



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.
6. If you enrol and pay in full you will be registered with NCFE within 2 weeks of starting your course. If you are on a payment plan you will be registered upon completion of the payment plan. For all our Certificate Courses you have up to one year to complete your course and for Diploma Courses it is two years.



Academy of Wedding and Event Planning Ltd is an NCFE registered learning centre. Our accreditation by NCFE means that we have been inspected and approved by an independent and experienced educational organisation. It also means that we are audited for quality on a biannual basis by the awarding body and that we have been licensed by NCFE on the basis of our own quality systems. Registration will be withdrawn if your course is not completed within the 1 or 2 year timescale.

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 the Virtual Campus.

12. By signing this student agreement you are accepting that you:

- Are over the age of 18
- Have a standard of English language that will allow you to understand and complete this online level 3 / level 4 qualification
- Will complete your assessment tasks independently and that the work you submit for assessing is original work (please see our policy on plagiarism for further details)

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 our Learning Management System;
- 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 their Learning Management System.

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 instalments, 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 instalments on or before the due date.

18. If you fail to pay any instalment 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 the Learning Management System;

- 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 listed below:

- Certificate in Wedding Planning – 1 Year
- Certificate in Event Planning – 1 Year
- Certificate in Event Design – 1 Year
- Certificate in Wedding Styling – 1 Year
- Diploma in Wedding Planning, Styling and Design – 2 Years
- Diploma in Wedding and Event Planning – 2 Years
- Diploma in Floral and Event Styling – 2 Years
- Diploma in Wedding Venue Coordination – 2 Years
- Advanced Diploma in Special Event Planning and Design – 2 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 admin@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 admin@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 fourteen (14) 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 admin@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.

32. Initial complaints regarding grading and standards of a student's work will be referred to the Internal Quality Assessor (IQA). If the issue is still in dispute after referral to the IQA then the IQA will raise the matter with the Academy External Quality Assessor (EQA) who is an NCFE representative. The EQA decision will be the final decision as the Academy awarding body representative.