

The London School of Architecture

Student Contract and Terms and Conditions 2024/25 and 2025/26

By enrolling with the London School of Architecture ('LSA'), you shall accept all of the terms and conditions set out in this contract (the 'Contract') which will form a legally binding agreement between you and the LSA. Therefore, if you have any questions or concerns about the contents of this contract, please discuss these with the LSA prior to enrolling.

1. Acceptance onto the course

1.1 We look forward to welcoming you as a student of the LSA on our taught programme for the academic years 2024/25 and 2025/26. This acceptance is given on the basis that you have met all the conditions of your offer and that, where requested by the LSA, you will provide evidence of the same. If it transpires at any stage that any of the conditions of offer have not been met, we reserve the right to expel you from the course as outlined in the Institutional Handbook.

1.2 Upon the successful completion of your two-year course, you will receive the MArch in Designing Architecture, to be awarded by the University of Liverpool (the University), subject to validation. You accept that your progression on your programme and your final award are not guaranteed and are dependent on your academic performance.

1.3 You will register at the LSA and complete the registration process for the University of Liverpool. As a registered student at the University of Liverpool, you are subject to their terms and conditions: <https://www.liverpool.ac.uk/media/livacuk/student-administration/sas/studentadministration/Standard,Programme,Terms,and,Conditions,-,APPROVED,Effective,0923.pdf>

1.4 You accept that you must provide your own computer and subject-related software for your course. This will not be provided by the LSA or the University. Students who qualify for [Disabled Students Allowance \(DSA\)](#) may receive additional support for costs for hardware, software and non-medical help/support.

2. Key documents

2.1 You agree that you will comply with all your obligations and the procedures and policies set out in:

- (a) The Course Handbook;
- (b) The Institutional Handbook;
- (c) Your Conditional Offer letter

(the 'Documents'). The Documents form part of this Contract. You agree to make yourself familiar with all regulations set out, or referred to, in the Documents including in relation to your course and module requirements and all our procedures set out, or referred to, in the

Documents including in relation to student misconduct and your fitness to study.

2.2 The LSA will make every effort to ensure that the information provided to you about the course is accurate. However, occasionally it may be necessary to update a programme specification, website materials or the Documents due to legitimate staffing, financial, legal/regulatory, academic or other organisational reasons. Any updates to the LSA's published course information are available on the website or by contacting the Admissions Office. The LSA may also update and replace the Contract as well as the rules, regulations, policies and procedures referred to in Clause 2.1 above from time to time in order to ensure it operates efficiently and in the best interests of students and meets its obligations under the law.

2.3 Such changes will not normally affect the content of your course but might consist of matters such as updates to the rules, regulations, policies and procedures owing to changes in the law.

2.4 Any minor amendments made by the LSA to the Contract will be made available on the website, which you should consult regularly.

2.5 In the event that we are required to make any significant changes to the Contract, we shall bring these changes to the attention of affected students as soon as reasonably practicable. In the case of such substantial changes, except where the change is clearly to students' benefit, the LSA will seek students' views before implementing the changes and will give students reasonable notice of such proposed substantial changes. Full details of the steps the LSA will take to minimise disruption to you are set out in the LSA's Student Protection Policy which is available on the website. You may have the opportunity of ending your Contract before the change comes into effect. You may do this by contacting admissions@the-lsa.org, in which case your studies with the LSA will terminate. You will remain liable for any fees incurred up to the date you notify us of your decision. You should consider your options carefully before deciding to end your Contract and refer to the LSA's Refunds and Compensation Policy which is available on the website.

3. Liability

3.1 You agree that you will be employed by an architects' practice which is part of our Practice Network (the 'Practice') and that you will comply with the terms and conditions of your employment contract with your Practice. You agree that the LSA shall not be responsible or liable in any way for any action or inaction of the Practice; if you have any concerns that relate to your employment, you must raise these directly with the Practice.

3.2 You agree that, if you conduct field work outside the LSA's premises, you do so at your own risk and that the LSA shall not be responsible or liable for your actions. You must take appropriate steps to ensure that any field work you carry out will not put your health or safety at risk.

3.2 The LSA shall not be liable for delays arising to the delivery of your course caused by matters outside our control. This includes but is not limited to if such delay is caused by any act or event beyond the LSA's reasonable control including war (whether declared or not), terrorist attack or threat of terrorist attack, severe weather, fire, flood, civil commotion, riot, invasion, natural disaster, restrictions imposed by government or public authorities, epidemic or pandemic disease or failures of public utilities or transport systems/networks and national emergencies ('Force Majeure Event'). If the LSA is the subject of a Force Majeure Event, we will take all reasonable steps to minimise the disruption to your course. In the event that the delay caused by a Force Majeure Event results in the complete inability to deliver your course for an unbroken period of 28 days or more then you will be entitled to end your Contract with immediate effect by contacting admissions@the-lsa.org. You should consider your options carefully before terminating your Contract and refer to the LSA's Refunds and Compensation Policy which is available on the website.

4. Keeping us updated

4.1 You confirm that you have provided the LSA with all information necessary to enable us to support your needs (e.g. in relation to any disability you have). This is an ongoing obligation throughout your time at the LSA. If at any time you become aware of any issues which may have an impact on your punctuality, attendance or participation in the course, you agree to tell us so that we can review and support you accordingly.

4.2 You agree that you will commit to full attendance throughout the two years of study and understand that for any non-attendance, you will be subject to your marks being capped.

5. Fees and Payment

5.1 Please refer to the conditional offer: payment of deposit(s)

5.2 Please refer to the website: [Tuition fees 2024/25](#)

5.3 You understand that your Practice will be paying you directly but you may choose to enter into a salary sacrifice arrangement with your Practice to allow the Practice to make payments directly to the LSA in lieu of your course fees. The LSA has provided guidance to you and the Practice on this but you must satisfy yourself that you understand the arrangement. For the avoidance of doubt, Practices are not under any obligation to enter into salary sacrifice arrangements.

5.4 You agree to pay all tuition fees promptly when they fall due. You cannot progress in the Second Year with any outstanding tuition fees and furthermore you will not be able to present for Second Year

vivas if fees are outstanding.

5.5 In the event that you leave the course part way through an academic term, you accept that you may forfeit that term's fees and will not be eligible for reimbursement. See the LSA's Refunds and Compensation Policy which is available on the [website](#).

5.6 You agree that you will not charge fees for your services in relation to any external clients associated with the provision of services by the LSA or the Practice without the prior written consent of the LSA and your Practice.

5.7 You agree that should you defer at any point during your studies, when you return you will be subject to the fees applicable to the year in which you return.

6. Other charges

6.1 It is the policy of the LSA to ensure that the tuition fee contains all relevant charges for your programme of study. However, you may incur additional expenditure on some items such as (but not limited to) fieldwork, specialist course materials, equipment or room hire, photocopying and printing, and supplementary instrumental tuition.

6.2 The provision of a facility or service including accommodation may be subject to an additional charge (i.e. separate from programme fees). Where this is the case, you will be informed in advance and payment for such service shall be made in accordance with any additional contract made between you and the LSA.

7. Intellectual property and data protection

7.1 All intellectual property rights created by you in connection with work on the Practice's projects belong to the Practice; all other intellectual property rights created by you in connection with work carried out during your programme of study or on other LSA projects shall belong to you and the LSA jointly.

7.2 You agree that we can use work you have created on the course for any publication or publicity relating to the LSA.

7.3 You consent to:

- (a) the LSA and the University processing your personal data for the purposes of administering the course;
- (b) your personal data being disclosed by the LSA and/or the University to the Higher Education Statistics Agency or equivalent body or to third parties (for example, progression information required by sponsors, references to potential employers, the Home Office and external bodies such as Office for Students, local authorities and the police) where necessary.

8. Complaints

8.1 If you have a complaint following your enrolment as a student at the LSA, you should follow the LSA's complaint procedure for current students, which can be accessed in Section 7 of the Institutional Handbook. This policy has been produced to help the

LSA resolve any complaints you may have as promptly, fairly and amicably as possible.

8.2 If you want to make a complaint or have any immediate concerns in relation to the admissions process, please refer to the procedure set out in the Admissions Handbook, which is on our website.

8.3 If, having raised your complaint with the LSA following the complaint procedure, you are not content with the proposed outcomes, you may refer to stage 2 of the University of Liverpool's complaints procedure. If you remain unsatisfied with the outcome, at this stage, once you have received a completion of procedures letter, you may refer to the Office for the Independent Adjudicator (OIA).

9. Your cancellation rights

9.1 You are entitled to cancel your acceptance of a place on the course and terminate the Contract within 14 days, beginning on the day after you have notified the LSA of your acceptance (the 'Cancellation Period').

9.2 In order to cancel the Contract in accordance with clause 9.1, you must clearly inform us in writing of your decision to cancel before the Cancellation Period has expired. You may use the cancellation form enclosed with the contract.

9.3 If you have made any payment under the Contract prior to the date of cancellation of the Contract under clause 9.1, then the LSA will provide you with a full refund as soon as reasonably possible but in any event within 14 days of the LSA receiving your written notice of cancellation.

The London School of Architecture

Student Contract and Terms and Conditions 2024/25

By completing and signing this document, you are agreeing to the terms and conditions in the LSA Student Contract and entering into a contractual relationship with the school.

Start date 9 September 2024

Anticipated end date June 2026

Tuition fees refer to LSA Offer Letter

Declaration

I formally accept my place on the MArch in Designing Architecture programme and have read the above Student Contract and Terms and Conditions, which I agree to comply with in full.

Student name

Student address

Signed

Date
