



1.3 **How we may contact you.** If we have to contact you we will do so by telephone or by writing to you at the email address you provided to us on your booking through our eStore.

1.4 **“Writing” includes emails**  
terms, this includes emails.

## **2 The University’s contract with you**

2.1 By completing online booking process for a place in relation to your Course Module or Course Modules (**“Booking”**), you automatically enter into a legally binding contract with the University on these Terms.

2.2 You will receive a written confirmation of your Booking. Joining instructions will be forwarded to you prior to the start of each individual Course Module.

## **3 Non-financial obligations on you**

3.1 You accept and agree to be bound by and comply with:

3.1.1 All University policies published and as they may be updated and amended from time to time on our website [https://www.law.ac.uk/7.58/Span #6\(/\)-4B2C.04 reW\\*nQ](https://www.law.ac.uk/7.58/Span #6(/)-4B2C.04 reW*nQ)

- 4.3 The Course Fees exclude the costs of the PCLL Conversion Examinations (the PCLL Conversion Examinations (and any resits or reassessments which you may be required to take associated with the PCLL Conversion Examinations). The Course Fees also exclude lunch, travel and accommodation costs.

## **5 PPC Incentives and Awards**

- 5.1 If you have been awarded a University scholarship, bursary, award, PPC Incentive (as defined in the PCLL Conversion Examinations Preparatory Course (PPC) Incentives Terms and Conditions available at <https://www.law.ac.uk/student-terms-and-conditions/>), or any other promotional discount (each an "Award"), you will receive your Award according to the specific terms and conditions applicable to that Award.
- 5.2 You may be eligible for a PPC Incentive when booking your Course Module or Course Modules. For information regarding any PPC Incentives that you may be eligible for, please refer to the PCLL Conversion Examinations Preparatory Course (PPC) Incentives Terms and Conditions available at <https://www.law.ac.uk/student-terms-and-conditions/>.
- 5.3 Where applicable, you may be eligible for more than one PPC Incentive at the same time. Please refer to the PCLL Conversion Examinations Preparatory Course (PPC) Incentives Terms and Conditions available on <https://www.law.ac.uk/student-terms-and-conditions/> for further information.
- 5.4 Please be aware that some PPC Incentives cannot be awarded in conjunction with others, for example the Alumni Discount is not available with the PPC with Exemption (Business Associations) Discount. For further information please refer to the PCLL Conversion Examinations Preparatory Course (PPC) Incentives Terms and Conditions.
- 5.5 Please note that PPC Incentives, Awards and any other discounts are not available when booking individual modules of the PPC..
- 5.6 Any award of any PPC Incentives, Awards or other discounts are always made at the

## **6 Assessments**

- 6.1 The University does not conduct or make arrangements for you to sit the PCLL Conversion Examinations or any other related assessments. These are provided

through a third-party provider, PCLL Conversion Examination and Administration  
**PCEA** . You are responsible for making your own direct arrangements to sit  
the PCLL Conversion Examinations. Further details of the PCLL Conversion  
Examinations can be found at <https://www.pcea.com.hk/>.

6.2 **You are required to pay all relevant fees for the PCLL Conversion Examinations  
direct to the PCLL Conversion Examinations Board. These fees are not included  
in the Course Fees.**

6.3

the discretion of the PCEA and the PCLL third party providers.

6.4 Delegates must bear in mind that if they undertake the PPC but then sit the PCLL  
Conversion Examinations at a later date (i.e., not immediately after undertaking the  
PPC), the assessment method and syllabus on which they will be examined may have  
changed in the interim k for any updates from the  
PCEA. Further, the PCLL entry requirements are subject to change and students  
would need to check for any updates from the PCLL providers.

## **7 Cancellation, liability and refunds**

7.1 Cancellation of this contract with the University occurs when you cancel your place on  
your Course Module or the Course Modules you have booked, or if the University  
cancels this contract for one of the reasons listed in paragraph 7.8



- 7.8.5 If you have not met the eligibility criteria for the Course Module or Course Modules and/or if you have failed to comply with the conditions attached to your offer for the Course Module or Course Modules.
- 7.8.6 If you have, in our reasonable opinion, provided us with information which is inaccurate, incomplete and/or misleading.
- 7.9 Where the University cancels your place on the Course Module or Course Modules in the circumstances set out in paragraph 7.8 you may not be entitled to any refund of the Course Fee already paid. The extent of your fee liability and refund entitlement will vary depending on the date you cancel your contract with the University..
- 7.10 The University may also cancel any Course Modules where:
- 7.10.1 there are not enough students confirmed on your Course Module or Course Modules;
- 7.10.2 if the running or continuation of the Course Module or Course Modules becomes unviable or practically impossible for the University or the University cannot run the Course Module or Course Modules for reasons beyond its reasonable control.
- 7.10 If the University cancels your Course Module or Course Modules for the reasons listed in paragraphs 7.10.1 or 7.10.2, in each case, the University will offer you an alternative start date for your Course Module or Course Modules. Should an alternative date not be available, the University will refund you in full for any part of the Course Fees you have already paid that has not been fully delivered. For example, if you have paid for both modules 'Commercial A' and

8.3 All Deferral requests must be made up to 14 days before the start date of a Course Module. You may only request a Deferral once, to a later start date commencing within 12 months of your original Course Module s start date.

8.4 Decisions on any request to Defer will be made by the University in its sole discretion.

8.5 Any request to Defer must be made by email to [Studentinfo-HongKong@law.ac.uk](mailto:Studentinfo-HongKong@law.ac.uk).

8.6 Any payments due to the University must be up to date at the time of your request to Defer.

8.7 The Course Fees on the later Course may increase. If you Defer your Course Module or Course Modules, you will be required to pay to the University the increase (if any) in the Course Fee which applies at the date you start or re-start your Course Module or Course Modules.

8.8 The BT/F.15/38g07rse

## **11. Your use of the University's materials**

11.1 Where the University provides you with any materials for your Course Module or Course Modules (including reading lists, software applications, lecture notes), you may only use those materials in accordance with the



