



**UNIVERSAL COLLEGE** *Of*  
**HEALTH & MEDICAL SCIENCES**

*Unus pro omnibus, omnes pro uno.*

[www.uchmsc.com](http://www.uchmsc.com)

## **TERMS AND CONDITIONS OF ENROLMENT**

When you complete and return an enrolment form, or submit an electronic form online you are automatically agreeing to be voluntarily bound by contract to the UCHMSc terms and conditions, policies and procedures.

We make you tick a box to confirm this when submitting an electronic form and also make you take a mini-assessment at the beginning of each course.

This is so that you are fully aware of your rights and responsibilities.

These terms and conditions are governed by the Policies and Procedures that are available in full for download online.

We assume that you have consulted them before you enrol so that you are fully aware of your rights and responsibilities as a student of the UCHMSc.

### **IN GENERAL:**

We aim to provide a high-quality learning service to all our students that is open, transparent, safe, secure, fair, legal and accessible to all in a nurturing environment with mutual respect for each others time and effort.

All students are bound by voluntary contract to the policies and procedures of the UCHMSc and its associates eg awarding or accrediting bodies.

You have a right to ask for an initial assessment so that we can identify areas where you may need additional career guidance, help and support to help you reach your goals realistically, safely and competently.

You have a right to a personal tutor whom you can contact for pastoral, administrative and subject-specific help and guidance.

You have a right to ask for reasonable adjustments, and special factors being taken into account to help you reach your goals so long as they do not compromise the safety and validity of the award you are studying.

You have a right to equal opportunities in accordance with our equal opportunities charter.

Your health and safety will be guarded in accordance as far as possible with our health and safety policy, and risk assessments whilst on practical training in our establishments, and in accordance with the law.

You have a right to fair assessment and verification processes.

You have a right to privacy and confidentiality, and everything will be done to safeguard your information.

You have a right to appeal or complain.

**In return, you must adhere to all policies procedures, terms and conditions.**

Do not cheat or plagiarise. Always cite and reference as appropriate.

Respect others involved in your learning experience eg teachers, staff and other students.

Guard against and report harassment (of any kind), malpractice, racism, and radicalisation in line with UK law.

Commit fully to your course, and study hard.

Seek help, and guidance when you need it so as not to get bogged down with problems.

Pay fees on time. Otherwise, cash flow problems may interfere with the smooth running of the course. If you have financial problems, you should ask your tutor or our admin staff for help. There are lots of things that we can do to help and take pressure off you, to give you breathing space.

Observe ethics and discipline that apply to your profession/course.

Put the college email [uchsc\\_ac\\_uk@hotmail.co.uk](mailto:uchsc_ac_uk@hotmail.co.uk) into your safe sender's list, or you may miss important notifications and information.

You should always check the practice and licensure rights in your location before you enrol. We can only guarantee professional registration and licensure in the UK.

If you are converting a Udemy course to an accredited course.

If you are international you have two options.

Option 1. Complete theory exam for CPD certificate.

Option 2. Complete theory exam and submit a practical video via WhatsApp for assessment in accordance with the performance criteria by one of our tutors.

We recommend Option 2. So that you can have a practical element included on your transcript. This may be a legal or licensure requirement in your location.

You may have opportunities to undertake live Zoom lessons with a tutor and other students. You should always take these opportunities for tutorials.

If you are located in the UK and wish to convert a Udemy course to an accredited course.

You must complete Option 2. Both theory and practical elements.

This is a British and International Association of Health and Aesthetics accreditation and insurance requirement. The qualification wouldn't be worth the paper it's written on otherwise.

You can complete practicals and practical assessments via Zoom or face-to-face. Face-to-face clinical training may be charged extra depending on your course. You will be told this in advance before you enrol.

Our courses are accessed digitally and are covered by international copyright law. They may not be copied, shared, or saved in any way without our written permission. We will pursue all violators to the fullest in every jurisdiction for IP theft.

Refunds; We will not issue a refund even if you have enrolled on a course by mistake. This is what course descriptions are for, and we offer help and guidance before you enrol. We may, however, credit you or change your course for you at our discretion.

Students who get refunds using their credit/debit cards will be subject to us making a claim through a court and engaging a debt collection agency, which may also incur extra charges, interest, court fees, bailiff fees etc.

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