need that may affect their learning, attendance, assessment, safety or ability to follow College procedures.
- 16.4 The College will consider reasonable adjustments and appropriate support in accordance with its duties, policies and available evidence. Failure to follow health and safety rules may lead to disciplinary action.

17. Conduct, safeguarding, Prevent and harassment

- 17.1 The student must behave respectfully towards staff, students, visitors, placement providers and members of the public when representing or engaging with the College.
- 17.2 The College may take action under relevant policies if the student's conduct may affect safety, wellbeing, academic integrity, professional suitability, the reputation of the College, or the rights of others.
- 17.3 The student must comply with safeguarding, Prevent, anti-harassment, equality, diversity and inclusion requirements. The College may share information or take protective action where lawful and necessary to protect the student or others.

18. Liability

- 18.1 The College and any partner university or awarding body are separate organisations. Each is responsible only for its own acts, omissions and obligations.
- 18.2 The College will be responsible for loss or damage suffered by the student where the College has breached this contract, failed to use reasonable skill and care, or otherwise has legal responsibility, and the loss or damage was reasonably foreseeable.
- 18.3 A loss is reasonably foreseeable if it is an obvious result of the breach or if the student and the College could reasonably have expected it when the contract was made.
- 18.4 The College will not normally be responsible for loss or damage caused by another student, a third party who is not acting for the College, theft, fire, flood, cyber incident, computer virus, voluntary activities, loss of opportunity, income or profit, or any loss that was not reasonably foreseeable.
- 18.5 Nothing in this contract limits or excludes liability for death or personal injury caused by negligence, fraud or fraudulent misrepresentation, or any other liability that cannot legally be limited or excluded.

19. Events outside reasonable control

- 19.1 The College, partner university or awarding body will not be responsible for failing to meet obligations where the failure is caused by events outside reasonable control.
- 19.2 Examples include fire, flood, severe weather, public health emergency, pandemic or epidemic, government restrictions, industrial action, interruption of utilities, cyber incident, serious technology failure, civil disorder, terrorism, war, regulatory intervention, partner withdrawal, or any other event that could not reasonably be prevented or avoided.
- 19.3 Where such an event affects the programme, the College will contact affected students as soon as reasonably possible and take reasonable steps to minimise the impact on teaching, assessment, support and progression.

20. Suspension, withdrawal and termination by the College

- 20.1 The College may suspend, withdraw or terminate the student's registration or this contract where permitted by this contract, College policy, partner regulations or law.
- 20.2 This may happen if the student fails to enrol, fails to pay fees, does not meet attendance or engagement requirements, breaches immigration requirements, provides false or misleading information, commits a serious or repeated breach of contract or policy, is withdrawn under academic or conduct regulations, or is convicted of a relevant criminal offence.
- 20.3 The student's admission and continued registration are subject to the offer conditions, entry requirements, attendance and engagement requirements, academic progression rules, health and welfare processes, fitness to study or fitness to practise requirements, criminal record checks where applicable, and immigration requirements.
- 20.4 The College will normally follow the relevant procedure before withdrawal or termination unless immediate action is justified by the seriousness of the matter, legal requirement, safety concern or immigration requirement.

21. Complaints, academic appeals and student rights

- 21.1 The College aims to provide a high-quality service. If something goes wrong, the student may raise the issue through the College's complaints or academic appeals procedures, as appropriate.

- 21.2 Students should normally try to resolve concerns informally first, where appropriate. Formal complaints and academic appeals will be considered under the relevant published procedure and timescales.
- 21.3 Students will not be treated less favourably because they make a complaint or academic appeal in good faith.
- 21.4 Where a complaint or academic appeal cannot be resolved by the College, the student may be able to refer the matter to the partner university or awarding body. If the matter remains unresolved, the student may be able to refer it to the Office of the Independent Adjudicator for Higher Education where eligible.
- 21.5 Students may contact complain@bellmontcollege.co.uk or telephone 0203 959 7784 for information and guidance about complaints. Nothing in this contract affects the student's legal rights in relation to services that are not provided with reasonable skill and care.
- 21.6 Students may also seek independent advice about their legal rights from Citizens Advice, Trading Standards or another suitably qualified adviser.

22. Contact and notices

- 22.1 Before enrolment, formal written notices to the College should be sent to admissions@bellmontcollege.co.uk or by prepaid post to Admissions, Belmont College, 1st Floor, 9 Lymington House, Wood Green, London, N22 6EA.
- 22.2 After enrolment, formal written notices to the College should be sent to registry@bellmontcollege.co.uk or by prepaid post to Registry, Belmont College, 1st Floor, 9 Lymington House, Wood Green, London, N22 6EA.
- 22.3 The College may contact the student by email, post, telephone, text message, learning platform or student portal using the most recent contact details provided by the student.
- 22.4 The student must promptly update their contact details and must check College email, student portal messages and relevant learning platforms regularly, normally at least once each working day during term time.
- 22.5 The College is not responsible if the student does not receive or read a notice because they failed to update contact details or failed to check the normal communication channels.

23. General legal terms

- 23.1 This contract is personal to the student and the College. No other person has rights to enforce it unless this contract expressly says otherwise or the law gives them that right.
- 23.2 The College may transfer its rights or delegate its obligations to another organisation, provided it notifies the student in writing and the transfer does not reduce the student's rights under this contract.
- 23.3 Each clause operates separately. If a court or relevant authority decides that any clause is unlawful or unenforceable, that clause will be treated as changed only to the minimum extent necessary, and the rest of the contract will continue to apply.
- 23.4 If the College delays or chooses not to enforce a right on one occasion, that does not prevent the College from enforcing that right later or enforcing any other right.
- 23.5 This contract is governed by English law. The student and the College agree to submit to the non-exclusive jurisdiction of the English courts.

Schedule 1 - Policies and Regulations Incorporated by Reference

The following policies and regulations may apply to the student. The current approved versions should be made available through the College website, student portal or programme handbook.

Policy / document	Purpose
Offer letter	Confirms the programme, conditions of admission, fees and individual offer terms.
Programme handbook	Explains programme structure, assessment, timetable expectations and academic support.
Student Handbook	Sets expected behaviour and disciplinary consequences.
Attendance, Retention and Submissions Policy	Explains attendance, engagement, monitoring, intervention and withdrawal processes.
Fees, Refunds and Compensation Policy	Explains tuition fees, payment dates, refunds, withdrawals, debt recovery and the standard refund summary used where applicable.
Learning, Teaching and Assessment Strategy	Explains assessment, progression, resits, awards and academic decisions.
Academic Integrity and Misconduct Policy	Explains plagiarism, collusion, cheating, artificial intelligence use and misconduct.
Complaint and Appeal Policy and Procedure	Explains how students can raise non-academic concerns.
Academic Appeals Policy	Explains how students can challenge academic decisions where permitted.
General Data Protection & Regulation (GDPR) Policy	Explains how student personal data is collected, used, shared and retained.
Information Security and Cybersecurity Policy / IT Acceptable Use Policy	Explains acceptable use of College systems, devices, networks and online platforms.
Health and Safety Policy	Explains safety responsibilities on campus, off campus and during College activities.
Safeguarding and Prevent Policies	Explain how the College protects students and others from harm and risk.
Mental Health and Wellbeing Policy	Explains support and action where health, wellbeing or safety affects study.
Student Protection Plan	Explains protections where continuation or quality of study may be at risk.
Partner university / awarding body regulations	Apply where the programme is validated, franchised, accredited or awarded externally.

Schedule 2 - Student Declarations

1. I confirm that the information I have provided to the College is true, complete and accurate to the best of my knowledge.

2. I understand that providing false, misleading or incomplete information may result in my application being refused, my offer being withdrawn, or my registration being suspended or terminated.
3. I confirm that documents I provide to the College are genuine copies of originals that I hold or am entitled to use, and I understand that the College may ask to see original documents for verification.
4. I agree to follow this contract, the College policies listed in Schedule 1, and any partner university or awarding body regulations that apply to my programme.
5. I understand that I am responsible for attending, engaging, submitting work on time, maintaining academic integrity and meeting any programme-specific requirements.
6. I understand that I am responsible for payment of tuition fees and charges due under my offer, invoice, payment plan or the College Fee Policy, even where a third party is expected to pay, unless the College confirms otherwise in writing.
7. I understand that the College will process my personal data in accordance with its Privacy Notice and Data Protection Policy.
8. I understand that promotional photography, video or marketing use will normally be covered by a separate notice or consent process and is not required for enrolment unless a lawful exception applies.

Student Signature

By signing below, the student confirms that they have read, understood and agreed to this Student Contract and the documents listed in Schedule 1.

Student full name	
Signature	
Date	

College Use Only

Received by	
Role / department	
Date received	
Notes	