

GENERAL TERMS AND CONDITIONS

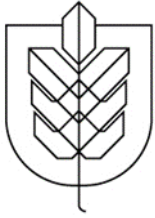
Introduction

We refer to this document as the Terms, to reflect the fact that it sets out the “terms and conditions” (Terms) that apply to the relationship between you and the Ashridge (Bonar Law Memorial) Trust (Trust). Hult International Business School Inc. and the Trust are separate legal entities that have merged operations under the common brand “Hult International Business School” which is why the Hult International Business School logo appears on these Terms.

It is important that you read this document carefully before accepting an offer as it forms the basis of the relationship between you and the Trust. It sets out the various rights and responsibilities that both you and the Trust have in relation to your study at the Trust. You should be aware that your acceptance of an offer to study at the Trust signifies your agreement to enter into a contractual relationship with the Trust on these Terms. YOUR ATTENTION IS DRAWN IN PARTICULAR TO SECTIONS 4, 7, 10, 11 and 12.

The words you or your, refer to you in each case as an applicant for study at the Trust and as a student of the Trust if your place has been confirmed. Students at the Trust are also in some circumstances referred to as Participants in recognition of their professional standing. These Terms are separated out into five core sections:

Section	Subject	Overview
Part 1	Formation of your Contract with the Trust	Describes how offers are made and accepted and provides information on how you may cancel your contract with the Trust.
Part 2	What you can expect from the Trust	Describes what the Trust is committing to do. It includes details of the Trust’s provision of your tuition and access to its facilities, creating a positive learning environment, and making provision for you to raise questions or concerns about any aspect of your time with the Trust. We specifically draw to your attention to the information regarding our right to make changes (including changes to the Program) and your rights in respect of each type of change as more fully described in section 4 of this Part 2.
Part 3	Your rights and what the Trust can expect from you	Describes your rights and responsibilities. This includes details of how complaints can be raised. It also deals with issues regarding the conduct of students in an academic context and more generally.
Part 4	Important Legal Information	This sets out various information in relation to your and the Trust’s legal rights and responsibilities. This includes



		important terms relating to the Trust's liability and its use of your data.
Part 5	The Trust's Participant Handbook and Academic Regulations	You will need to be aware of and comply with the Trust's various procedures and regulations that apply to your application to and/or your study at the Trust. These are referred to collectively as The Trust's Participant Handbook and Academic Regulations. You should be aware that the Participant Handbook and Academic Regulations may be amended from time to time by the Trust. The Terms also refer in places to specific Participant Handbook and Academic Regulations (for example, academic regulations, data protection policies), details of which can be found in this part.

Part 1 – Formation of your Contract with the Trust

1. Accepting an offer from the Trust

- 1.1. If the Trust wishes to make you an offer of a place to study (an Offer) on a degree program or other program or course of study at the Trust (a program), the terms of that Offer will be communicated to you. This will usually be done through the applicant portal.
- 1.2. In order to accept an Offer, you must communicate that acceptance to the Trust (Acceptance). The way that this is done will depend on how the Offer has been communicated to you. Typically, Acceptance can be communicated through the Acceptance Form or by written confirmation of Acceptance. Once you Accept an Offer, a legally binding contract will come into existence between you and the Trust on these Terms for the provision of education services (Contract). If a time period is specified on your offer and you do not accept an offer within this time period, it will lapse and will not be available for acceptance.
- 1.3. If you Accept an Offer to study at the Trust, your Offer and/or right to enrol and/or participate on the Program is conditional on the following conditions being met and these requirements will apply for the duration of your Program:

- (a) any conditions specified in the Offer communicated to you on the applicant portal and/or in any hard copy documentation provided to you with the Offer being satisfied (unless stated otherwise in writing) on or before the earlier of the date specified in the Offer or on which the Program is due to commence;
- (b) there must be no change in your circumstances which would make it inappropriate for you to participate in the Program or to be enrolled at the Trust. Such a change in circumstances would include anything that would entitle the Trust to
- (i) withdraw you from your Program in accordance with these terms and conditions, or
- (ii) discipline you, if you had been (at the time) a student at the Trust; and
- (c) you must comply with the Trust's processes and procedures for providing original evidence (translated into English if applicable) of the qualifications that entitle you to be registered for the Program to which you have been made an Offer. Any photocopies must be certified as a true copy by a practising solicitor of England and Wales or authenticated by a notary public. Details of the



necessary procedures will be provided shortly before enrolment. You will not be permitted to enrol unless and until such documentation has been received.

- (d) you must be able to demonstrate a good command of English to the standard acceptable to the Trust. Please note, any extra expense incurred in doing so will be your responsibility.
- (e) you must not have a criminal conviction that the Trust deems would make it unsuitable for you to be admitted to the Program. For these purposes a criminal offence excludes motoring offences for which a fine and/or up to three penalty points on a driving licence were imposed. You must inform the Trust of any criminal conviction(s) at any time.
- (f) you must register and enrol at the Trust in accordance with the Trust's instructions and by the date notified to you. If you do not register and/or enrol as required, the Trust may refuse to register and/or enrol you or charge you a late registration or enrolment fee.
- (g) you must comply with the Trust's Policies, the Participant Handbook and Academic Regulations.

1.4. Unless and until you have satisfied the conditions described in section

1.3 (or we have specifically waived one or all of the conditions in writing to you), the Trust will not be obliged to perform its obligations under the Contract as set out in Part 2 - What you can expect from the Trust and you will not be entitled to take up your place on the Program.

1.5. Applicants to the Trust should be aware that:

- (a) each year the Trust receives a significant number of applications from individuals that wish to study with us. If you make an application to study at the Trust, you are not guaranteed a place or an offer of a place to study at the Trust; and
- (b) any Offer that we make can be withdrawn or amended, by giving you written notice, at any time prior to you accepting the Offer and communicating your acceptance to us.

2. Cancelling your Contract

2.1. As you have entered into the Contract "at a distance" (i.e. without you physically attending the Trust to create the Contract), you have a legal right to change your mind within a cancellation period of fourteen (14) days from Acceptance. These rights arise under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013.

2.2. If there are less than fourteen (14) days from the date on which the Contract comes into existence and the date on which we are due to start providing the services, your Acceptance amounts to a specific instruction for us to commence providing the services during the cancellation period. You will, though, still have a right to cancel the services during the cancellation period.

2.3. If you cancel the Contract under this section 2, you are entitled to a refund of any Fees that you have actually paid prior to giving us notice of cancellation. In the rare circumstances where we have commenced providing the services to you during the cancellation period, we reserve the right to charge you a reasonable amount (in proportion to what has been supplied, in comparison with the full coverage of the Contract) for services provided up until the time you tell us that you wish to cancel the Contract. The Trust may retain some of the Fees paid by you in advance when we make a refund to you. Any Fees that are retained will be to cover any services provided by the Trust before you exercised your cancellation right under this section 2.3.

2.4. To cancel your Contract with us you will need to notify us (you can use the form contained in Appendix 1 but you are not required to) using one of the following methods:

- (a) using the process in the online applicant portal; or
- (b) by email to admissions@ashridge.hult.edu.

Part 2 - What you can expect from the Trust

3. The Trust's provision of services and what you can expect

- 3.1. The Trust commits to provide the services relevant to your Program with reasonable care and skill. More detailed information about the different aspects of your Program (including current expectations in relation to modules and assessment method(s)) is provided on the Trust's website and the Program Summary applicable to your start date is included in your Offer. If you are undertaking a taught Program, this includes tuition and learning support. If you are undertaking a research Program, this includes an appropriate supervisory team.
- 3.2. The Trust commits to make available reasonably appropriate infrastructure and facilities to support your learning. This includes, as appropriate, use of teaching and learning space, the Trust's libraries and IT facilities in accordance with the Participant Handbook and Academic Regulations.
- 3.3. The Trust commits to seek to provide a learning, working and social environment in which the rights and

dignity of all its students and staff are respected, which is free from discrimination, prejudice, intimidation and all forms of harassment including bullying. This commitment means that the Trust will work to provide an environment where its students are able to study or work free from discrimination, prejudice, intimidation and all forms of harassment or bullying. In all cases, the Trust is committed to responding to student concerns and complaints.

- 3.4. The Trust commits to provide you with ready online access to the Participant Handbook and Academic Regulations, and ensure that these are maintained and kept up-to-date. It is important that you are aware of and can access our Participant Handbook and Academic Regulations. If you have any questions about them, let us know.
- 3.5. The Trust commits to provide eligible students with the relevant award for the Program and an opportunity to attend a graduation ceremony. If you have successfully fulfilled the requirements for your Program and have complied with these Terms (including the Student Policies and Regulations), you will be eligible for the award of the relevant qualification from the Trust in accordance with the Trust's Academic Regulations (details of which are found in Part 5). For the Trust Programs, the Trust arranges

graduation ceremonies which students can attend.

- 3.6. The Trust's commitments under this section 3 apply in respect of registered students who have enrolled (and re-enrolled for each subsequent period of study where applicable) at the Trust, and the commitments are subject to the remainder of these Terms and the Participant Handbook and Academic Regulations. For example, the Trust may be entitled to suspend performance of these commitments if students have not paid outstanding Tuition Fees (defined in section 7) and/or are subject to disciplinary action.

4. The Trust's ability to make changes

- 4.1. The organisation, timetabling and operation of Programs is a significant and complex exercise. There are numerous internal and external factors which impact on how the Trust is able to manage its teaching and learning spaces and resources.
- 4.2. To ensure that our Programs can be run effectively for the benefit of our student body, we need to retain the ability to alter aspects of individual Programs where we think this is reasonable and/or it is needed. This may include changes to the timetable, location, teaching staff allocation, level and availability of supervision, number of classes, method of delivery, content,

assessment, syllabus and/or module availability.

4.3. The changes that the Trust may need to make, not including where section 12 (Events Outside the Trust's Control) applies, are categorised as follows:

- (a) Program Cancellation: This is where the Trust cancels your Program in its entirety for your intake.
- (b) Material Changes: These are changes that are classified as major modifications to the Program (or modules of the Program). Examples of the types of changes include changes to a substantial part of the Program's intended learning outcomes, the level or award or title of the Program, the credit value of the Program, location or mode of study, and a change to supervisory team for research students.
- (c) Minor Changes: These are any changes that are classified as minor modifications and could include changes to weighting of assessment, methods and criteria of assessment, balance of learning activities or changes to module titles.

We will communicate any such changes to you in a timely manner.

4.4. In the case of a Program Cancellation the Trust will use all commercially reasonable endeavours to assist you in identifying and transferring to a

replacement program that is similar to the Program at either:

- (a) The Trust (in which case this Contract will continue to apply to the Replacement Program unless specifically agreed otherwise), or
- (b) If there are none at the Trust, at another UK higher education provider in the UK, (Replacement Program). If you reasonably consider that the Replacement Program is not appropriate or the Trust is unable to identify a Replacement Program or (where applicable) the other higher education provider does not accept you on the Replacement Program, you may end your Contract and relationship with the Trust and withdraw from the Program.

4.5. Where the Trust intends to make any Material Change, we will consult with you before final decisions are taken and listen to your concerns. We will take into account the concerns of individual students and assess these against the needs of the wider student body. Where the Trust has to make a change to your supervisory team, we will liaise with you to ensure you are provided with suitable alternative supervision. If you do not agree to the proposed Material Change, you may end your Contract and relationship with the Trust by giving notice in writing to the Trust.

- 4.6. If the Trust intends to make any Minor Changes, we will notify you of the Minor Change.
- 4.7. If you transfer to a Replacement Program under section 4.5 and the Replacement Program is at:
- (a) the Trust, your liability for Tuition Fees will be based on the Tuition Fees for the Replacement Program. If the Tuition Fees for the Replacement Program are higher than the Program, you will need to pay the difference. If the Tuition Fees for the Replacement Program are lower than the Program, you will pay less or may be entitled to a partial refund.
 - (b) another UK higher education provider, you will be entitled to end your Contract with the Trust and section 4.9(a) will apply.
- 4.8. If you end the Contract under:
- (a) section 4.5, you will be entitled to a reduction in your liability to pay Tuition Fees based on the amount of academic credit you have accrued for the relevant academic year at the time the Contract ends compared to the academic credit that should have been available for the academic year. As an example, if 120 credits should be available in the relevant academic year and at the point of the Contract ends you have accrued 90 credits, you will be entitled to a 25% reduction in your Tuition Fee liability. If at termination you have paid more than 75% of Tuition Fees, you will be entitled to a refund. If at termination you have paid less than 75% of Tuition Fees, you will have to pay the remainder of the 75% of Tuition Fees;
 - (b) section 4.6, you will be treated as a withdrawing student and the rules around fee liability for interrupting and withdrawing students will apply as follows: the Tuition Fee is pro rated by module by reference to the credit weighting for that module. You are entitled to a full refund for any module that you have not started. If the Tuition Fee is not readily divisible on a pro rated basis, the calculation will be made with reference to the percentage consumption of the associated credits consumed.

Part 3 - Your rights and what the Trust can expect from you

5. Your responsibilities as a student at the Trust

- 5.1. By accepting an Offer to study at the Trust, you commit to follow the Trust's instructions and process for pre-enrolment/registration and enrolment. Once the conditions for taking your place on a Program have been met, you will need to do this before you can participate on your

Program. The Trust's instructions and the process for pre-enrolment / registration and enrolment will be set out in the offer.

- 5.2. By accepting an Offer to study at the Trust, you commit to pay your Tuition Fees and any other Fees that are payable to the Trust on time. Details of when fees become payable and how payments are made can be found in section 7 – Payment of Fees.
 - 5.3. By accepting an Offer to study at the Trust, you commit to comply with the Trust's Participant Handbook and Academic Regulations. There are a number of different Participant Handbook and Academic Regulations that are relevant to your study. The most important of these are summarised in Part 5 (together with details of how to access all other Student Policies and Regulations).
 - 5.4. By accepting an Offer to study at the Trust, you commit to provide the Trust with information about you and your academic progress. You will need to provide information to the Trust about you and your satisfaction of any conditions related to your commencing and/or continuing study, and ensure that such information is true and accurate in all respects. Once you are a student at the Trust you will need to ensure you keep the Trust up-to-date with your personal details and respond to other reasonable requests for information from the Trust.
 - 5.5. If you are a research student by accepting an Offer to study at the Trust, you commit to carry out your research effectively. This should be to an acceptable standard and within the period of study prescribed in the Regulations. You must carry out your research in accordance with the principles and procedures set out by the Trust and notified to you.
 - 5.6. You have a legal responsibility to take reasonable care of yourself and all others who may be affected by your acts and omissions, and to co-operate in enabling the Trust to discharge its legal duties with regard to health and safety, including implementation of the relevant policies of the Trust. It is a condition of registration for students that they also co-operate with the Trust in this respect.
- 6. Complaints**
- 6.1. The Trust has an established Student Complaints Procedure, which you should use for dealing with both academic and non-academic complaints that you wish to make. You should only submit a formal complaint using the Student Complaints Procedure if informal discussion (where that is appropriate) fails to resolve the matter satisfactorily and where there appear to be genuine grounds for making a complaint. You should be aware that there is a separate Policy on

Harassment and Bullying (which can be found under the Campus Processes and Policies on the MyHult platform.

- 6.2. The Office of the Independent Adjudicator (OIA) for Higher Education was designated as the student complaints scheme under the Higher Education Act 2004 and was established formally with effect from 1 January 2005. If you have a complaint and have exhausted all of the Trust's internal procedures under the Student Complaints Procedure, you may take your complaint to the OIA (subject to meeting the OIA's criteria for accepting complaints). Further details are available from the OIA web site.
- 6.3. Complaints that won't be considered by the Trust:
- (a) Admissions decisions: Unsuccessful applicants may complain about an admissions decision only if they believe that the service provided through the admissions process has not met the appropriate standard or if they believe that a procedural irregularity has affected the decision.
 - (b) Academic judgement: The Trust will not consider complaints that challenge academic judgement where due process has been observed.

7. Tuition Fees

- 7.1. During and in connection with the Program, you will be required to pay fees to the Trust (Fees). These include fees that are directly related to us providing you with tuition and learning support connected to your Program (Tuition Fees). Tuition Fees enable the Trust to function effectively as a UK higher education provider and deliver the Program to you. Fees also include other fees related to your Program (Program Fees). The amount of Program Fees payable will be different depending on the nature of your Program and the modules you choose to take. These fees relate to costs of Program-related activities such as field trips or excursions.
- 7.2. Up to date details on Tuition Fees and Program Fees can be found in the published Program Summary for your Program. With the exception of the deposit, all charges are exclusive of VAT at the rate prevailing at the time of delivery and do not include any withholding tax (if applicable) which is your responsibility to pay. Prices are subject to review annually on the 1st January each year which may increase the amount due if you are paying in instalments.
- 7.3. The Trust requires that you pay an application fee (the cost of which is stated in the Program Summary) when you apply for your place at the Trust to cover the administrative

costs associated with your application and a deposit to secure your place when you communicate your Acceptance onto a Program. Your deposit will be held and deducted from the final Fee payment due but you will not be entitled to any interest accruing during the period that the deposit is held. The Trust will not issue an invoice for the deposit but a receipt will be available if requested. The Trust is not able to process the Acceptance Form until the deposit payment is received. It is your sole responsibility to make arrangements for any loans or study visas. The Trust will only be able to support your study visa or loan application once the deposit has been received.

- 7.4. The Tuition Fees that you are required to pay are contained in the Offer and, if you Accept an Offer, on your Student Application Account. The details contained on your invoice(s) will be the definitive statement of Tuition Fees due from you.
- 7.5. You should be aware that there may be other costs associated with your study at the Trust that are your responsibility, and which are not covered by the Fees or otherwise by these Terms. For example, you may purchase books and/or other materials in connection with your Program or incur printing and photocopying charges; you may be required to make payments connected with your graduation ceremony; you may be taking a place in the Trust accommodation or renting other accommodation. If you have any questions in this regard, please contact admissions@ashridge.hult.edu.
- 7.6. You should be aware that you may also incur fines if you do not comply with certain aspects of the Participant Handbook and Academic Regulations (including for example for late return of library materials or causing damage).
- 7.7. All invoices are payable within 30 days after the date of the invoice or otherwise specified on the invoice. Payments should be remitted in GBP through the payment method notified by the Trust. You are responsible for ensuring your Fees and any other fees, charges or fines incurred by you at the Trust or in connection with your studies are paid in a prompt and timely fashion. Where a third party is making payments on your behalf, you will remain responsible for payment by that third party and so must ensure that they pay in a prompt and timely fashion.
- 7.8. If any Fees remain outstanding after the due date for payment, the Trust reserves the right to do any or all of the following:
- (a) suspend or terminate your participation in the Program and/or registration as a student at the Trust;

- (b) prevent you from re-enrolling on your Program (where applicable);
- (c) withhold any award you are entitled to; and/or
- (d) take legal action against you to recover the outstanding Fees and any interest on those amounts (calculated at an annual rate of 4% above Lloyds Bank plc base rate.

7.9. Where any of sections 7.8(a)-7.8(d) apply, the Trust will not be required to perform its obligations set out in these Terms.

8. Accommodation

8.1. The Trust can facilitate the booking of accommodation on site at Ashridge House which will be subject to confirmation, a separate contract directly with Ashridge House and payment directly by you to Ashridge House.

8.2. Accommodation is also available offsite locally in the event that there is no accommodation available to book in Ashridge House for whatsoever reason.

Part 4 – Important Legal Information

9. Data protection

9.1. The Trust will receive personal data from you in various ways both before and during your period of study at the Trust and further information relating

to you will be generated while you are studying at the Trust. This may include special category or criminal convictions data under data protection legislation (the General Data Protection Regulations (Regulation (EU) 2016/679) as implemented by the Data Protection Act 2018 (as amended).

9.2. Your personal data (including any special category personal data) will be held by the Trust and may be used by the Trust to enable the Trust to fulfil its responsibilities to you.

9.3. By accepting an Offer from the Trust, you agree to the Trust processing your personal data as set out in the Trust's Privacy Notice and the Trust's Privacy Standard.

10. Suspending and ending the Contract

10.1. The Trust may suspend the Contract, and as a result its obligations to you, if permitted by and in accordance with these Terms and/or any of the Participant Handbook and Academic Regulations.

10.2. If you are suspended from the Trust in accordance with the Participant Handbook and Academic Regulations, the Trust's obligations under the Contract shall be suspended for the duration of your suspension.

- 10.3. The Trust may end the Contract and expel you immediately by giving you notice if you:
- (a) fail to pay any Fees and/or deposits when due; or
 - (b) do not or cease to meet any of the conditions specified in section 1.3 at any time including if you fail to complete any part of the Program; or
 - (c) you breach an important term of this Contract or any of the Participant Handbook and Academic Regulations or repeatedly breach them and either that breach is not capable of remedy or you do not remedy that breach within a reasonable period of time of being asked to by the Trust in writing;
 - (d) you repeatedly breach the Contract in such a manner as to reasonably justify the opinion that your conduct is inconsistent with you having the intention or ability to give effect to or comply with the Contract.
- 10.4. If you are excluded from the Trust or your studies are terminated in accordance with the Participant Handbook and Academic Regulations, the Contract shall automatically end with effect from the date of your expulsion or termination.
- 10.5. Separate to your rights in section 2, your ability to withdraw from or

- interrupt your participation in the Program is permitted through an Approved Leave of Absence which will:
- (a) interrupt your participation in the Program, the Trust's obligations to you will be suspended for the full duration of that interruption;
 - (b) withdraw you from the Program and suspend the Contract for a period subject always to completion of the Program within the duration stated in the Program Summary; and
 - (c) unless you re-enrol within sufficient time to enable you to complete your studies within the duration set out in the Program Summary, your Contract with the Trust will terminate and clauses 10.10 and 10.11 apply.

- 10.6. You shall have no automatic right to interrupt your studies and any request must be made in advance wherever possible. The Trust will consider reasonable requests for Approved Leave of Absence as defined in the Academic Regulations. During an Approved Leave of Absence, you will not be permitted to:
- (a) attend workshops or supervision sessions;
 - (b) submit any work for assessment
 - (c) access to the Trust's facilities; or

- (d) access faculty support and advice.

- 10.7. The Trust will charge no additional Program Fees during a period of Approved Leave of Absence but the Program Fees must be paid up to date before an Approved Leave of Absence can be approved.
- 10.8. On re-enrolment on the Program for an Approved Leave of Absence, the Program Fees will be recalculated with reference to the Program Fees for the applicable Program for the applicable year and a re-enrolment fee (as stated in the Program Summary) is payable upon re-enrolment to the Program.
- 10.9. Places on later cohorts are subject to availability and you may be placed on a waiting list. If you join a later cohort and the Program Fee has increased in accordance with section 10.8, you will be liable to pay pro-rata the difference between the Program Fee and the updated Program Fee.
- 10.10. The Trust may place you on Required Leave of Absence from a Program or compel you to withdraw. During this Required Leave of Absence or compelled withdrawal, your enrolment at the Trust will be cancelled and your Contract will end. Any outstanding Program Fees must be paid before commencement of the Required Leave of Absence or compelled withdrawal. Without limiting any right of the Trust under

the Contract or any of the Participant Handbook and Academic Regulations, examples of some circumstances in which the Trust may require that a student withdraw from a Program include:

- (a) proven assessment irregularity including plagiarism;
- (b) ill health affecting your ability to engage with the Program, or where this would put others at risk;
- (c) proven disciplinary offence(s);
- (d) fraudulent admissions information;
- (e) proven fitness to practise or professional integrity issues;
- (f) proven academic insufficiency.

- 10.11. If and when the Contract comes to an end for any reason, it will be necessary for certain of the Terms to continue in force. Where any of the Terms state that it survives termination or by implication the Term should or does survive termination, it will do so.

11. Liability and insurance

- 11.1. Your attention is particularly drawn to this section 11 because it imposes certain restrictions on the Trust's potential liability to you.
- 11.2. The Trust does not in any circumstances seek to limit or exclude its liability for death or personal injury arising out of the Trust's negligence, fraud or fraudulent misrepresentation or for

any other liability which the Trust cannot limit or exclude by law.

- 11.3. Subject to section 11.2, the Trust does not accept any liability for loss that does not flow naturally from a breach of its obligations under these Terms. This is often referred to as indirect or consequential loss. In addition, particular types of loss that the Trust does not accept liability for, whether direct or indirect and whether considered a possibility at the time the contractual relationship came into effect, are loss of earnings (including delay in receipt of potential earnings), loss of opportunity, loss of profit and loss of your data.
- 11.4. The Trust does not accept responsibility for any loss or damage to your property. You are advised to arrange relevant insurance against theft and other risks before coming to the Trust. In certain circumstances, you may need to take out other types of insurance, for example health insurance while on an overseas placement. Any queries regarding insurance should be addressed in the first instance to the department that manages your Program.
- 11.5. Subject to the above provisions of section 10, the Trust's total aggregate liability to you arising out of or in connection with these Terms and/or your period of study at the Trust (whether in contract, tort or otherwise) shall in no circumstances exceed an amount equivalent to twice the total Fees payable by you in connection with your Program. Please note that Fees does not include the costs outlined in section 7.5, which include as examples the cost of books and/or other materials, printing and photocopying, graduation ceremonies and accommodation rental (where applicable).
- 11.6. You acknowledge that Tuition Fees do not bear a direct relationship to teaching hours, contact hours or other easily measurable services. A wide range of other educational, support and welfare services and other costs (including but not limited to access to the digital libraries and careers services for example) are taken into account in Tuition Fees. Undertaking the Program requires significant independent study, research and/or work by you, which is supplemented by teaching and contact hours. When it comes to the Trust's liability, Tuition Fees are primarily linked to the Trust having enabled you to achieve the Program's learning outcomes rather than the provision of specific services or teaching or contact time.
- 12. Events outside the Trust's control**
- 12.1. Your attention is particularly drawn to this section because it imposes certain restrictions on the Trust's potential liability to you.

- 12.2. The Trust will not be liable to you for loss and/or damage arising from circumstances or events that are outside the Trust's reasonable control. Such circumstances or events include, without limiting what is intended, strikes and other industrial action (of the Trust's staff or staff of third parties), over or under demand for courses or modules, lack of or significant reduction in funding from third parties (unless caused by the Trust's wilful default), non-availability of staff (on a long-term or short-term basis, such as staff illness), severe weather, fire, civil disorder, riot, terrorist attack or threat or terrorist attack, political unrest, government restrictions and concern with regard to the transmission of serious illness.
- 12.3. The circumstances or events set out in section 12.1 are considered rare but when they do occur the Trust reserves the right to make changes to or cancel all or part of a Program. The Trust will where practical and possible do what it reasonably can to provide appropriate and alternative options to you to minimise the disruption you experience. If the circumstances or events are ongoing for a continuous period of more than 30 days, either you or the Trust may end the Contract without liability immediately on giving written notice to the other.

13. Notices

- 13.1. Any notice or other information relating to the formal relationship between you and the Trust that you need to give to the Trust, or that the Trust needs to give to you, must be in writing and may be given by hand or sent by e-mail or post. The Trust will use e-mail as a primary means of communication for sending you this information, although any particularly important documents will also be sent by post to your last recorded address.
- 13.2. You should check your e-mail account with the Trust regularly, as the Trust cannot be held responsible for the consequences of any messages that you have not read or if messages are lost or delayed when automatically forwarded to a personal e-mail address (e.g. Hotmail, Gmail, etc.).
- 13.3. You are responsible for maintaining up-to-date address and other contact details with the Trust. Any notices or information sent to your last recorded address will be deemed to have been properly given.
- 13.4. Subject to section 2.5 of these Terms, a notice under this section 13 will be validly served by you if sent to the Trust: (i) at the following address for hand delivery or post: Ashridge House, Ashridge, Hertfordshire, HP4 1NS, UK, or (ii) by email to: admissions@ashridge.hult.edu.

13.5. The Trust may also draw your attention to important information through announcements on MyCourses and through your student emails to the Trust's student population generally or messages on the computer desktop when you log-on to the Trust's network.

14. General

- 14.1. These Terms and the relationship between the Trust and you shall be governed by and interpreted in accordance with English law.
- 14.2. Both the Trust and you agree to the non-exclusive jurisdiction of and to accept the authority of the courts of England and Wales.
- 14.3. If any condition of this relationship is found to be void or unenforceable (in whole or in part) by any court or other competent authority, the rest of the contractual relationship will continue to apply.
- 14.4. The Trust may need to make changes to these Terms from time to time. While we will try not to make changes, if we do we will act reasonably and notify you of changes by posting the updated Terms on the Trust's website and drawing the specific changes to your attention and, where reasonably practical, providing notification to you (whether to you specifically to your student

email address or generally to the Trust's student population).

14.5. The Trust's contractual relationship with its students does not confer third party benefits for the purposes of the Contract (Rights of Third Parties) Act 1999.

Part 5 – The Trust's Participant Handbook and Academic Regulations

15. Participant Handbook and Academic Regulations

- 15.1. At the start of the Program, you will receive an electronic copy of the Participant Handbook and the Academic Regulations which contain detailed information and guidance. These apply throughout the Program and may be changed or updated from time to time on notice. It is important that you read and understand the Participant Handbook and Academic Regulations as it is a fundamental term of the Contract that you comply with them.
- 15.2. If at any time you think that you will not be able to attend as required or comply with any other requirements of the Program, please inform the Academic Director as soon as possible.



Appendix 1 – Cancellation Form

To: Admissions, Hult International Business School, Ashridge, Berkhamsted, Hertfordshire, HP4 1NS, UK; email: admissions@ashridge.hult.edu

I hereby give notice that I cancel my contract for the supply of educational services in relation to the following program with the Trust:

Program Name

.....

Name of prospective student

.....

Application Number

.....

Address of prospective student

.....

.....

.....

Signature of prospective student (not if sent by email)

.....

Date

.....

Program Summary - Postgraduate Certificate in Executive Coaching

Overview

Title	Postgraduate Certificate in Executive Coaching – Coaching for Organization Consultants
Award	PG Cert in Executive Coaching
Progression	Year 1 program
Duration	1 year
Enrolment period	The program must be completed within 20 months from the start of Module 1A. After this time students can re-register at a cost of £400+VAT for 12 calendar months up to a total of 7 years from the initial start date.
Location	Student has the choice to join a face-to-face cohort at Ashridge House or an online cohort
Regulator	Office for Students
Accreditations	PG Cert accredited by Ashridge – 60 academic credits accredited by Ashridge Bonar Law Memorial Trust

Admission

Entry requirements (academic and non-academic)	<ul style="list-style-type: none"> To be a consultant working with a number of client organizations To be an HR professional To be a coach To be a senior manager responsible to coaching others
APL (Accreditation Prior Learning)	<ul style="list-style-type: none"> Students may join the course at a later stage (at Module 1B) through Ashridge's APL process, whereby they demonstrate that they have already achieved the learning outcomes of the module and are then awarded the relevant credits. A document on the APL Procedure is available from the Program Support Team. Any applicant wishing to obtain exemption and APL credit should send the relevant documentation with their application form. Exemptions and APL credit must be approved by both (i) the Academic Director, and (ii) the Registry Officer responsible for the program (or in his/her absence the Registrar). A record of any exemptions and APL credit will be kept by the Program Support Team. Full details can be found in the Student Handbook.
Typical offer level criteria	<ul style="list-style-type: none"> Completion of an application form including two references Review of the application
Other	<p>Without the explicit permission in writing of the Campus Dean (Ashridge) or equivalent, no Student shall 'Register' for:</p> <ul style="list-style-type: none"> More than one Degree Program at the Trust at any one time, or

	<ul style="list-style-type: none"> • A Program at the Trust and a higher education qualification program at another institution in the UK or internationally.
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Program

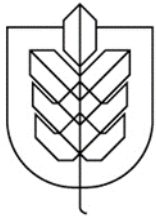
Core Modules	<p>Module 1A – Individual Coaching for Organization Consultants (5 workshops)</p> <p>Module 1B - Personal Reflection Journey</p>
Optional Modules	N/A
Composition	<p>Module 1A – 5 x 2-day workshops, consisting of 80hrs of taught content, followed by a submission equalling 10UK credits at Level 7. Module 1A aims to facilitate the application of theory, develop professional reflection, and support you in your coaching practice. This module is group-based and provides the base of theoretical and practical insights that you explore in more depth in Module 1B on an individual basis.</p> <p>Module 1B – self-study module utilising 6hrs of tutoring. Based on coaching activities and reflection on these, the main outcome is a reflective journal. The reflective journey is an exercise in reflecting on own practice and at the same time an exercise in integrating relevant theory with practice and equals 60UK credits.</p>
Assessment Method(s)	<p>Module 1A– Submission of application group report, a 1000-word document focussing on students' development during supervision within Module 1A</p> <p>Module 1B - Submission of a personal reflective journey, an 11000 words document which comprises answers to 15 questions.</p> <p><i>Submission of both pieces of work is due the July or January after the final workshop of Module 1A.</i></p>
Staffing	All faculty who deliver on the program have a Masters level qualification and are consultants/coaches
Progression within the program	<p>Students can add modules after completion of modules 1A to complete the Post graduate Diploma (Module 2), or Masters (Modules 2, 3A and 3B)</p> <p>To progress to Modules 1B & 2 they are required to meet the following criteria:</p> <ul style="list-style-type: none"> • Achieve a “Pass” for Module 1A or be admitted into the program with APL credit for Module 1A <p>They can submit Module 2 (or be admitted to the program with APL credit for Module 2) at any time in the program up to the</p>



	<p>submission point for Module 3B.</p> <p>To progress to Modules 3A & 3B they are required to meet all of the following criteria related to Year 1:</p> <ul style="list-style-type: none"> • Achieve a “Pass” for Module 1A or be admitted into the program with APL credit for Module 1A • Achieve a “C” for Module 1B.
Retaking/Resubmission of modules	<p>Assignments that do not achieve a “C”/ “Pass” on Modules 1 may be resubmitted on one further occasion only. The maximum mark for any resubmission of an assignment is capped at “C”. For a module with two or more assignments, such a capped mark will only be applied to any failed assignment(s), not to the whole module. Resubmission dates will be communicated to the student through the Program Team.</p>

Costs

Tuition Fees	£9'950 + VAT
Program Fees	<p>£95 application fee (Non-Refundable)</p> <p>£400+VAT – APL admin cost for those accessing the program through the APL process (Non-refundable)</p> <p>£400+VAT – should the student miss a workshop and need to change to another date, the cost of this £400+VAT per workshop rearranged.</p> <p>£400+VAT – should the student need to re-register after their initial registration period, this can be confirmed with the Program Team at a cost of £400+VAT for a 12-calendar month period up to a total of 7 years from the initial start date.</p> <p>£400+VAT – should the student choose to defer their start to the program and join a later cohort within 4 weeks of the starting date and once all registration have already been confirmed.</p> <p>Where eligible, to upgrade your Certificate to a Diploma in Executive Coaching, there will be an uplift fee – £4,150 + VAT (for reference, as of January 1, 2026)</p> <p>Where eligible, to upgrade your Certificate to a master's in executive Coaching, there will be an uplift fee – £19,400 + VAT (for reference, as of January 1, 2026)</p>



Travel and Accommodation Fees	Not included in any costs or fees paid to the Trust. Selected and paid by the student directly to the chosen providers.
Refunds	This program is non-refundable.

Payment Plan

Self-Funded Students	<ul style="list-style-type: none">• 1 payment before the start for Module 1A• 6 payments across the length of module 1A.
Business Sponsored Students	<ul style="list-style-type: none">• 1 payment before the start for Module 1A
	<i>The "6 payments" plan is subject to a £400+VAT administration fee, which will be placed on the first payment of the required plan.</i>

Program Summary - Postgraduate Diploma in Executive Coaching

Overview

Title	Postgraduate Diploma in Executive Coaching
Award	PG Dip in Executive Coaching
Duration	18 months
Enrolment period	The program must be completed within 2.5 years (30 Months) from the start of Module 1A. After this time students can re-register at a cost of £400+VAT for 12 calendar months up to a total of 7 years from the initial start date.
Location	Student has the choice to join a face-to-face cohort at Ashridge House or an online cohort
Regulator	Office for Students
Accreditations	PG Dip accredited by Ashridge – 120 academic credits accredited by Ashridge Bonar Law Memorial Trust EMCC at Senior level practitioner (Supplementary fee to EMCC) AAC – Ashridge Accredited Coach (Gained upon completion of Module 2)

Admission

Entry requirements (academic and non-academic)	<ul style="list-style-type: none"> To be a consultant working with a number of client organizations To be an HR professional To be a coach To be a senior manager responsible to coaching others
APL (Accreditation Prior Learning)	<ul style="list-style-type: none"> Students may join the course at a later stage (at Module 1B with potential exemption from Module 2) through Ashridge's APL process, whereby they demonstrate that they have already achieved the learning outcomes of the module and are then awarded the relevant credits. A document on the APL Procedure is available from the Program Support Team. Any applicant wishing to obtain exemption and APL credit should send the relevant documentation with their application form. Exemptions and APL credit must be approved by both (i) the Academic Director, and (ii) the Registry Officer responsible for the program (or in his/her absence the Registrar). A record of any exemptions and APL credit will be kept by the Program Support Team. Full details can be found in the Student Handbook.
Typical offer level criteria	<ul style="list-style-type: none"> Completion of an application form including two references Review of the application
Other	Without the explicit permission in writing of the Campus Dean (Ashridge) or equivalent, no Student shall 'Register' for:

	<ul style="list-style-type: none"> • More than one Degree Program at the Trust at any one time, or • A Degree Program at the Trust and a higher education qualification program at another institution in the UK or internationally.
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Program

Core Modules	<p>Module 1A – Individual Coaching for Organization Consultants (5 workshops)</p> <p>Module 1B – Personal reflection journey</p> <p>Module 2 – Ashridge accreditation process</p>
Optional Modules	N/A
Composition	<p>Module 1A – 5 x 2-day workshops, consisting of 80hrs of taught content, followed by a submission equalling 10UK credits at Level 7. Module 1A aims to facilitate the application of theory, develop professional reflection, and support you in your coaching practice. This module is group-based and provides the base of theoretical and practical insights that you explore in more depth in Module 1B on an individual basis.</p> <p>Module 1B – self-study module utilising 6hrs of tutoring. Based on coaching activities and reflection on these, the main outcome is a reflective journal. The reflective journey is an exercise in reflecting on own practice and at the same time an exercise in integrating relevant theory with practice and equals 50UK credits.</p> <p>Module 2 – 2-part module, consisting of 1 x prep day, and 1 x live practicum, where the students' skills at coaching are accredited. This module equals 60UK credits.</p>
Assessment Method(s)	<p>Module 1A – Submission of application group report, a 1000-word document focussing on students' development during supervision within Module 1A</p> <p>Module 1B - Submission of a personal reflective journey, an 11000 words document which comprises answers to 15 questions. <i>Submission of both pieces of work is due the July or January after the final workshop of Module 1A.</i></p> <p>Module 2 - Submission of Self-assessment of coaching competence, a case study of a client session, a reflective transcript of a coaching session with a client, and student in a live coaching assessment. Accreditation days are held 4 times a year.</p>
Staffing	All faculty who deliver on the program have a Masters level qualification and are consultants/coaches



<p>Progression within the program</p>	<p>Students can add modules after completion of modules 1A and 1B to complete the Masters (Modules 3A and 3B)</p> <p>You can submit Module 2 (or be admitted to the program with APL credit for Module 2) at any time in the program up to the submission point for Module 3B.</p> <p>To progress to Modules 3A & 3B you are required to meet all of the following criteria related to Year 1:</p> <ul style="list-style-type: none"> • Achieve a “Pass” for Module 1A or be admitted into the program with APL credit for Module 1A • Achieve a “C” for Module 1B.
<p>Retaking/Resubmission of modules</p>	<p>Assignments that do not achieve a “C”/ “Pass” on Modules 1A and 1B may be resubmitted on one further occasion only. The maximum mark for any resubmission of an assignment is capped at “C”. For a module with two or more assignments, such a capped mark will only be applied to any failed assignment(s), not to the whole module. Resubmission dates will be communicated to the student through the program team.</p> <p>If a student fails any component of Module 2 (achieving either a “D” or “F”), resubmission is permitted in accordance with the following conditions:</p> <ul style="list-style-type: none"> • Multiple resubmissions are permitted, provided that any resubmission is made a minimum of two months after the previous submission and within the Maximum Period of Study • On a first resubmission, the student may choose either to resubmit only the “D” or “F” component(s) or to resubmit a revised version of all components together. On further resubmissions, they must resubmit a revised version of all components together • The maximum band for a failed component following resubmission is “C”. The mark for any previously passed component will not be changed (up or down) following any resubmission in which it has been revised • Additional tuition fees may be payable in accordance with this handbook and the terms of conditions for students. Except in the case of a first resubmission, there will be an additional Module 2 fee for the accreditation process (i.e., upon third submission). <p>Students who fail their assessments will be strongly encouraged to include a statement in their resubmission, as to how they</p>



	<p>amended the resubmission taking into consideration the original marker's feedback.</p> <p>If a student achieves a "Pass/ C" for Modules 1 and 2, they will also be given a certificate as an Ashridge accredited coach (which is an Ashridge professional accreditation and not a higher education qualification). If the Maximum Period of Study is exceeded before the student passes Module 2, their previous submissions may be used to obtain Ashridge Coach Accreditation in accordance with the rules of the accreditation in force at that time.</p>
Exiting the program	<p>If the student passes Modules 1A and 1B and elects not to continue with the program, they may request a Postgraduate Certificate in Executive Coaching. In order to be eligible for this exit route they would be required to achieve at least a "C"/ "Pass" for Modules 1A and 1B (60 UK/ 12 US credit points at Level 7).</p>

Costs

Tuition Fees	£13,600 +VAT
Program Fees	<p>£95 application fee (Non-refundable)</p> <p>£400+VAT – APL admin cost for those accessing the program through the APL process. (Non-refundable)</p> <p>£400+VAT – should the student miss a workshop and need to change to another date, the cost of this is £400+VAT per workshop rearranged</p> <p>£400+VAT – should the student need to re-register after their initial registration period, this can be confirmed with the Program Team at a cost of £400+VAT for a 12-calendar month period up to a total of 7 years from the initial start date.</p> <p>£400+VAT – should the student choose to defer their start to the program and join a later cohort within 4 weeks of the starting date and once all registration have already been confirmed.</p> <p>Should the participant choose to defer starting Module 2 after completing Modules 1A and 1B, they may incur an uplift fee to bring them in line with any updated pricing for Module 2 that may occur.</p>



	Where eligible, to upgrade your diploma to a Master's in Executive Coaching, there will be an uplift fee – £15,250 + VAT (for reference, as of January 1, 2026)
Travel and Accommodation Fees	Not included in any costs or fees paid to the Trust. Selected and paid by the student directly to the chosen providers.
Refunds	<p>Any fees at the point of withdrawal from the Program will remain payable in accordance with the Terms and Conditions.</p> <p>As soon as the student enrolls on a module, all associated module fees are not refundable.</p> <p>Should a student choose to withdraw after completing module 1A and 1B, the module 2 will be refunded so long as no part of module 2 has been taken by the student.</p>

Payment Plan

Self-Funded Students	<ul style="list-style-type: none"> • 1 payment to be paid before the start of module 1A • 6 quarterly payments
Business Sponsored Students	<ul style="list-style-type: none"> • 1 payment to be paid before the start of module 1A
	<i>The "6 payments" plan is subject to a £400+VAT administration fee, which will be placed on the first payment of the required plan.</i>

Program Summary - Masters in Executive Coaching

Overview

Title	Masters in Executive Coaching
Award	MSc in Executive Coaching
Duration	2 years
Enrolment period	The program must be completed within 3.5 years from the start of Module 1A. After this time students can re-register at a cost of £400+VAT for 12 calendar months up to a total of 7 years from the initial start date.
Location	For Modules 1A, and 2 students have the choice to join a face-to-face cohort at Ashridge House or an online cohort For Module 3A the delivery is at Ashridge House
Regulator	Office for Students
Accreditations	EMCC at Senior Level Practitioner (Supplementary fee paid to the EMCC) US - MSc in Executive Coaching (Ashridge Bonar Law Memorial Trust) UK – MSc in Executive Coaching (Ashridge Bonar Law Memorial Trust) AAC – Ashridge Accredited Coach (Gained upon completion of Module 2)

Admission

Entry requirements (academic and non-academic)	<ul style="list-style-type: none"> • An undergraduate degree or equivalent academic award or for mature individual without academic qualification, evidence of appropriate conceptual and study skills • At least three years' experience in an organizational consulting or coaching role, mentoring and developing others in their roles. • An ability to reflect on and learn from own impact on others • Motivation to participate in a peer learning community • Some awareness of own emotional and behavioural process, and ability to reflect on own practice • Proficiency in English
APL (Accreditation Prior Learning)	<ul style="list-style-type: none"> • Students may join the course at a later stage (at Module 1B with potential exemption from Module 2) through Ashridge's APL process, whereby they demonstrate that they have already achieved the learning outcomes of the module and are then awarded the relevant credits. A document on the APL Procedure is available from the Program Support Team. • Any applicant wishing to obtain exemption and APL credit should send the relevant documentation with their application form. • Exemptions and APL credit must be approved by both (i) the Academic Director, and (ii) the Registry Officer responsible for the program (or in his/her absence the Registrar). • A record of any exemptions and APL credit will be kept by the Program Support Team. • Full details can be found in the Student Handbook.



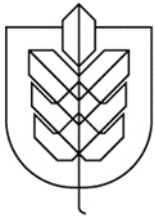
Typical offer level criteria	<ul style="list-style-type: none"> • Completion of an application form including two references • Review of the application by member of faculty • Interview with a member of faculty
Other	<p>Without the explicit permission in writing of the Campus Dean (Ashridge) or equivalent, no Student shall 'Register' for:</p> <ul style="list-style-type: none"> • More than one Degree Program at the Trust at any one time, or • A Degree Program at the Trust and a higher education qualification program at another institution in the UK or internationally.

Program

Core Modules	<p>Module 1A – Coaching for Organization Consultants Module 1B – Personal reflection journey Module 2 – Ashridge accreditation process Module 3A – Inquiry into the coaching profession Module 3B – Inquiry into in coaching in action</p>
Optional Modules	N/A
Composition	<p>Module 1A – 5 x 2-day workshops, consisting of 80hrs of taught content, followed by a submission equalling 10UK credits at Level 7. Module 1A aims to facilitate the application of theory, develop professional reflection, and support you in your coaching practice. This module is group-based and provides the base of theoretical and practical insights that you explore in more depth in Module 1B on an individual basis.</p> <p>Module 1B – self-study module utilising 6hrs of tutoring. Based on coaching activities and reflection on these, the main outcome is a reflective journal. The reflective journey is an exercise in reflecting on own practice and at the same time an exercise in integrating relevant theory with practice and equals 50UK credits.</p> <p>Module 2 – 2-part module, consisting of 1 x prep day, and 1 x live practicum, where the students' skills at coaching are accredited. This module equals 60UK credits.</p> <p>Module 3A – 4 x 3-day workshops, consisting of 96hrs of taught content, followed by a submission equalling 10 UK credits. Module 3A will introduce theory and skills that build on those covered in Modules 1A and 1B. It is designed to facilitate inquiry into coaching practice through reflection on practical experiences of coaching. The module aims to help to integrate different theoretical models and frameworks from the disciplines of organization theory, psychology, psychotherapy, and psychophysics. Students will be encouraged to critically appraise their professional work and theory through reflection and discussion of your</p>



	<p>work. This process will be supported by five group supervision sessions throughout the duration of Module 3A.</p> <p>Module 3B – Self guided module utilising 8hrs of tutoring equalling 50 UK credits. This module consists of a reflective inquiry, broadly equivalent to a Masters level project, which takes the form of an extensive written case study inquiring into one or more client relations in which you are required to undertake an inquiry both into yourself as a professional coach and your work with a number of specific clients over the course of the 2nd year of the program. This culminates in the submission of a dissertation.</p>
<p>Assessment Method(s)</p>	<p>Module 1a – Submission of application group report, a 1000-word document focussing on students' development during supervision within Module 1A</p> <p>Module 1B - Submission of a personal reflective journey, an 11000 words document which comprises answers to 15 questions. → Submission of both pieces of work is due the July or January after the final workshop of Module 1A.</p> <p>Module 2 - Submission of Self-assessment of coaching competence, a case study of a client session, a reflective transcript of a coaching session with a client, and participant in a live coaching assessment. Accreditation days are held 4 times a year.</p> <p>Module 3A – Submission of self-Evaluation report, 1000-word document focusing on development during module 3A</p> <p>Module 3B – Submission of Dissertation, 11'000-word document based on the student's reflective inquiry into their coaching practice. → Submission of both pieces of work is due the January after the final workshop of Module 3A.</p>
<p>Staffing</p>	<p>All faculty who deliver on the program have a Masters level qualification and are consultants/coaches</p>
<p>Progression within the program</p>	<p>To progress to Modules 2 & 3 students are required to meet the following criteria:</p> <ul style="list-style-type: none"> • Achieve a “Pass” for Module 1A or be admitted into the program with APL credit for Module 1A <p>Students can submit Module 2 (or be admitted to the program with APL credit for Module 2) at any time in the program up to the submission point for Module 3B.</p> <p>To progress to Modules 3A & 3B students are required to meet all of the following criteria related to Year 1:</p> <ul style="list-style-type: none"> • Achieve a “Pass” for Module 1A or be admitted into the



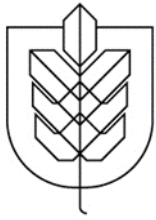
	<p>program with APL credit for Module 1A</p> <ul style="list-style-type: none"> • Achieve a “C” for Module 1B.
<p>Retaking/Resubmission of modules</p>	<p>Assignments that do not achieve a “C”/ “Pass” on Modules 1 and 3 may be resubmitted on one further occasion only. The maximum mark for any resubmission of an assignment is capped at “C”. For a module with two or more assignments, such a capped mark will only be applied to any failed assignment(s), not to the whole module. Resubmission dates will be communicated to the student through the respective program team.</p> <p>If a student fails any component of Module 2 (achieving either a “D” or “F”), resubmission is permitted in accordance with the following conditions:</p> <ul style="list-style-type: none"> • Multiple resubmissions are permitted, provided that any resubmission is made a minimum of two months after the previous submission and within the Maximum Period of Study • On a first resubmission, the student may choose either to resubmit only the “D” or “F” component(s) or to resubmit a revised version of all components together. On further resubmissions, they must resubmit a revised version of all components together • The maximum band for a failed component following resubmission is “C”. The mark for any previously passed component will not be changed (up or down) following any resubmission in which it has been revised • Additional tuition fees may be payable in accordance with this handbook and the terms of conditions for students. Except in the case of a first resubmission, there will be an additional Module 2 fee for the accreditation process (i.e., upon third submission). <p>Students who fail their assessments will be strongly encouraged to include a statement in their resubmission, as to how they amended the resubmission taking into consideration the original marker’s feedback.</p> <p>If a student achieves a “Pass/ C” for Modules 1 and 2, they will also be given a certificate as an Ashridge accredited coach (which is an Ashridge professional accreditation and not a higher education qualification). If the Maximum Period of Study is exceeded before the student passes Module 2, their previous submissions may be used to obtain Ashridge Coach Accreditation in accordance with the rules of the accreditation in force at that time.</p>



Exiting the program	<p>If the student passes Modules 1A and 1B and elect not to continue with the program, they may request a Postgraduate Certificate in Executive Coaching. In order to be eligible for this exit route they would be required to achieve at least a “C”/ “Pass” for Modules 1A and 1B (60 UK/ 12 US credit points at Level 7).</p> <p>If they pass Modules 1A,1B and 2 and elect not to continue with the program they may request a Postgraduate Diploma in Executive Coaching. In order to be eligible for this exit route they would be required to achieve at least a “C”/ “Pass” for Modules 1 and 2 (120 UK/ 24 US credit points at Level 7).</p>
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Costs

Tuition Fees	£26,650 + VAT
Program Fees	<p>£95 application fee (Non-Refundable)</p> <p>£400+VAT – APL admin cost for those accessing the program through the APL process. (Non-Refundable)</p> <p>£400+VAT – should the student miss a workshop and need to change to another date, the cost of this £400+VAT per workshop rearranged</p> <p>£400+VAT – should the student need to re-register after their initial registration period this can be confirmed with the Program Team at a cost of £400+VAT per 12-calendar month period up to a total of 7 years from the initial start date.</p> <p>£400+VAT – should the student choose to defer their start to the program and join a later cohort within 4 weeks of the starting date and once all registration have already been confirmed.</p> <p>Should the participant choose to defer starting Module 2, they may incur an uplift fee to bring them in line with any updated pricing for Module 2 that may occur.</p> <p>Should the participant choose to defer starting Modules 3A and 3B after completing Modules 1A and 1B, they may incur an uplift fee to bring them in line with any updated pricing for 3A and 3B that may occur.</p>
Travel and Accommodation Fees	Not included in any costs or fees paid to the Trust. Selected and paid by the student directly to the chosen providers.
Refunds	Any fees at the point of withdrawal from the Program will remain payable in accordance with the Terms and Conditions.



	<p>As soon as the student enrolls on a module, all associated module fees are not refundable.</p> <p>Should a student choose to withdraw after completing module 1A and 1B, the module 2 will be refunded so long as no part of module 2 has been taken by the student.</p> <p>Should a student choose to withdraw after completing module 1A, 1B, and 2, modules 3A and 3B will be refunded so long as no part of module has been taken by the student.</p> <p><i>Any discounts received by subscribing to the full masters will be deducted prior to the refund of any money.</i></p>
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Payment Plan

Self-Funded Students	<ul style="list-style-type: none">• 1 payment to be paid before the beginning of Module 1A• 8 payments across the term of the program
Business Sponsored Students	<ul style="list-style-type: none">• 1 payment to be paid before the beginning of Module 1A• 2 payments at the start of each academic year
	<p><i>The "2 or 8 payments" plans are subject to a £400+VAT administration fee, which will be placed on the first payment of the required plan.</i></p>