

ICN International College

Terms and Conditions

2024_02

This document sets out the College's (as defined below) Terms and Conditions, which together with the terms contained in the Offer Letter, the Acceptance Form, the website information and in any documents or policies referred to in these Terms and Conditions (as defined below), will form a contractual relationship between the College and you under which the College agrees to enrol you on the College's Programme and provide you with education and pastoral support services and you agree to progress your studies on a Programme at the College.

Upon confirming acceptance of an offer of a place on a Programme (as defined below) and providing the items set out in term 2.5 below, a contract will be formed between you and the College. Therefore, before accepting the offer, you should carefully read and make sure you understand these Terms and Conditions and any terms contained in the Offer Letter, the Acceptance Form and in any documents or policies referred to in these Terms and Conditions.

If you do not understand any part of these Terms and Conditions, or any terms in the Offer Letter, Acceptance Form or in any other document mentioned in these Terms and Conditions, please contact our admissions team at admissions@icn-internationalcollege.com before accepting an offer.

1. Definitions and Interpretation

1.1 The definitions set out below apply in these Terms and Conditions:

Acceptance Form: the form sent by the College to the Applicant within the Unconditional Offer Letter, to be used by the Applicant to confirm acceptance of the Offer.

Additional Costs: has the meaning set out in term 6.12.

Administration Charge: a charge of €250 to be paid by the Student as part of the refunding process

Applicant: the person applying to study on a Programme offered by the College.

Application: the formal request made by an Applicant, on the Application Form, to study on one of the Programmes offered by the College.

Application Form: the application form located at www.icn-internationalcollege.com/admission/apply-today

Business Day: any day, other than a Saturday, Sunday or public holiday in France

College: refers to ICN International College, as confirmed in your Offer Letter.

Conditional Offer Letter: the letter sent to the Applicant offering a place on a Programme, setting out conditions that need to be met before being considered for an Unconditional Offer Letter.

Contract: has the meaning set out in term 2.6.

Deposit: the initial Tuition Fee payment required to accept the offer as stated on the Unconditional Offer Letter.

Enrolment Date: the time and date provided by the College to enrol for each Semester.

EU/EEA/Home Applicant: an Applicant that is not subject to immigration control within France and has the right to study in France without a visa.

Financial Sponsor: the individual or organisation that has agreed to pay part or all your Tuition Fees, accommodation fees and/or any Additional Costs.

Initial Costs: the costs incurred in advance by the College for the implementation of the Contract. The College always incurs Initial Costs for a Student. These costs include: administration costs, IT costs, marketing costs, personnel costs, costs related to using Partner Business School's campus services, sending and follow-up on the documents to be submitted or supplied by the student, possible administration of intake tests or interviews, planning and compiling groups, schedules, distribution of information material, setting up a student file, setting up a student account, online licensing costs, etc. or other costs insofar as the College can demonstrate these.

International Applicant: an Applicant that is subject to immigration control within France and will therefore require a Long-stay Student Visa also valid as a Residence Permit to study in France beyond 90 days with the College unless they already hold another visa that permits study within France and is deemed to be acceptable by the College.

International Student: a Student who requires a Long-stay Student Visa also valid as a Residence Permit to study in France beyond 90 days.

Navitas Group Company: Navitas Pty Limited (Australian Company Number 109 613 309) and all and any companies that are a subsidiary or holding company of Navitas Pty Limited from time to time, and any subsidiary from time to time of a holding company of Navitas Pty Limited, including Navitas France SARL (982 821 795 Trade and Company Register number).

Offer Letter: the letter sent to the Applicant offering a place on a Programme, being either a Conditional Offer Letter or an Unconditional Offer Letter.

Other Fees Paid: any fees or charges paid to the College under the Contract (including, without limitation, accommodation fees where such fees have not been collected on behalf of and transferred to a third party accommodation provider in accordance with the Student's instructions or where the College has provided the student with Terms and Conditions specifically covering an accommodation contract), but not including Tuition Fees.

Partner Business School: the Business School associated with the College, as confirmed in in your Offer Letter.

Programme: means the Programme offered by the College, as detailed in your Offer Letter.

Progression: where the Student has met the progression criteria, as detailed in term 7.18 and has enrolled to study on a Programme with the Partner Business School, and "Progress" shall be construed accordingly. Progression is only applicable to Partner Business School location in Paris, France.

Semester: each period of time in an academic year, as confirmed by the College to you during which classes for the Programme will take place.

Student Visa Residence Permit: A Long-stay Student Visa also valid as a Residence Permit-type VLS-TS- to study in France beyond 90 days for all students who require it to enter or reside in France for study purposes. It is applicant's responsibility to apply for their Student Visa in a timely manner. The College and ICN support is limited to provision of the Acceptance Letter for visa application purposes. This will only be issued to successful applicants who accept their Unconditional Offer to study with the College. Further information about this process managed by The College and ICN at www.icn-internationalcollege.com/admission/application-process

Subsequent Tuition Fees: the Tuition Fees minus any Deposit paid by or on behalf of the Student.

Student: the person that, following receipt of an Unconditional Offer Letter, accepts a place to study on a Programme in accordance with term 2.5.

Terms and Conditions: these Terms and Conditions, also available online at www.icn-internationalcollege.com/about/policies

Tuition Fees: the fees payable by the Applicant or Student (as applicable) to the College for the Programme as detailed in the Offer Letter.

Unconditional Offer Letter: the letter sent to the Applicant offering a place on a Programme, containing the Acceptance Form.

1.2 Unless the context otherwise requires, words in the singular shall include the plural and words in the plural shall include the singular.

1.3 Term headings do not affect the interpretation of these Terms and Conditions.

1.4 Any words following the terms 'including', 'include', 'in particular', 'for example' or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.

2. Application and Offer Stage

2.1 Following the selection of a desired Programme of study, the Applicant should complete an Application Form and submit it to the College together with the relevant documentation requested in the Application Form.

2.2 The College reserves the right to accept or reject any Applications in its absolute discretion, subject to its legal obligation not to unlawfully discriminate.

2.3 Where the College accepts an Application, the College will issue a Conditional Offer Letter or an Unconditional Offer Letter to the Applicant.

2.4 Where an Applicant receives an Unconditional Offer Letter, an Acceptance Form will be included.

2.5 In order for an Applicant to accept an Unconditional Offer, the Applicant must:

2.5.1 complete and sign the Acceptance Form and return it to the College following the instructions received;

2.5.2 Pay the Deposit. The Deposit paid to the College will be deducted from any Tuition Fees that become payable;

2.5.3 if the Applicant is to be financially sponsored, provide to the College satisfactory (in the College's opinion) evidence of such sponsorship; and

2.6 A binding contract (the "Contract") will be formed when the College has received all of the items listed in term 2.5 above. The College will promptly confirm receipt by email.

2.7 The Student must notify the College at the time of application or during studies of any disability, whether a mental or physical condition, that will have or is likely to have a significant adverse effect on the Student's ability to participate in a Programme, including all ancillary activities associated with the Programme, or where it is likely to mean that special arrangements will be required (for example in relation to access, accommodation, travel). In performing its obligations under the Contract, the College will comply with relevant equality legislation and any associated applicable laws, statutes, regulations and codes from time to time in force. In particular, the College will comply with its obligations to make reasonable adjustments to alleviate the effects of a Student's disabilities. To assist the College to make any such reasonable adjustments, the College must have full disclosure from each Student of any such disability (as described at the beginning of this clause). If the Student fails to notify the College of any such disability at the time of application or when such disability happens and the College subsequently determines that it cannot support the Student despite its ability to make reasonable adjustments then the College may: (i) refuse the Student's application; (ii) withdraw any offer that has been made; or (iii) where an offer has been accepted, withdraw the Student from the Programme and terminate the Contract.

3. Deferral

3.1 Requests for the deferral of either a Conditional or Unconditional Offer prior to enrolment are considered on a discretionary basis and deferrals can only be requested twice before the offer is withdrawn and a new Application must be made. Where an Acceptance Letter has been assigned by the College/Partner Business School to the Student and he or she has gained a Student Visa on this basis, deferrals will only be approved where the Student can provide binding evidence that:

3.1.1 the Student is not France; and

3.1.2 the request/reason for deferral is fully supported by documentary evidence.

3.2 If the deferral request is as a result of the Student receiving a visa refusal, the deferral will be subject to the approval of a Director of the College.

3.3 Requests for the deferral of studies after enrolment are considered on a discretionary basis and must be made in line with the college policies www.icn-internationalcollege.com/about/policies

4. Cancellation Period

4.1 The Student has the legal right to change his or her mind and cancel the Contract without giving a reason within 14 days starting from the day after a binding contract has been formed under term 2.6 (the "Cancellation Period"). Subject to term 4.2 below, the College will refund any Tuition Fees paid to the College and any Other Fees Paid to the College by the Student or on the Student's behalf. Any refund payable under this term will be paid within 14 days of the Student cancelling the Contract.

4.2 If the Student accepts an offer for a Programme which starts during the Cancellation Period and the Student cancels the Contract during the Cancellation Period but after the Programme has started, the Student must pay for the part of the Programme that has been provided by the College until the time the College is informed of the Student's decision to cancel the Contract, in accordance with term 4.3 below.

4.3 This term provides information on how to cancel the Contract within the Cancellation Period: The Student must let the College know by a clear statement that the Student wishes to cancel the Contract. The Student may use the form at www.icn-internationalcollege.com/admission/forms/cancellation to notify the College. If the Student would like to use this form, the Student must complete it as indicated and send it by email to the address provided on the form. The College will promptly acknowledge in writing receipt of the Student's cancellation.

5. Fee Status

5.1 Both EU/EEA and International students are subject to the same fee status. Discretionary bursaries or scholarships may apply to eligible students.

6. Payment and Fees

6.1 A breakdown of applicable Tuition Fees is provided in the Offer Letter.

6.2 Once the Applicant has accepted his or her offer in line with term 2.5 above, the amount of Tuition Fees for the first year of his or her Programme is fixed.

6.3 Fees for any subsequent years of study before Progression are reviewed annually and will not usually increase by more than 10% (ten percent) per year. Such increases may reflect increases in the Consumer Price Index; increases resulting from changes in any applicable taxation; changes by regulatory, professional or academic bodies; and ensuring parity with Partner Business School tuition fees. The College will give as much notice as possible of any such Tuition Fee changes. The College has no control over or responsibility for fees payable to third parties, which may include (without limitation) accommodation fees where the accommodation is not provided by a Navitas Group Company.

- 6.4** Partner Business School tuition fees that apply to a Student after Progression are determined by the Partner Business School and published on the Partner Business School's website www.icn-artem.com/en/students/programmes
- 6.5** It is the Student's responsibility to ensure that the Tuition Fees, accommodation fees and any Additional Costs are paid in full and on time.
- 6.6** If a Financial Sponsor is paying the Tuition Fees on behalf of the Student, the Student must ensure that the Financial Sponsor is made aware of these Terms and Conditions before the Student accepts an offer. The Student is responsible for payment of the Tuition Fees even if the Student has arranged for a Financial Sponsor to pay these on his or her behalf.
- 6.7** Where a Programme is longer than one Term, the College will inform the Student by no later than on the Enrolment Date of each Term, of the deadlines for the Subsequent Tuition Fees to be paid.
- 6.8** If the Student is paying the Tuition Fees by his or herself and if he or she fails to pay all or any part of the Tuition Fees for any reason, the College reserves the right (provided the unpaid amount is more than trivial and relates to the Tuition Fees and not accommodation costs or other non-academic costs) to take one or more of the following actions:
- 6.8.1** suspend the Student from his or her Programme;
- 6.8.2** withhold the Student's results and not permit the Student to graduate and/or Progress;
- 6.8.3** in relation to International Students, withhold any documentation required for a visa issuance;
- 6.8.4** take legal action against the Student to recover the Tuition Fees payable to the College, plus the College's reasonable expenses for the costs of taking such an action; and/or
- 6.8.5** terminate the Contract immediately on written notice.
- Prior to taking any action listed in this term 6.8, the College will try to contact the Student to request payment and discuss how the issue may be resolved.
- 6.9** Where Subsequent Tuition Fee payments are made after the deadlines provided by the College, without the prior approval of a Director of the College, a €250 late payment fee will apply.
- 6.10** All payments shall be made by online payment – Flywire, bank transfer or bank draft can be considered upon request. Cash payments will not be accepted.
- 6.11** All payments are subject to the following conditions:
- 6.11.1** the payee is authorised to use the payment method used;
- 6.11.2** a payment must be confirmed as having reached the College's bank account for it to be deemed as a payment; and
- 6.11.3** where a card provider declines or refuses a payment or where incorrect details have been provided by the payee and a payment does not reach the College's bank account, the College has no obligation to notify the payee or the Applicant or Student (as applicable) and accepts no liability for any losses.
- 6.12.4** fees for additional, non-timetabled tuition hours provided by the College or a Partner Business School to support any assessment re-sits (fees will vary depending on the Programme and the individual Student needs, but are typically charged at between €40 and €75 per hour);
- 6.12.5** module re-take fees, such fees to be calculated in accordance with term 6.18;
- 6.12.6** Programme transfer fees (see term 7.15 below);
- 6.12.7** appropriate materials to support the Student's studies such as text books, course materials, art and design consumables, software, stationery, and photocopying costs;
- 6.12.8** transport costs when travelling to and from the College;
- 6.12.9** accommodation (where not already included in the Student's Offer);
- 6.12.10** general living costs such as food and drink;
- 6.12.11** if the College takes legal action in accordance with term 6.8.4 (unpaid Tuition Fees), the reasonable costs incurred by the College in taking such action; and
- 6.12.12** costs associated with any English Language assessment (see term 7.17.3).
- 6.13** No Student Acceptance Letter for Visa Application purposes will be assigned to an International Applicant until he or she has accepted his or her offer in accordance with term 2.5 and until all required tuition fees have been received by the College.
- 6.14** Where an accommodation reservation deposit has been paid to the College which is then transferred to a third party (provider of actual accommodation) with the approval of the Student or parent/legal guardian, the deposit is then subject to the Terms and Conditions for refund of the third party and the College has no further liability or responsibility for any refund.
- 6.15** The College reserves the right to return to source any excess payment consisting of more than three Semesters of advanced payments. Such refunds will be subject to a €250 administrative fee.
- 6.16** Except: (a) where a Student cancels as set out in term 4 above; or (b) where a home or EU Student withdraws in accordance with term 8.1, this Student is no longer undertaking study with the College and this is an approved withdrawal from the Programme by a Director of the College. Once a Student has enrolled for a given Semester, Tuition Fees paid for that Semester are no longer eligible for refund from the College, as the College will be unable to recoup its loss.
- 6.17** Where a Student is required to retake a module, the applicable fees payable will be invoiced on a per module basis with the fee determined by the weighting of the module as a proportion of the total Programme.
- 6.18** If College management approves a re-sit assessment, an administration fee of €250 will be charged to the Student. Additional tuition hours if required can be provided and will be invoiced at an additional cost (see term 6.12.4 above). Re-sits and retakes will be considered in accordance with relevant legislation and regulatory requirements.

Additional Costs

- 6.12** Students should be aware that there may be other costs associated with his or her Programme that are not stated on the Offer but which may be payable by the Student to the College or to a third party ("Additional Costs"). Additional Costs may consist of:
- 6.12.1** administration charges of €250 for any late payments (see term 6.9 above);
- 6.12.2** Student Visa fees
- 6.12.3** assessment re-sit administration fee of €250 (see term 6.18 below);

7. Rights and Obligations - The Programme of Study

- 7.1** The offer of a place to study with the College is based on the key information which can be found on the relevant page of the Programmes section of the College website www.icn-internationalcollege.com
- 7.2** The College shall provide education services (Programme delivery, tuition, supervision and assessment), as well as ancillary services (academic/learning support and resources, careers support and pastoral support) with reasonable skill and care.
- 7.3** Students are issued with a one year visa in France for preparatory Education. If they fail the preparatory year and do not gain admission to ICN Business School, they are expected to leave France/Schengen zone once their current visa has expired.

Class and examination times and locations

- 7.4** Subject to term 7.6 below, classes will normally be held Monday to Friday between the hours of 08:00 and 19:00 during the Semester.
- 7.5** Subject to term 7.6 below, examinations will normally be held Monday to Friday between the hours of 08:00 and 19:00, Saturday 8:00-12:00. except where scheduling requires them to be held outside these times. In which case the College will take all reasonable steps to schedule the examinations at a time and place so as to minimise any inconvenience to affected Students, notifying the Student as early as possible.
- 7.6** Class and/or examination times or locations may need to change due to unforeseen circumstances. The College will notify the Student as early as possible to inform them of the change to minimise impact.

Timely arrival

- 7.7** Students must arrive prior to the start date stated on the Unconditional Offer Letter, and enrol on and at the time and date provided by the College.
- 7.8** Whilst the College expects all Students to arrive on time, it is understood that there can be unavoidable delays, such as visa delays. Students must notify the College of their expected arrival and enrolment date as soon as they become aware that they may not arrive or enrol on the Enrolment Date. In no instance will a Student be permitted to enrol more than 10 working days after the first day of teaching without the written permission of a Director of the College. If the Student fails to enrol on or before 10 Business Days after the first day of teaching, without written permission from a Director of the College, the College may suspend the Student from his or her Programme or terminate the Contract (in such cases the Contract will terminate immediately on written notice to the Student and term 9.3 applies).
- 7.9** No discount or refund of fees due to the Student's late arrival will be provided.

(Re-)Enrolment

- 7.10** Students must enrol on and at the time and date provided by the College. For Face to Face delivery, students must additionally arrive prior to the start date stated on the Unconditional Offer Letter.
- 7.11** Students are required to re-enrol before the start of each Semester and will be advised upon enrolment of the subsequent Semester's Enrolment Date.

Changes to the Programme

- 7.12** The College and Partner Business School reserves the right to make changes to the Programme. Reasons for changes can include and are not limited to, the following reasons:
- 7.12.1** to meet the requirements of an accrediting, professional, statutory and/or regulatory body;
- 7.12.2** to reflect changes in the applicable laws and regulations;

7.12.3 to respond to sector good practice or quality enhancement processes;

7.12.4 to keep programmes contemporary by updating practices or areas of study;

7.12.5 events outside the College's control;

7.12.6 non-availability of venues;

7.12.7 sickness or absence of tutors;

7.12.8 where a change to the Programme or module needs to be made where the minimum number of students needed to ensure a good educational or student support has not been met.

In making any such changes, the College or Partner Business School will aim to keep the changes to the minimum necessary and will usually notify and/or consult (depending on the nature of the change) with affected Students in advance about any changes that are required.

7.13 If the College or Partner Business School intends to withdraw a Programme or make a material change(s) to the Programme after the Student has accepted the offer, the College or Partner Business School will consult with the Student and take reasonable steps to obtain his or her consent and minimise the impact of any such changes. The College will inform the affected Students if the College implements the change(s) or withdraws a Programme. If the Student did not consent to the change and the College's implementation of the changes causes the Student detriment or hardship the College will, where appropriate, work with the Student to try to reduce the adverse effect on the Student and try to find an appropriate solution, for example by offering suitable alternatives which may include transfer to a similar Programme within the College, deferred enrolment to a later Semester, transfer to another Navitas Group Company College. Some examples of a material change include:

7.13.1 a change of award or programme title;

7.13.2 a change to the availability of or discontinuance of a core module; or

7.13.3 a change to the overall type of assessment for the Programme, for example by exams, coursework or practical assessment (or combination of these).

7.14 If any change the College makes pursuant to term 7.13 and/or term 7.14 above materially affects the Student, to the Student's detriment, the Student may withdraw from the Programme and terminate the Contract immediately by written notice and, unless the change is due to Events Outside the College's Control (in which case term 11.2 shall apply), the College will reimburse the Student for any reasonable costs incurred by the Student in relation to the Programme, such as visa fees and travel costs directly relating to the Programme, and:

7.14.1 if the Student withdraws from the Programme and terminates the Contract prior to the Programme start date, the College will provide a full refund of the Tuition Fees paid to the College and any Additional Charges paid to the College; or

7.14.2 if the Student withdraws from the Programme and terminates the Contract on or after the Programme start date, the College will provide the Student with an appropriate refund of the Tuition Fees paid to the College and any Additional Fees paid to the College taking into consideration the proportion of the Programme completed and the costs of accommodation provided to the Student at the time of termination of the Contract.

7.15 The Student does not have the automatic right to change his or her Programme once he or she has accepted his or her offer (in accordance with term 2.5), however where possible, the College will aim to facilitate the Student's request. If the Student wishes to make a change to their Programme, the Student must contact the College at the earliest opportunity. The Student will be informed whether the change will be possible and any additional fees this might incur.

Progression criteria

7.16 Failure to meet the progression criteria, detailed in term 7.17 below, of a stage of study within the set time frames and according to the requirements of the Programme, as well as the current requirements of the Immigration Rules for International Students may result in the Student being unable to complete his or her Programme.

7.17 The progression criteria are:

7.17.1 to meet all pass criteria for each module/stage as required by individual Programme requirements;

7.17.2 to attend classes, examinations and meetings in line with the Attendance and Monitoring policy of the College
www.icn-internationalcollege.com/about/policies

7.17.3 achieve the specified English Language standard, where applicable, required by both the College and the Partner Business School, and where applicable, pay any costs associated with any English Language assessment;

7.17.4 continue to have the Right to Study (Student Visa or other visa permission) in France according to relevant legislation, where applicable.

Need to be insured

7.18 The Student is required to have a personal liability insurance policy as indicated by the Partner Business School as part of the visa and pre-arrival process, or provide satisfactory (in the Partner Business School's opinion) evidence that such Student holds an acceptable insurance policy.

8. Termination of Contract

8.1 It is possible for the Student, after the Cancellation Period (set out in term 4) has ended, to withdraw from the Programme and terminate the Contract. The Student has to notify the College in accordance with term 13.1.2 or 13.1.3. The College will confirm the termination of the Contract in writing.

8.2 The College may revise and amend these Terms and Conditions from time to time and will give the Student prior notice of any such changes. In the unlikely event that any amendment substantially changes the Contract, the Student may choose to withdraw from his or her Programme and terminate the Contract by written notice and the College will provide the Student with an appropriate refund taking into consideration the proportion of the Programme completed at the time of termination of the Contract.

8.3 The College reserves the right to terminate the Contract with the Student (immediately) in the following circumstances due to a breach of the Contract, the Terms and Conditions and/or other laws and regulations, by the Student (not exhaustive):

8.3.1 The Student breaches the College's or the Partner Business School's code of conduct or disciplinary rules, as determined by The College or the Partner Business School;

8.3.2 The Student has at any time during his or her studies with the College or with the Partner Business School provided to the College or the Partner Business School fraudulent, untrue or misleading information and/or documents;

8.3.3 The Student has deliberately withheld or omitted information that might be relevant to the Student's Application;

8.3.4 The Student has been refused a Student Visa;

8.3.5 The Student has at any time during his or her studies with the College or with the Partner Business School, provided to the College or the Partner Business School work, materials or other documentation that is plagiarised, not the original work of the Student (without an appropriate credit);

8.3.6 The Applicant/Student requires a Visa and the College believes that the issuance of a Acceptance Letter would breach the Immigration Rules;

8.3.7 The College believes that the performance of the Contract would bring the College or Partner Business School in to disrepute;

8.3.8 The Student's behavior represents a serious risk to the safety, health and/or welfare of him or herself or others;

8.3.9 The Student commits another material breach of the terms of the Contract, which does not fall under the terms described above, where such breach is irremediable or (if such breach is remediable) the Student fails to remedy that breach within a period of 30 days after being notified in writing to do so.

8.4 In addition to term 8.3, The College reserves the right to terminate the Contract with the Student (immediately) in the following circumstances (not exhaustive):

8.4.1 The Student has successfully gained a place at another establishment within France;

8.4.2 The Student is no longer undertaking study with the College or fails to enrol/re-enrol with the College;

8.4.3 The Student fails to meet the stated progression criteria in term 7.18, of a stage of study within the set time frames and according to the requirements of the Programme;

8.4.4 The Student fails to meet the current requirements of the French Immigration Rules for International Students;

9. Refunds after Cancellation Period

9.1 Anti-money laundering rules in France require that any payment made to and confirmed as received by the College will only ever be refunded to the person who made the original payment in the source country from where the payment originated, except where the refund amount is up to a maximum of €250. In which instance, the payment may be paid in to the Student's French bank account where they are an enrolled Student at the College.

9.2 If a Student notifies the College that the Student wishes to withdraw from the Programme and terminate the Contract following term 8.1, the Student will be entitled to the following, unless term 9.3 applies:

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|---|---|
| More than 4 weeks prior to the Enrolment Date | Refund of Tuition Fees paid to the College and Other Fees Paid, minus the administrative charge of €250 |
| 4 weeks prior to Enrolment Date | Refund of Tuition Fees paid to the College and Other Fees Paid, minus: (i) 15% of the Tuition Fees as Initial Costs (ii) the administrative charge of €250 |
| On and after the Enrolment Date (in months September, October, November, December, January, February, March, April, May and June) | Refund of Tuition Fees paid to the College and Other Fees Paid, minus: (i) Tuition Fee for the part of the Programme in months that has been followed by the Student, regardless whether the Student was present.* (ii) 25% of the Tuition Fees for the remainder of the Programme in months as Initial Costs (iii) the administrative charge of €250 *For a Programme that runs throughout the year, this will be calculated as follows: the costs in proportion to the number of months in which the Programme has been followed including the current month. |
| On and after the Enrolment Date (in months July and August) | No entitlement to any refund of Tuition Fees or Other Fees Paid |

9.3 If the Contract between the College and the Student is terminated by the College following term 8.3, or the Contract could be terminated by the College because the circumstances described in term 8.3 apply, and the Contract is ended by the Student, the Student will be entitled to the following:

| | |
|---|---|
| More than 4 weeks prior to the Enrolment Date | Refund of Tuition fees paid to the College and Other Fees Paid, minus: (i) the administrative charge of €250 (ii) all reasonable costs incurred by the College in investigating and dealing with the circumstance that led to the withdrawal from the Programme and termination of the Contract |
| 4 weeks prior to the Enrolment Date and after | No entitlement to any refund of Tuition Fees or Other Fees as the College will be unable to recoup its loss. |

9.4 If the Contract between the College and the Student is terminated by the College following term 8.4, term 9.2 applies, unless one of the following terms applies:

9.4.1 In the case the Student fails to gain a Student Visa and has not enrolled, the previous term (9.4) only applies when the Student has provided a copy of the refusal. If the Student cannot provide mentioned evidence, term 9.3 applies;

9.4.2 In the case a Student Visa and/or Residence Permit has been applied for based on College/ICN Business School Acceptance Letter and the Student has gained a Student Visa on this basis and the Student fails to enrol or re-enrol, or transfers to another institution within France and the Student fails to notify the College four weeks before the Enrolment Date, term 9.3 applies;

9.4.3 In the case a Student Visa has been applied for by the Partner Business School to a Student and he/she has gained a Student Visa on this basis and the Student has enrolled but is no longer undertaking study with the College, the previous term (9.4) only applies when the Student has provided satisfactory evidence that

- (i) the Student is no longer in France and his or her Student Visa has been cancelled, or
- (ii) the Student has successfully gained a place at another French institution, and
- (iii) the Student attended 85% of timetabled classes, submitted all required assignments and was present at all scheduled examinations in accordance with College Academic Policies and Regulations located www.icn-internationalcollege.com/about/policies.

If the Student cannot provide mentioned evidence, term 9.3 applies.

10. Liability

10.1 Nothing in this Agreement shall exclude or limit in any way the College's liability:

10.1.1 For death or personal injury caused by the College's negligence;

10.1.2 for fraud or fraudulent misrepresentation; or

10.1.3 which cannot be excluded or limited under the laws relating to discrimination, occupier's liability or health and safety.

10.2 Subject to terms 10.1, if the College fails to comply with the terms of the Contract:

10.2.1 the College's total liability for loss or damage the Student suffered as a foreseeable result of the College's failure to provide the Programme, either at all or to a reasonable standard or in accordance with any pre-contract information provided to the Student/Applicant, shall not exceed the total Tuition Fees payable to the College and any reasonable costs already incurred by the Student in relation to the Programme, such as visa fees, accommodation costs and travel costs directly relating to the Programme; and

10.2.2 the College shall not be liable for any loss or damage that is not foreseeable.

Loss or damage is foreseeable if it is obvious that it will happen or if, at the time the Contract between the College and the Student was made, both the Student and the College knew it might happen.

10.3 Where the Student is an International Student and the Partner Business School loses its ability to accept International Students the College and Partner Business School's liability to such student will be limited to refunding all Tuition Fees paid to the College for the academic year in which the College loses its International education provider status and any reasonable costs already incurred by the Student in relation to the Programme for that academic year, such as visa fees, accommodation costs and travel costs directly relating to the Programme.

10.4 The College accepts no responsibility for any miscommunication that may arise where the Student/Applicant (as applicable) has provided incorrect or out of date contact details or has not kept his or her contact details up to date. It is the Student/Applicant's (or parent/guardian's if the Student/ Applicant is under 18 years of age) responsibility, to provide and confirm, when asked to do so, correct contact details (and to keep those contact details up to date) for communication purposes. The College reserves the right to correct any such details or omissions.

11. Events Outside College Control

11.1 The College will not be liable or responsible for any failure to perform, or delay in performing, any of the College's obligations under the Contract caused by an event outside the College's reasonable control ("Event Outside the College's Control"), including:

- (i) terrorist attacks or security threats;
- (ii) industrial action by College staff or third parties;
- (iii) damage or interruption to buildings, facilities, or equipment;
- (iv) fire or flood;
- (v) severe weather conditions;
- (vi) civil disorder;
- (vii) changes in applicable laws, regulations, actions or delays by any government authority; or
- (viii) refusals by any such authority to grant any necessary licenses or permits.

11.2 The College's obligations under the Contract will be suspended for the period that the Event Outside the College's Control continues, and the time to perform these obligations shall be extended for the duration of that period. The College will take reasonable steps to find a solution by which the College's obligations under the Contract can be performed despite the Event Outside the College's Control. If the period of delay or non-performance continues for four weeks, either the Student or the College may terminate the Contract immediately by giving written notice to the other party, without liability.

12. Intellectual Property

12.1 The copyright, design right and all other intellectual property rights in any Programme materials and other documents or items that the College prepares or provides in connection with any Programme taught by the College or the Partner Business School will belong to the College or the Partner Business School, or our licensors, absolutely.

12.2 The Student may not use the materials, documents or other items detailed in term 12.1 for any commercial purpose.

13. Notices

13.1 Any notice or other communication given to a party under or in connection with the Contract shall be in writing and shall be delivered, to the address mentioned below, as follows:

13.1.1 by hand;

13.1.2 by post or other next working day delivery service; or

13.1.3 sent by email;

The ICN International College Address:
admissions@icn-internationalcollege.com

Student: the correspondence address and/or email address provided in the Student's Application Form (or any other address the Student notifies to the College).

13.2 Any notice or communication shall be deemed to have been received:

13.2.1 if delivered by hand or sent by pre-paid post or other next working day delivery service, at 9.00 am on the second Business Day after posting or at the time recorded by the delivery service; or

13.2.2 if sent by email, at 9.00 am on the next Business Day after the time of transmission unless a notification of non-delivery is received by the sender.

13.2.3 This term does not apply to the service of any proceedings or other documents in any legal action.

14. General

14.1 If any court or competent authority decides that any of the terms of the Contract are invalid, unlawful or unenforceable to any extent, such term will, to that extent only, be severed from the remaining terms, which will continue to be valid to the fullest extent permitted by law.

14.2 If the College does not insist immediately that the Student do anything he or she is required to do under the terms of the Contract, or if the College delays in taking steps against the Student in respect of the Student breaking the Contract, that will not mean that the Student does not have to do those activities and it will not prevent the College taking steps against the Student at a later date.

14.3 A person who is not party to the Contract (including any person who is responsible in whole or part for the Student's Tuition Fees) shall not have any rights under or in connection with it.

14.4 Subject to terms 7.13, 7.14 or 7.17, no variation of the Contract shall be effective unless it is in writing and signed by the Student and the College.

15. Governing Law and Jurisdiction

15.1 The Contract and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with French Law.

15.2 Each party irrevocably agrees that the courts of France shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with the Contract or its subject matter or formation.

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92800 Puteaux

E. info@icn-internationalcollege.com