

The Blavatnik School of Government

Executive Public Leaders Programme

Terms and Conditions

This agreement is made between The Chancellor Masters and Scholars of the University of Oxford on behalf of its Blavatnik School of Government (“**the Blavatnik School**”) and applicants and participants of the Executive Public Leaders Programme.

1. The course

- 1.1. The Blavatnik School will endeavour to deliver the Programme as described on the School’s website; however, the School reserves the right to make alterations to the Programme, including the timetable, location, content and method of delivery in response to operational demands.

2. Fees and deposit

- 2.1. Where your offer to attend the Programme is made more than 30 days before the commencement of the Programme, you will be invoiced in two stages. Once you have confirmed your place we will request a deposit payment of £10,000. You will have 30 days to make this payment in order to secure your place.
- 2.2. Your place on the Programme will only be confirmed following receipt of the deposit payable or confirmation that you have received a scholarship. Failure to pay the invoiced fees in full will mean that you are not able to attend the Programme.
- 2.3. If you are receiving funding to attend from another institution, your sponsor (e.g. place of employment or other funding body) must adhere to these same payment terms.
- 2.4. All payments must be in GB Pounds Sterling. You must pay any currency conversion costs or other charges incurred in making the payment or in processing a refund.

3. Cancellation by the Blavatnik School

- 3.1. The Blavatnik School may cancel the contract with a participant to provide the Programme by giving notice in writing not less than four weeks before the commencement of the Programme. In such circumstances the School’s liability is limited to a refund of any fees already paid in respect of the Programme.

4. Cancellation by you

- 4.1. You may cancel your place with the Blavatnik School up to 6 weeks prior to the commencement of the Programme. In such circumstances, we will provide a full refund of any deposit received.
- 4.2. Subject to paragraph 4.1, you may cancel your enrolment on a Programme at any time by giving the Blavatnik School notice in writing (eplp@bsg.ox.ac.uk). The following fees will be payable if you or your sponsor must cancel:
 - 6 weeks’ notice or more prior to the commencement of the Programme: **no cancellation fee payable**
 - Between 6 weeks and 2 weeks prior to the commencement of the Programme: **50% of the Programme fee**
 - 2 weeks prior to the commencement of the Programme: **100% of the Programme fee**
- 4.3. If we do not receive written notification and you do not attend, the full Programme fee will be retained as a cancellation fee.

5. Transfers prior to commencement of the Programme

- 5.1. Participants may, subject to approval by the Programme Director, transfer to the following year Programme, provided that the Blavatnik School is notified prior to the commencement of the original Programme and on payment of the following transfer fees:
 - 6 weeks’ notice or more prior to the commencement of the original Programme: **No transfer fee payable**

- Less than 6 weeks' notice prior to commencement of the original Programme: **A flat rate of £500.**
 - The transfer fees are payable in addition to the full new Programme fee.
- 5.2. Participants are eligible for one transfer only.
- 5.3. In exceptional circumstances replacement candidates may be accepted at the discretion of the Programme Director. A completed application is required in adequate time to review and process the application. The School reserves the right to reject substitute candidates and require payment of the above transfer fees.

6. Your responsibilities

It is your responsibility:

- 6.1. To act as a responsible member of the University's community, including treating other members of the community and the public with courtesy and respect.
- The University does not tolerate any form of harassment (verbal, physical, sexual) and/or victimisation and expects all members of the University community, its visitors and contractors to treat each other with respect, courtesy and consideration.
 - The University is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all members of the University community are respected.
 - The full policy can be found by visiting:
http://www.admin.ox.ac.uk/media/global/wwwadminoxacuk/localsites/equalityanddiversity/documents/harassment/Harassment_Policy_and_Procedure_MT14_Final.pdf
- 6.2. To participate actively learning and to support the learning of others. You agree to arrive promptly and to carry out all relevant preparation for Programme sessions. If you fail to do so without proper reason, then we reserve the right to exclude you from sessions or from the Programme as a whole (and to notify your funder of this if your fees are being paid to us directly by a third party) to ensure that your behaviour does not have a detrimental effect on the experience of other Programme participants. You are expected to attend all five-days of the Programme.
- 6.3. To ensure that your tuition fees are paid when they are due. You are responsible for any non-payment even if your fees are being paid by a third party.
- 6.4. To obtain an appropriate visa (if necessary) and abide by any visa conditions. Failure to do so may result in non-attendance on the programme or legal action.
- We encourage all applicants to apply for 'express service' to guarantee visa entry into the country for the programme. You may check current visa processing times, by visiting:
<https://www.gov.uk/visa-processing-times>.
 - It is the responsibility of each participant to check UK visa regulations for their own country and to apply in enough time to come on the programme.
 - Cancellations due to visa delays or denied applications are subject to the cancellation terms set out in paragraph 4.
- 6.5. Should you contravene the standards set out in the Terms and Conditions, the following may apply.
- Withdrawal of the right to attend the programme, including the right to participate in lectures, seminars and extra-curricular activities;
 - Withdrawal of scholarships, including scholarship benefits (accommodation, catering, travel) for the remainder of the programme;
 - Non-issuance of certificates of participation or completion.

7. Governing law

- 7.1. This Agreement shall be governed by and construed in accordance with English law. In the event that the mediation is unable to resolve any issue, the English courts shall have exclusive jurisdiction to deal with any dispute which may arise out of or in connection with this Agreement.

8. Third parties

- 8.1. For the purposes of the Contracts (Rights of Third Parties) Act 1999 this Agreement is not intended to, and does not, give any person who is not a party to it any right to enforce any of its provisions.

By submitting your application to the Programme, you accept these terms and conditions.