

# Student Policy

The Career Academy UK

Last updated: 1st December 2022

Our students rate us 4.8 out of 5 stars on Trustpilot



 Trustpilot

94%

94% of our graduates say that studying with The Career Academy has given them valuable skills to use in the workforce

80%

8 out of 10 of our graduates say our qualifications improved their ability to get a new job or promotion!



## Table of Contents

|  |           |
|--|-----------|
| <b>1 Introduction</b>                                | <b>3</b>  |
| <b>2 Admission, Enrolment &amp; Membership</b>       | <b>3</b>  |
| 2.1 Who may enrol with TCA                           | 3         |
| 2.2 Course entry requirements                        | 3         |
| 2.3 Enrolment commencement                           | 5         |
| 2.4 Third Party authorisation                        | 5         |
| 2.5 Memberships                                      | 5         |
| <b>3 Cancellations and refunds</b>                   | <b>5</b>  |
| 3.1 How to request cancellation                      | 5         |
| 3.2 Refund policy                                    | 6         |
| <b>4 Payment of fees</b>                             | <b>6</b>  |
| 4.1 Payment methods                                  | 6         |
| 4.2 Interest-free payment terms                      | 7         |
| <b>5 Course transfers, deferrals, and extensions</b> | <b>7</b>  |
| 5.1 Course transfers                                 | 7         |
| 5.2 Course deferrals                                 | 7         |
| 5.3 Course extension                                 | 8         |
| 5.4 Course completion                                | 8         |
| 5.5 Student support resources                        | 8         |
| <b>6 Assessment</b>                                  | <b>9</b>  |
| 6.1 Assessment guidelines                            | 9         |
| 6.2 Assessment grading                               | 9         |
| 6.3 Resubmission                                     | 9         |
| 6.4 Tutor Support                                    | 10        |
| <b>7 Academic integrity</b>                          | <b>10</b> |
| 7.1 Plagiarism                                       | 10        |
| <b>8 Complaints and feedback</b>                     | <b>11</b> |
| 8.1 Feedback   | 11        |
| 8.2 Complaints                                       | 11        |
| <b>9 Student Conduct</b>                             | <b>11</b> |
| 9.1 Policy   | 11        |
| 9.2 Behaviour  | 11        |
| <b>10 Privacy</b>                                    | <b>12</b> |
| 10.1 General principles                              | 12        |
| 10.2 Collection of personal data                     | 12        |
| 10.3 Use of personal data                            | 12        |
| 10.4 Access to personal data                         | 13        |
| <b>11 Declaration</b>                                | <b>13</b> |



# 1 Introduction

The purpose of this Student Policy is to provide guidance for students and staff about rules and procedures of The Career Academy United Kingdom (TCA). Students must read the Student Policy and agree to comply with it before their enrolment is confirmed.

The Student Policy may be updated from time to time. Please check the website or learning platform regularly for the most up to date version.

## 2 Admission, Enrolment & Membership

### 2.1 Who may enrol with TCA

- 2.1.1 Any student may enrol with TCA, regardless of residency or visa status.
- 2.1.2 Students who are under the age of 18 may enrol at TCA if they have the consent of their parent/guardian. In this situation, the student's parent/guardian must enter into the contract on behalf of the student (i.e. sign the student policy on behalf of the student, plus the student themselves must sign the student policy).  
The parent/guardian's billing information will be used at the order check out and will be liable on behalf of the student.
- 2.1.3 Students must disclose any medical conditions, physical disability or other circumstances that could prevent them completing the course.
- 2.1.4 TCA may require further documentation before enrolment can be confirmed.
- 2.1.5 TCA, acting reasonably, may refuse to enrol, or cancel the enrolment of, students who it deems to be not of good character. This includes, but is not limited to, providing false information at enrolment or throughout the term of enrolment, failure to pay fees on time, or breaching TCA's Student Policy.
- 2.1.6 If a student intends to request that a third party pay the course fees, this needs to be arranged before the student is enrolled.

### 2.2 Course entry requirements

- 2.2.1 To be considered for enrolment at TCA, a student must be able to demonstrate English proficiency to IELTS 5.5 or above. Students are also expected to have a basic understanding of computer skills. TCA offers a free Adult Language and Numeracy course should a student or advisor have concerns over whether they can complete the course.
- 2.2.2 TCA delivers all courses in online form. Students must therefore ensure that they have reliable access to a computer or laptop, a stable internet connection, and Microsoft Office software.



- 2.2.3 There are no academic prerequisites for any of TCA's courses apart from the Prior Knowledge quiz for the Advanced Certificate in Accounting which students must pass before they can begin the Advanced Certificate in Accounting.
- 2.2.4 The following are the minimum computer specifications that all students must have access to before they enrol in any course with TCA.

#### **Computer**

- Windows desktop or laptop. No preference on brand of desktop or laptop o Apple Mac desktop or laptop (not suitable for all learning material) o *Note: Chromebooks, Mobile tablets and cell phones will not be suitable to do your course assessments upon.*

#### **Computer Specifications**

- A processor of 1.8GHz or faster o 8 GB of RAM or higher
- ADSL or Fibre Internet with at least 5 Mbps download, and upload required. Some courses may contain videos to watch.
- 13-inch monitor or higher with at least 1024 x 768 or greater resolution
- Keyboard and mouse

#### **Operating System**

- Microsoft Window 10 or newer o Apple macOS 10.14 or newer

#### **Web browser**

- Google Chrome, the latest version, is recommended.

#### **Software**

- Microsoft Office with Microsoft Word and Excel
- Adobe Reader, the latest version or equivalent PDF reader, is recommended.
- Antivirus software, updated regularly, is strongly recommended.
- Local administrative privileges on the computer may be required to allow for software installation and to configure computer settings.
- Content filters may need to be disabled to view certain types of learning material

#### **Basic Computer Proficiency Requirements**

At a minimum, students should have basic computer literacy skills including:

- Using a keyboard and mouse
- Sending and receiving email
- Saving and retrieving files in different formats (.docx, .pdf, .pptx., etc.)
- Using a text editor (changing fonts, inserting links, using spell check, etc.)
- Browsing for files to attach and upload
- Accessing the Internet using a web browser and resetting basic web browser settings (clearing cache/history, cookies, etc.)

- 2.2.5 If a student no longer has access to a computer or internet or the above minimum requirements, it is their responsibility to gain access, and this is not grounds for cancellation outside of the cancellation period and will not entitle the student to a refund of fees or a credit towards a future course.



## 2.3 Enrolment commencement

- 2.3.1 TCA will confirm enrolment after all required information and any supporting documentation has been received.
- 2.3.2 On confirming enrolment, course login details will be released to the student by email within 1 business day.
- 2.3.3 Your enrolment date starts on the date the course login email is sent and will be used for the purposes of cancellations, deferrals, course extensions and refunds.

## 2.4 Third Party authorisation

- 2.4.1 A student may authorise a third party to access their enrolment information (excluding personal information) held by TCA. The student may nominate the person to receive information. You may cancel their authority on your plan at any time, simply by phoning us or by sending a letter stating you wish to cancel their authority. You will need to provide the full name of the third party as well as a contact number and email.

## 2.5 Memberships

- 2.5.1 Any membership or offer that TCA provides to a student in conjunction with the enrolment/completion of a program is valid for up to a maximum of twelve months after the completion of the program.
- 2.5.2 Where a membership or offer is no longer available at the time that the student's eligibility is met, TCA will endeavour to provide a suitably similar membership or offer, and where this is not possible, TCA will work with the student to provide a solution.
- 2.5.3 Where a membership is included as part of the enrolment, TCA will cover the cost of the initial membership only, and any membership renewal is at the student's expense.

# 3 Cancellations and refunds

## 3.1 How to request cancellation

- 3.1.1 If a student wishes to cancel their enrolment before completing the enrolment requirements, they may do so by emailing [admissions@thecareeracademy.com](mailto:admissions@thecareeracademy.com).
- 3.1.2 If a student wishes to cancel their enrolment after their enrolment date, they must submit a cancellation request using the online form at <http://www.thecareeracademy.com/cancel>. If you wish to cancel this must be completed within 14 business days of the enrolment date. This is determined as the cooling off period.
- 3.1.3 If a student wishes to swap their course after their enrolment date but before the cooling-off period ends, they must contact their student advisor or send an email to [info@thecareeracademy.co.uk](mailto:info@thecareeracademy.co.uk)



- 3.1.4 If a student wishes to swap their course after the cooling-off period but within 30 days of the enrolment date, they must submit a request via email to [studentservices@thecareeracademy.com](mailto:studentservices@thecareeracademy.com)

## 3.2 Refund policy

- 3.2.1 Refunds will be made in accordance with the table below:

| Circumstances  | Refund amount                                      |
|--|--|
| Cancellation form submitted prior to completing enrolment requirements                               | 100% of course fees                                |
| Cancellation form submitted within 14 business days of payment plan establishment the enrolment date | 100% of course fees                                |
| Cancellation form submitted more than 14 business days after the enrolment date                      | No refund and student is liable to pay course fees |

- 3.2.2 Refunds will be processed on the 20th of each month.
- 3.2.3 No refund will be provided if the student has completed or accessed more than 20% of the course.
- 3.2.4 A partial refund may be requested under exceptional circumstances that are out of a student's control, for example serious illness or personal trauma. The student confirms that these circumstances were not known at the time of enrolment, be ongoing in nature and will prevent a student from completing their course or meeting their existing financial obligations in the future.
- 3.2.5 Documentation confirming the exceptional circumstances may be required and the review process may take 10-business days to complete. The approval of a partial refund and the refund amount is at the sole discretion of TCA.

## 4 Payment of fees

### 4.1 Payment methods

- 4.1.1 Students are liable for the course and other fees in full after the cooling off period. The fees are payable in British Pound Sterling (GBP) and may be paid via the following methods:
- Full online payment by credit card
  - Full online payment by direct bank transfer
  - Interest-free payment plan with Eazicollect



## 4.2 Interest-free payment terms

- 4.2.1 TCA offers an interest-free payment plan. By signing this document, you are deemed to have accepted the Easy Pay terms and conditions which can also be found on our website here: <https://www.thecareeracademy.co.uk/termsconditions/>
- 4.2.2 The maximum allowable account balance will be £2,750.00 including VAT, if applicable.
- 4.2.3 If a student misses two consecutive payments, or their account becomes significantly overdue, TCA may suspend access to the learning platform while their enrolment period will continue. Resumption of access will be at the discretion of TCA's payment services team.
- 4.2.4 Where fees are not paid on time, TCA may refer the outstanding balance to a debt collection agency. This will be the case if the amount remains overdue for 7 days after the final notice.
- 4.2.5 The student will be liable to pay any penalty fees charged by Eazicollect and any all costs incurred by TCA because of debt collection including the commission, fees and costs charged by any debt collection agency and any associated legal costs and disbursements on a solicitor/client basis including court costs.
- 4.2.6 If a student wants to check the outstanding balance contact the Payment services team by email [collections@thecareeracademy.com](mailto:collections@thecareeracademy.com)
- 4.2.7 If a student wishes to discuss their payments contact the Payment services team by email [collections@thecareeracademy.com](mailto:collections@thecareeracademy.com)

## 5 Course transfers, deferrals, and extensions

### 5.1 Course transfers

- 5.1.1 Within 30 days of enrolment in a course, a student may transfer to another course of equal value without paying any additional charges. Only one transfer may be made free of charge. (Value is determined as the advertised price less any discounts applied at the point of sale). The student must have completed less than 20% of the course for this to be considered. A transfer to another person is not permitted.
- 5.1.2 A second transfer, or a transfer requested more than 30 days after enrolment, will be at the sole discretion of TCA and must be approved by a member of the senior management team. An administration fee may be charged.
- 5.1.3 Where a transfer is made within 30 days of the original enrolment, the students enrolment period starts again. This does not affect a student's original cooling off period.
- 5.1.4 If a student swaps to a course of higher value than the sale price the swap fee will be waived.

### 5.2 Course deferrals

- 5.2.1 After a course has commenced, a student can apply for a deferral of their course once throughout their study for a maximum of three months. Approval will be at the sole



discretion of TCA's Student Services Team. Payments will not be suspended during a deferral period and must continue to be made during this time

- 5.2.2 Students enrolled in more than one course may apply to differ the start date of certain courses until such time as they have completed others. Approval will be at the sole discretion of TCA's Student Services Team.

### 5.3 Course extension

- 5.3.1 TCA's courses are designed to be completed within set timeframes. The required timeframe for each course is published on the course page on the website.
- 5.3.2 If students need more time to complete their course, they may apply for a 1month or 3-month extension to the existing course online at [www.thecareeracademy.com/add-ons](http://www.thecareeracademy.com/add-ons). An extension fee will be charged.
- 5.3.3 Students are permitted to extend their course for a maximum of 12 months in addition to their initial course duration but will be permitted in either one-or three-month increments. If a student is provided 12 months of extensions and still needs more time they will need to re-enrol and pay the fee outlined in the table in clause 6.3.4. A delay in marking assessments is not grounds for a complimentary extension.
- 5.3.4 If a student does not complete a course by the defined end date and an extension is not paid for prior to the course end date, the enrolment period will expire, the course content will no longer be accessible, and it will be considered that the student has abandoned their course.
- 5.3.5 If a student wishes to continue with the course after it has expired, they will need to purchase an extension within 60 days of the enrolment period expiring.
- 5.3.6 If a student wishes to return to their course more than 60 days after the enrolment period has ended, they will need to re-enrol and pay the fee as outlined in clause 6.3.4.

### 5.4 Course completion

- 5.4.1 On completion of a course, a student will be eligible to receive an electronic Certificate.
- 5.4.2 Certificates will be issued only after fees for the relevant course have been paid in full.
- 5.4.3 Once fees have been paid in full, the Certificate of Achievement will be made available to the student within the Learning Platform. If you no longer have access to the learning platform, the Student Services team can email you a pdf copy. Hard copy certificates and academic transcripts are available for a fee at [www.thecareeracademy.com/add-ons](http://www.thecareeracademy.com/add-ons).

### 5.5 Student support resources

- 5.5.1 Course add-ons such as course notes will be released after the student's cooling off period and after the first payment has been received (if on a payment plan).
- 5.5.2 TCA offers additional products (known as "add-ons") which are designed to improve students' learning experience and support their studies. Addons may be viewed and purchased at [www.thecareeracademy.com/add-ons](http://www.thecareeracademy.com/add-ons)





## 6 Assessment

### 6.1 Assessment guidelines

- 6.1.1 For each module, students' learning will be assessed via a written assessment and/or a quiz.
- 6.1.2 It is the student's responsibility to familiarise themselves with the assessment requirements for their course.
- 6.1.3 Students must submit only their own work for assessment. Plagiarism will not be accepted. Refer to section 7: Academic Integrity for further information.
- 6.1.4 All assignments must be submitted at least 2 weeks before the enrolment end date.
- 6.1.5 Where an assignment is submitted during the two weeks before the enrolment end date the student will need to apply for an extension to ensure they can access tutor feedback and receive their certificate(s).

### 6.2 Assessment grading

- 6.2.1 Assessments will usually be graded within 5 business days of submission, but grading may be delayed where there are high volumes of assessments.
- 6.2.2 Tutors will grade each assessment according to marking schedules. Assessments will be subject to internal and external moderation.
- 6.2.3 Students will receive a grade of either "pass" or "resubmit required" grade for written assessments. Students will receive a percentage grade for quiz assessments - the passing grade is 80%.
- 6.2.4 Students who marginally fail an assessment may be considered for a restricted pass. This will be at the discretion of the manager of the Tutor team. No more than two restricted passes may be granted per course.
- 6.2.5 A student may appeal their grade, or any aspect of the assessment process, by submitting a completed Student Assessment Appeal Form. This form can be obtained by emailing [studentservices@thecareeracademy.com](mailto:studentservices@thecareeracademy.com). The student's work and grade will be reviewed by the manager of the tutor team. An appeal must be submitted within 10 business days of the grade being issued.

### 6.3 Resubmission

- 6.3.1 A maximum of three submissions per assessment will be permitted.
- 6.3.2 If an assessment does not receive a "pass" grade on the third attempt, and is not eligible for a restricted pass, the student's work will be reviewed by the manager of the tutor team, who will decide, at their sole discretion, whether the student:
  - May pay a fee to be allowed to make one further, final submission; or
  - Must re-enrol in the course and begin from topic one if they wish to complete the course and receive a course certificate.



- 6.3.3 If the student no longer wishes to complete the course or has not received a passing grade on their last permissible attempt, they may pay a fee for an additional attempt or receive an exit statement which excludes the course(s) they were unable to pass in three attempts. This will take the form of an academic transcript of the course modules completed, or the individual certificates for courses completed as part of a diploma.
- 6.3.4 If a student is not able to receive a passing grade as outlined in 6.3.3 or if a student doesn't apply for an extension in accordance with clause 5.3.5, the student is permitted to re-enrol and receive a credit for work completed to date. The fees for re-enrolment in this situation are as follows:

| Course Completed   | Returning Discount                                       |
|--------------------|--|
| 25% complete       | 75% fee less returning discount (but not less than £201) |
| 26% - 50% complete | 50% fee less returning discount (but not less than £201) |
| 51% - 75% complete | 25% fee less returning discount (but not less than £201) |
| 76% -99% complete  | Set fee of £200  |

## 6.4 Tutor Support

- 6.4.1 Tutors are available Monday to Friday between 9am and 5pm. Refer to the help file The Role of a Tutor for an overview of what the tutors can assist you with.

# 7 Academic integrity

## 7.1 Plagiarism

- 7.1.1 Students must ensure that all work submitted is their own work, written in their own words, and they must agree to the Turn-it-In End-user license agreement (EULA) when they submit an assignment for this to be accepted for grading.
- 7.1.2 Plagiarism is not tolerated at TCA. Plagiarism includes:
- Copying text or images from TCA course material.
  - Copying text or images from other resources including but not limited to the internet.
  - Submitting another student's work, in whole or in part.
  - Submitting work that has been written by someone else on the student's behalf.
- 7.1.3 If a student submits work that TCA considers not to be their own work, the student will be given a warning and required to resubmit the assessment. If the student continues to submit work that is not their own, the student will fail the course and will not receive a Certificate of Achievement, they will receive an exit statement for the work passed and deemed to be their own.



## 8 Complaints and feedback

### 8.1 Feedback

- 8.1.1 TCA encourages and welcomes student feedback.
- 8.1.2 Feedback is sought throughout the course and during a student's learning experience.  
Feedback may be used for marketing purposes. If a student does not wish their feedback to be used in this way, they should advise TCA by emailing [studentservices@thecareeracademy.com](mailto:studentservices@thecareeracademy.com)

### 8.2 Complaints

- 8.2.1 Any complaints should be emailed to [complaints@thecareeracademy.com](mailto:complaints@thecareeracademy.com)
- 8.2.2 Depending on the nature of the complaint, it will be referred to either the relevant Team Leader or the Senior Management Team.
- 8.2.3 Complaints will be responded to within 10 working days.

## 9 Student Conduct

### 9.1 Policy

- 9.1.1 TCA has a duty of care to its students and is responsible for providing a safe online teaching and learning environment.
- 9.1.2 In all our communications with students we will:
  - a. Deal fairly, honestly, consistently, and appropriately with all students.
  - b. Set expectations for what TCA can and cannot do to meet their concerns.
  - c. Provide services that are accessible to all.
  - d. Ensure that no one enrolled in our courses are disadvantaged because of the unacceptable behaviour of others.
- 9.1.3 TCA takes the importance of our work very seriously, and whilst we will provide the best customer service and tutor support we can to our students, we do not expect our staff to tolerate inappropriate behaviours.

### 9.2 Behaviour

- 9.2.1 Inappropriate behaviour for students includes:
  - 9.2.1.1 Offensive, threatening or abusive behaviour, which includes but is not limited to behaviour or language (whether written or verbal) that is offensive, threatening, or abusive.
  - 9.2.1.2 Unacceptable demands, which includes but is not limited to repeatedly demanding responses within an unrealistic timescale, insisting on speaking to a particular



member of staff, even when it is not possible, refusing to follow the instruction provided by the Tutor or Student Services representative and causing disruption by excessive contact in relation to information about their enrolment without clear acceptance of updates previously given.

- 9.2.1.3 Unacceptable persistence, which includes but is not limited to contacting TCA repeatedly about the same issue or closely related issues. When persistence has reached the point of disrupting our ability to undertake our work, if it is amounting to harassment and unacceptable treatment of our staff, this will constitute unacceptable behaviour.
- 9.2.2 If a student contacting or being contacted by TCA displays any of the inappropriate behaviours, the staff member will warn the student (phone call) and if the inappropriate behaviour persists the staff member will advise the student that they are ending the call and a manager will review the interaction, define an appropriate action, and contact the student. Emails that contain inappropriate behaviour will be immediately referred to a manager who will review the interaction, define an appropriate action, and contact the student.

## 10 Privacy

### 10.1 General principles

- 10.1.1 Please refer to TCA's Privacy Policy which can be found online by visiting the following URL: <https://thecareeracademy.co.uk/privacy-policy/>
- 10.1.2 TCA will collect, use, store, and disclose personal data relating to students in accordance with the provisions of The Data Protection Act 2018
- 10.1.3 Where provision or disclosure of data is voluntary or falls outside the scope of information, TCA is permitted to collect, store, use and disclose under the Data Protection Act 2018 and GDPR, students will be advised, and their consent will be obtained prior to the provision or disclosure of information.

### 10.2 Collection of personal data

- 10.2.1 Where practicable all personal data is obtained directly from students, or from their nominated agent(s). Additionally, personal data may be obtained or verified through relevant government or education agencies.

### 10.3 Use of personal data

- 10.3.1 Personal data will be stored within TCA database(s) and all practicable security measures will be maintained. A unique identifier will be assigned to each student.
- 10.3.2 Staff members and other personnel within TCA, or within agencies under contract to TCA, will have access to select students' personal data. Access is for purposes relevant to normal



business operations, including but not limited to; enrolment, study, academic progress, payment services, establishing and maintaining academic and graduation records, student services, discipline, managing students' association(s) membership and records..

10.3.3 In order to comply with its regulatory and legal requirements business and as required under the Education Act 2011 and other laws, regulations, and contractual agreements by which it is bound, TCA may use the student information it holds and may disclose personal information to external agencies such as government departments, bodies responsible for course moderation and professional accreditation or membership and debt collection agencies. Such agencies include, but are not limited to:

- Department of Education
- UK Visas and Immigration
- Course professional, moderation or accreditation bodies
- Eazy Collect Services Limited
- Debt Collection Companies
- AAT – The Association of Accounting Technicians
- IAAP – International Association of Accounting Professionals
- IAC – International Association for Counselling
- Google, Facebook Business, Hubspot CRM

10.3.4 From time to time, TCA may email students about other courses and offers that may be of interest to them. If a student does not wish to receive these emails, they should advise TCA by emailing [unsubscribe@thecareeracademy.com](mailto:unsubscribe@thecareeracademy.com) with the subject heading unsubscribe.

10.3.5 TCA may disclose progress of the student's course to the employer of the student on the basis if the employer is paying for the course on behalf of the student and if employer has a direct relationship with the student at the time of purchasing of a course.

## 10.4 Access to personal data

10.4.1 TCA will make data held about students available to them upon request and in accordance with the Data Protection Laws.

10.4.2 Students also have the right to request correction of personal data held about them.

10.4.3 A student who wishes to request access to their personal data, or to have it corrected, should email TCA at [studentservices@thecareeracademy.com](mailto:studentservices@thecareeracademy.com)

## 11 Declaration

By signing this Student Policy, I confirm that:

11.1.1 I have read and understood TCA Student Policy.

11.1.2 I understand that by submitting this form I am entering into a binding agreement with TCA, and that the Student Policy is part of that agreement.

11.1.3 I have reliable access to a computer/laptop, stable internet connection and Microsoft Office software and I understand that it is my responsibility to ensure I have reliable access for the duration of my enrolment.



- 11.1.4 I do not have any existing medical conditions or physical disability that prevents me from completing the course.
- 11.1.5 I have disclosed all information relevant to my ability to complete this course.
- 11.1.6 I understand that if I enrol in another course with TCA in the future, I may not be required to sign this declaration again, but:
- If the Student Policy has been updated since I signed this declaration, I will be required to comply with the new version.
  - I must tell TCA if anything has changed in my personal circumstances that could affect my ability to complete the course.

Signed:

