

**University of Law**

**Information to be provided before making a distance contract**

**Effective from [June] 2017**

**Please note that this document only applies to programmes of study designed by the University of Law Limited and delivered at GISMA Business School GmbH (“GISMA Programmes” and “GISMA”). Degree awards for GISMA Programmes will continue to be provided by the University of Law. References in this document to “course” or “programme” and to “unit” or “module” denote respectively the whole, or a part, of a GISMA Programme<sup>1</sup>.**

The information below is provided pursuant to Regulation 10 and Schedule 2 of the Consumer Contract Regulations 2013.

- (a) **Course details** – These are set out in the email containing your offer of a place to study at the University of Law (the ‘University’) and the email confirming your acceptance.
- (b) **Address** - The University of Law Limited is registered in England and Wales (Company Number: 07933838) and has its registered office at Braboeuf Manor, St Catherines, Guildford, Surrey, GU3 1HA, United Kingdom and this is its main place of business.  
Contact details for you to use are as follows:
- Tel: +44 (0)1483 216000
  - Email: [admissions@law.ac.uk](mailto:admissions@law.ac.uk)
- (c) **Trading names** - The University of Law Limited offers business courses under the trading name *De Broc School of Business*. All other courses are provided by the University of Law Limited under the trading name *University of Law*.
- (d) **Course fees** – Will be calculated in accordance with the current fees for new students published by the University on its website and in the relevant fee schedules on our website and referred to in the terms and conditions. Course fees must be paid in accordance with the fee schedule relating to your specific course or, if you are exempted from any part of a course or if you have applied for individual module/s, as detailed in separate documentation and correspondence along with details of payment and cancellation.
- (e) **Additional fees** - Will be applicable for other services such as examination re-sits, requests to transfer or intermit and upon your election to pay by monthly instalments or direct debit.
- (f) **Complaints** - You can make a formal complaint by completing the Formal Complaint Form available on the University’s website and sending the completed form to [complaints@law.ac.uk](mailto:complaints@law.ac.uk). If you have any questions in this regard, please contact [complaints@law.ac.uk](mailto:complaints@law.ac.uk) or see the Student Complaints Policy available at <http://www.law.ac.uk/about/policies/>
- (g) **Cancellation during the Cooling off period** - There is a statutory ‘cooling off period’ during which you or the University may cancel the contract, provided such cancellation occurs within 14 days from the date of confirmation of your place. To exercise your right to cancel you must inform us of your decision by a clear statement. You may use the University’s model cancellation form available on our website but it is not obligatory. Cancellation must be made by email to the address set out in the terms and conditions. If your course has already started during the cooling off period you may be liable to pay for materials provided and a reasonable pro rata fee. Where you cancel during the

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<sup>1</sup> Please refer to the University’s Postgraduate Terms and Conditions for GISMA Programmes and its Awards Framework for further details: <http://www.law.ac.uk/about/policies/>

cooling off period but the course has not started, you will have no liability and your deposit will be refunded in full. For more information, please refer to the fee schedule relating to your specific course and to your terms and conditions.

- (h) **Cancellation after the 'cooling off' period** - You will forfeit your deposit and you may be liable for part or all of the course fees depending on when you cancel. For details of your cancellation fee liability and applicable deadlines, please see the fee schedule relating to your specific course and to your terms and conditions.
- (i) **Regulators and other relevant bodies** - The University is committed to complying with codes of conduct of the following regulators and bodies:

- Bar Standards Board which is available at <https://www.barstandardsboard.org.uk/regulatory-requirements/for-cpd-providers-and-approved-pupillage-organisations/>
- Solicitors Regulation Authority which is available at <http://www.sra.org.uk/solicitors/handbook/code/content.page>
- Quoted Companies Alliance (QCA) code for small and mid-sized quoted companies which is available at <http://www.theqca.com/shop/guides/>
- Higher Education Funding Council for England (HEFCE) which is available at <http://www.hefce.ac.uk/about/members/appointments/>
- Higher Education Statistics Agency which is available at <https://www.hesa.ac.uk/code-of-practice-for-higher-education-data-collections>
- Joint Academic Stage Board which is available at [https://www.barstandardsboard.org.uk/media/1472203/joint-academic-stage-board-handbook\\_-\\_nov\\_2012.pdf](https://www.barstandardsboard.org.uk/media/1472203/joint-academic-stage-board-handbook_-_nov_2012.pdf)
- Office of the Independent Adjudicator which is available at <http://www.oiahe.org.uk/providers-and-good-practice/guidance-documents/good-practice-guidance.aspx>
- UK Border Agency which is available at <https://www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators#codes-of-practice>
- UKCISA which is available at <http://www.ukcisa.org.uk/Info-for-universities-colleges--schools/About-UKCISA/Membership/Codes-of-practice/>
- NARIC which is available at <http://www.ecctis.co.uk/naric/Individuals/Code%20of%20Practice/default.aspx>
- British Council which is available at [http://www.britishcouncil.org/new/PageFiles/13916/Code\\_of\\_Conduct.pdf](http://www.britishcouncil.org/new/PageFiles/13916/Code_of_Conduct.pdf)
- SPA which is available at <http://www.spa.ac.uk/support/goodpractice/>
- IBA which is available at [http://www.ibanet.org/Publications/publications\\_IBA\\_guides\\_and\\_free\\_materials.aspx](http://www.ibanet.org/Publications/publications_IBA_guides_and_free_materials.aspx)
- SI-UK which is available at [http://www.englishuk.com/uploads/assets/english\\_uk/members/English\\_UK\\_Rules\\_December\\_16th\\_2011\\_draft11.pdf](http://www.englishuk.com/uploads/assets/english_uk/members/English_UK_Rules_December_16th_2011_draft11.pdf)

It also seeks to comply with the UK Quality Code for Higher Education, copies of which are available at <http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code> .