SOLICITORS' QUALIFICATION EXAMINATIONS (“SQE”) TERMS AND CONDITIONS

STUDENTS WISHING TO STUDY IN THE UK OR ONLINE

Effective date: 9th February 2021

These terms and conditions (“Terms”) apply only to the learning and preparation packages designed and delivered by the University of Law Limited (the “University” or “we”, “us” or “our”) relating to the Solicitor’s Qualification Examinations:

- SQE1 Preparation Course
- SQE2 Preparation Course
- SQE1 Exam Prep Course
- SQE2 Exam Prep Course
- SQE Law Essentials

(“the SQE Courses”).

For the avoidance of doubt, any courses not listed in these Terms will be covered by the University’s Non Hong-Kong Terms or Hong Kong Terms as applicable. For further information visit the University website here.

The specific detail of the SQE Course you book and the applicable fees for that SQE Course will be as set out on the University’s website and in the booking confirmation you will receive from the University (as described in paragraph 2 of these Terms). These are the Terms on which the University will supply the relevant SQE Course to you.

Your Booking in relation to an SQE Course in accordance with paragraph 2 of these Terms may have immediate cost implications and may create financial commitments.

Please read these terms carefully before you book your SQE Course to the University. These Terms tell you who we are, how we will provide the SQE Course to you, how you and we may change or end the contract, what to do if there is a problem and other important information. If you think that there is a mistake in these Terms, please contact us to discuss.

1 Information about us and how to contact us

1.1 Who we are. We are the University of Law Limited a company registered in England and Wales. Our company registration number is 07933838 and our registered office is at 2 Bunhill Row, Moorgate, London, England EC1Y 8HQ. Our registered VAT number is 151683901.

1.2 How to contact us. You can contact us in relation to the SQE Courses by telephoning our Programme Administration team at 01483 405679 or by writing to us at ProgrammeAdmin@law.ac.uk.

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 in your order.

1.4 “Writing” includes emails. When we use the words “writing” or “written” in these terms, this includes emails.
2 The University's contract with you

2.1 By completing the University's online booking process for a place in relation to an SQE Course ("Booking"), you automatically enter into a legally binding contract with the University on these Terms.

2.2 You will receive an email confirmation of your Booking within one (1) business day of the Booking. If you do not receive this, please promptly contact ProgrammeAdmin@law.ac.uk for further assistance.

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 from time to time on our website https://www.law.ac.uk/policies/

3.1.2 all rules and regulations relating to the SQE Courses contained in the student handbook; and

3.1.3 the University’s own academic, language and other requirements for your SQE Course as notified to you or made available to you on the University website https://www.law.ac.uk ("Requirements").

4 SQE Course fees

4.1 We review our fees on an annual basis, taking into account UK inflation rates and other costs. Further information on our fees can be found here https://www.law.ac.uk/student-terms-and-conditions/fees-and-instalment-schedules/

4.2 The SQE Course Fees exclude the cost of the SQE assessments (and any resits or reassessments which you may be required to take). All SQE assessment fees are payable direct by you to the Solicitors Regulation Authority assessments provider. See further paragraph 6.

5 SQE Incentives

5.1 The University may make available (in its discretion) certain awards, bursaries, scholarships or other discounts and incentives in relation to the SQE Courses (each an "SQE Incentive"). For details of the SQE Incentives that may be available to you (if you meet the relevant eligibility criteria) please visit the website here.

5.2 If you are eligible to receive a SQE Incentive, this will be made available to you on the specific terms and conditions applicable to that SQE Incentive as detailed in our SQE Incentive Terms and Conditions here. The SQE Incentive Terms and Conditions will apply in addition to these Terms.

6 SQE Assessments

6.1 The University does not conduct or make arrangements for you to sit the SQE assessments, which are provided by the Solicitors Regulation Authority ("SRA") through a third party provider. You are responsible for making your own arrangements direct through the Solicitors Regulation Authority provider to sit the SQE assessments (both SQE1 and SQE 2). Further details of the SQE assessments can be found at https://www.sra.org.uk/students/sqe/sqe-assessments/.
6.2 You must pass SQE 1 before you are eligible to sit the assessments for SQE 2. SQE 1 assessments are held twice a year and if you are unsuccessful in these assessments you may be required to wait until the following year to re-sit.

6.3 The University confirms that the SQE Courses have been designed by the University to enable you to meet the requirements of the SQE assessments as notified by the SRA provided that you have completed the University’s recommended study before sitting your SQE assessments.

6.4 You are required to pay all relevant fees for the SQE assessments direct to the SQE assessments provider. These fees are not included in the SQE Course Fees.

7 Cancellation, liability and refunds

7.1 Cancellation of this contract with the University occurs when you cancel your SQE Course place, or if the University cancels this contract for one of the reasons listed in paragraph 7.8 below (“Cancellation”).

Your right to cancel

7.2 To exercise your right to cancel your participation in an SQE Course you must inform us of your decision to cancel by a clear statement sent by email to ProgrammeAdmin@law.ac.uk or via the eStore. You may also cancel by telephone +44 (0) 1483 405679.

7.3 The University will acknowledge your Cancellation within 24 hours of receipt. If you do not receive this acknowledgement please either re-send or contact us on +44 (0)1483 405679. We recommend you keep a copy of your acknowledgement of cancellation.

When you may cancel & fees you may still need to pay when you cancel

7.4 Early cancellation: you may cancel your SQE Course:

7.4.1 within 14 days of Booking (known as “the Cooling Off Period”); or

7.4.2 no less than one calendar month before the start of your SQE Course;

in which case any SQE Course Fees you have paid will be refunded to you in full however, the University will be entitled to deduct a charge from the refund owed to you where your SQE Course starts or is running during the Cooling Off Period or you have accessed any digital content (including course materials) before cancelling. We have explained your right to cancel and what sums we may deduct from any refund due table in paragraph 7.7.

7.5 Other cancellation: you may cancel your place on an SQE Course at any other time, however, you may not be entitled to a full refund of your SQE Course Fees and we will deduct a charge for any digital content (including course materials) that you have accessed before you cancel. We have explained your rights to cancel and what you may still be responsible for paying in the table in paragraph 7.7.
7.6 Cancelling your booking with the University will mean that you will not be permitted to attend the course you have booked.

7.7 Table summary of cancellation rights and refunds:

<table>
<thead>
<tr>
<th>Date on which you cancel</th>
<th>Refund you will get on your SQE Course Fees (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>You cancel on or before:</td>
<td>Any SQE Course Fee already paid will be refunded but the University will be able to deduct from your refund:</td>
</tr>
<tr>
<td>(1) the end of the Cooling Off Period and your SQE Course has not yet started;</td>
<td>• where you have accessed any digital content (such as SQE Course materials) before cancelling, a reasonable charge for the digital content you have accessed.</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>(2) at least one calendar month before the start date of your SQE Course.</td>
<td></td>
</tr>
</tbody>
</table>

You cancel on or before the end of the Cooling Off Period but your SQE Course has already started.

Any SQE Course Fee already paid will be refunded but the University will be able to deduct from your refund:

• a reasonable and proportionate sums commensurate with the amount of time that your SQE Course has been running up to the date of cancellation;

• where you have accessed any digital content (such as SQE Course materials) before cancelling, a reasonable charge for the digital content you have accessed; and

• a reasonable administrative fee to cover the University’s costs and expenses incurred in dealing with the Booking up to the point of cancellation.

You cancel after the end of the Cooling Off Period once your SQE Course has started but you cancel within two months from the start date of your SQE Course.

You will be entitled to a reasonable and proportionate refund on any SQE Course Fee already paid commensurate with the amount of time that your SQE Course has been running up to the date of cancellation.

However, the University will be able to deduct from your refund:
<table>
<thead>
<tr>
<th>You cancel at any other time after the end of the Cooling Off Period.</th>
<th>You will not be entitled to any refund on any SQE Course Fee already paid.</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will be still be liable for any outstanding SQE Course Fee owing to the University if you have opted to pay for your SQE Course by instalments.</td>
<td></td>
</tr>
</tbody>
</table>

### The University’s right to cancel

**7.8** The University reserves the right to refuse or cancel your booking on your SQE Course for any of the following reasons:

7.8.1 If you have any outstanding debt owed to the University in respect of any other University courses.

7.8.2 If you fail to supply any requested documentation prior to registration with the University that is required to confirm your eligibility to study in the UK (see paragraph 11).

7.8.3 If you fail to supply upon registration a valid passport or other acceptable form of ID or any documentation which is required by the Home Office (see paragraph 11).

7.8.4 If you fail to take up your place at the start of your SQE Course.

7.8.5 If you are found to have committed gross misconduct or found guilty of a serious criminal offence.

Where the University cancels your place on an SQE Course in the circumstances set out in this paragraph 7.8 for something you have done wrong you may not be entitled to any refund of the SQE Course Fee already paid.

**7.9** The University may also cancel a SQE Course where:

7.9.1 there are not enough students confirmed on your SQE Course or if the number of students confirmed on your SQE Course exceeds the number of places available on your SQE Course; or

7.9.2 if the running or continuation of your SQE Course becomes unviable or practically impossible for the University or the University cannot run the SQE Course for reasons beyond its reasonable control,
in each case, the University will offer you an alternative start date for your SQE Course. Should an alternative date not be available, the University will refund you in full for any part of the SQE Course Fees you have already paid that has not been fully delivered. For example, if you have paid for both SQE Courses 1 and 2 and SQE 1 has been delivered but the University cancels SQE 2, the University will refund you for SQE 2. The University cannot be held responsible to you for any remedy, damages or compensation beyond this.

8 Deferral & Intermission

8.1 You may request to cancel your current reserved SQE Course place and reserve a new place to start at the beginning of a later SQE Course (“Defer” or “Deferral”);

8.2 Deferral may not be available on all SQE Courses and there is no automatic right to Defer. Decisions on any request to Defer will be made by the University in its discretion.

8.3 Any request to Defer must be made by email to ProgrammeAdmin@law.ac.uk.

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

8.5 Upon Deferral any SQE Course Fee you have paid will be retained and carried over.

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

8.7 The University will confirm via e-mail whether or not your request to Defer has been approved and your fee liability.

8.8 If you Defer, you may no longer be entitled to receive any SQE Incentive, that was originally offered to you. The University will advise you if this is the case.

9 Transfer

9.1 A request to transfer is an application to transfer to another SQE Course, mode of study and/or University Campus on these same terms (“Transfer”).

9.2 Transfer is not available on all SQE Courses and there is no automatic right to Transfer. Transfer may be accepted between full time and part time courses; between face to face and online courses; and between Campus locations.

9.3 You may request to Transfer before or after the start date of your SQE Course.

9.4 A Transfer request must be made via e-mail to the relevant address below, explaining why you wish to Transfer and the SQE Course, mode of study and/or the University Campus to which you wish to Transfer. Please include your full name and/or student reference number in your e-mail. All requests should be sent by e-mail to: ProgrammeAdmin@law.ac.uk.

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

9.6 Course fees on another course, mode of study and/or University Campus may differ from those in your original SQE Course. The University will notify you of any
additional course fees you will be required to pay to Transfer your course. If the fee for the course to which you would like to Transfer is:

9.6.1 more than the SQE Course Fees you have already paid – you will be required to pay an additional sum to the University to make up the difference; or

9.6.2 less than the SQE Course Fees you have already paid – the University will refund the difference to you (but may be entitled to make a deduction for any digital content (including course materials) that you have already accessed during your original SQE Course).

9.7 All transfer requests will be considered by the University on a case by case basis. The University will confirm via e-mail whether or not your request to Transfer has been approved and your fee liability.

10 Your use of the University’s systems and materials

10.1 Where you have access to the University’s information technology systems, or access to other learning platforms or mobile applications (together known as the “IT Services”), you may be required to sign up to additional terms and conditions relating to the use of those IT Services when you first access those IT Services. You must ensure you read and accept those terms and conditions to be able to continue to use those IT Services.

10.2 Where the University provides you with any materials for your SQE Course (including reading lists, software applications, lecture notes in any format or media), you may only use those materials in accordance with the University’s Intellectual Property Policy for Students which is available on the University’s policies page at: https://www.law.ac.uk/policies/.

11 Overseas Students

11.1 If you are an overseas student it is your responsibility to obtain from the Home Office a Visa, which:

11.1.1 authorises you to remain in the UK in order to study your SQE Course; and

11.1.2 extends for the duration of the SQE Course.

11.2 Please note that the SQE Course is not eligible for Student Route Visa sponsorship. However, you may require another type of Visa to attend study weekends or assessments. In these circumstances, the University will provide you with an immigration letter containing the information regarding your course where that is required by the Home Office.

11.3 If you require an immigration letter, please contact Student Immigration Compliance & Advice at visacompliance@law.ac.uk for further guidance.

11.4 If, on initial registration, you are an overseas student who is unable to produce all proof of eligibility to study on the SQE Course and any other documents reasonably specified by the University, the University may:

11.4.1 withdraw its offer of a place on the SQE Course;
11.4.2 report to the United Kingdom Home Office that we have done so; and/or
11.4.3 retain, or recover from you, any SQE Course Fees or other sums where your Cooling Off Period has expired.

12 English language requirements

12.1 The SQE Course will be taught in English and all course materials will be provided in English.

13 Changes to your SQE Course

13.1 The University will use its reasonable endeavours to deliver your SQE Course in accordance with the description given to it on the University's website at the date of the start of your SQE Course. However, the University reserves the right to make any variations to your SQE Course that it considers to be reasonably necessary including (without limitation):

13.1.1 as a result of a commissioning or accrediting body requiring certain content to be added to or changed within your SQE Course;

13.1.2 if your educational experience would be or would be likely to be impaired if changes were not made to your SQE Course.

13.2 Where the University makes changes to the content and structure of your SQE Course as well as the location, dates, times, and method of delivery and we consider that such changes would mean you receive a materially different service to what you agreed to when you booked your place on the SQE Course, we will notify you in writing and you will be given the opportunity to confirm in writing within 14 days whether you would like to withdraw from your SQE Course without further liability. We will refund the fees you have already paid, minus a reasonable deduction to cover the cost of the materials and a proportion of the programme already delivered. Where the SQE 1 modules of an SQE Course have been fully delivered, we will not refund you for that part of the SQE Course. We will not have any further liability to you for remedy, damages or compensation in this situation beyond the refund.

14 Our responsibility for loss or damage suffered by you

14.1 We are responsible to you for foreseeable loss and damage we cause you as a foreseeable result of our breaking this contract or our failing to use reasonable care and skill, but we are not responsible for any loss or damage that is not foreseeable. Loss or damage is foreseeable if either it is obvious that it will happen or if, at the time the contract was made, both we and you knew it might happen, for example, if you discussed it with us during the sales process.

15 How we may use your personal information

15.1 How we may use your personal information. We will only use your personal information as set out in our privacy policy available at https://www.law.ac.uk/globalassets/13.-media--doc-repo/08.-policies/pdf_policies_privacy-policy.pdf
16 Other important terms

16.1 We may transfer this Agreement to someone else. We may transfer our rights and obligations under these terms to another organisation. We will always tell you in writing if this happens and we will ensure that the transfer will not affect your rights under these Terms.

16.2 Nobody else has any rights under this contract. This contract is between you and us. No other person shall have any rights to enforce any of its terms. Neither of us will need to get the agreement of any other person in order to end the contract or make any changes to these Terms.

16.3 If a court finds part of this contract illegal, the rest will continue in force. Each of the paragraphs of these Terms operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.

16.4 Even if we delay in enforcing this contract, we can still enforce it later. If we do not insist immediately that you do anything you are required to do under these terms, or if we delay in taking steps against you in respect of your breaking this contract, that will not mean that you do not have to do those things and it will not prevent us taking steps against you at a later date. For example, if you miss a payment and we do not chase you but we continue to provide the SQE Course to you, we can still require you to make the payment at a later date.

16.5 Which laws apply to this contract and where you may bring legal proceedings. These terms are governed by English law and you can bring legal proceedings in respect of the products in the English courts.

16.6 Complaints Procedure. If you wish to make a complaint about the University or any aspect of your SQE Course please refer to Complaints - Student Guide (Q9.2.3) for guidance.

16.7 Changes to legislation and regulatory requirements. Reference in these Terms (or in our policies, rules, regulations or Requirements at paragraph 3.1 above) to any:

16.7.1 Statute, regulation or other legislation, including subordinate legislation;

16.7.2 Government agencies, departments or regulatory bodies, such as UK Visas and Immigration and the Home Office;

16.7.3 Requirements imposed by Government agencies or departments or regulatory bodies

shall include any replacement, amendment, re-enactment or extension of such legislation, department, agency or requirement as made from time to time.