

# Chinese Language and Culture for Business Terms & Conditions CLCB Flexi Programme

## I) Important dates

- Course start date: Anytime upon agreement
- Course end date: 40 hours in total, subject to the setting of session length and frequency
- Payment date: 2 weeks before the agreed course start date

**NB.** Regular class time will be aligned between the student and teacher at the enrolment. Any ad hoc change to the agreed class time must be raised with at least 48 hours' notice.

## II) Fees

- Payment or part-payment must be made for your registration to be considered complete.
- Late payments may be subject to a 5% surcharge.
- All dates above are intended until 5:00 pm UK Time.
- Applicants who pay in instalments following the below plan:

Instalment	Amount	Deadline
1	£1,290	2 weeks before start date
2	£1,290	In the week that course starts
<b>Total payable</b>	<b>£2,580</b>	

**NB.** In order to enrol on the programme, the first instalment must be paid 2 weeks before the agreed start date and the second instalment must be paid in the week that the course starts. Failure to remit payment as per above terms will result in discontinuing the programme or application failure.

Please note: if you are eligible for any discount, T&C may vary and will be discussed with our Executive Education Advisor.

## III) Withdrawal from the programme

We strongly advise you to ensure that you will be able to attend the whole course before enrolling. CIBL will not be accountable for any responsibilities regarding unforeseen changes in students' circumstances that may prevent their attendance for all or part of the course, including changes to work patterns or care obligations.

## IV) Optional China study trip and HSK exam

The China study trip is an optional component of the programme. We apply for scholarship funding on behalf of each CLCB student for the trip, which is subject to approval. If the application is successful, tuition fees for the study trip are covered. Flight tickets, VISA and accommodation are not covered. Each student is entitled to one study trip which is only valid during the calendar year that the student undertakes the CLCB course.

The package fee includes one free HSK exam which is subject to the student's own choice of whether to take it or not. If a student wants to take the HSK exam, it's the student's responsibility to complete their registration for an exam in CIBL within 5 months from the date the course starts. This free HSK exam opportunity is only valid during the time of the course.

## V) Refunds

No refunds can be given for missed classes, except when classes are rescheduled by CIBL to a different day. No refunds policy available after payment has been made. Please note: China study trip and HSK exam are optional and complimentary modules. Therefore, no refund/discount can be given to students who decide to opt out or if the application for the China study trip from Chinese University partner is unsuccessful.

**NB.** Please note refunds are processed via the LSE finance division and the procedure may take up to four weeks.

## VI) Overseas payments

Course fees can only be paid in GBP. If students process payments via overseas bank transfer any admin and/or other bank fees will be students' responsibility and cannot be credited to CIBL. Failure to remit payment as per above terms will result in discontinuing the programme or application failure.

## VII) VISA

All students will be required to show proof of valid VISA to study in the UK when submitting the application. Please note: CIBL does not offer VISA support and it will be students' responsibility to ensure they prepare the necessary paperwork to apply for VISA in their country.

## VIII) Referral reward payments

A reward of £100 is offered if you refer another student who successfully join the programme. The reward will be paid within four weeks of the closing date on the condition that the referring and referred students remain registered for the course at this time. Rewards of £100 are limited to the first person referred by a student registered to attend a current or future CLCB programme. Referral must be sent via e-mail to the Programme Manager, [Fang Pan](#). Students may make unlimited referrals, with a reward structure as follows:

Up to 9 people - £100 per referral  
Each additional referral up to 20 people - £150 per referral  
20 or more referrals – one free place on the CLCB programme.

## IX) Use of participant photos, videos, and statements

CIBL reserves the right to use any photos or videos of participants, or statements made by participants, for print, verbal, internet, or other commercial use. Requests to decline such use must be sent in writing to the Programme Manager, [Fang Pan](#).

## X) Email list

By submitting the Chinese Language and Culture for Business registration form, participants are automatically subscribed to CIBL's email list to receive news, updates and other information about CIBL. To unsubscribe from this list, participants should email a written request to the Programme Manager, [Fang Pan](#).