Oxford Professional Education Terms and Conditions

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OXFORD PROFESSIONAL EDUCATION GROUP LTD

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☎ +44 (0) 1865 515 255 🌐 oxfordprofessionaleducationgroup.com

Reg. no: 03354327 VAT: 718160054

General Terms and Conditions

General terms and conditions are applicable to all courses. Any additional terms and conditions which are course specific are detailed under the course heading.

Delegates must show a professional attitude to their studies.

Classroom based delegates must respect both the tutors and the other members of the class and are not permitted to use recording equipment.

OXPE encourages the sharing of experience and expertise. Therefore, any work provided by delegates may be displayed and shared as an example of good practice with the agreement of the said delegate.

Full participation is the key to good performance. It is based on this understanding that the course has been designed. However, if you are ill or away because of your commitments at work or home please let us know, so we can suggest extra support.

While every care is taken to ensure that any advice given to delegates is correct, OxPE cannot accept responsibility for information provided by third parties.

OxPE reserves the right to withhold any assessment submission due to the Awarding Body where OxPE considers that the delegate has not followed OxPE or Awarding Body guidelines.

The information provided within your application form will be used to determine the suitability of the course and level you have applied for, therefore please ensure this is an accurate representation of your skills, experience and Academic qualifications. If you are unsure, please contact our enquiries team (enquiries@oxfordpeg.com / +44(0) 1865 515255).

Enrolment Details

You will be notified of your enrolment onto via email.

The receipt of any online study materials is personal to you, and you may not transfer your rights to access our learning management system, share your access passwords or provide any online study materials to any other person.

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If you do not access our learning management system account for six months, it may be deactivated. To reinstate your account please contact oxcomlearning@oxfordpeg.com.

Social Media Policy

This policy uses the definition provided by the Chartered Institute of Public Relations (CIPR): "The term commonly given to internet and mobile-based channels and tools that allow users to interact with each other and share opinions and content. It involves the building of communities or networks and encouraging participation and engagement". This also includes any functionality within our learning platform that permits interactions with other OxPE delegates.

Social media should never be used in a way that breaches any of OxPE's policies. Users are prohibited from using social media to:

- Breach our IT and communications systems policy;
- Breach any obligations relating to confidentiality or intellectual property;
- Breach any of our academic or disciplinary rules;
- Defame or disparage OxPE or OxPE tutors, lecturers, delegates, prospective delegates, the general public or other stakeholders;
- Breach our anti-harassment and bullying policies;
- Unlawfully discriminate against our delegates, staff or other third parties;
- Breach our data protection or privacy policies; specifically sharing of tutor feedback;
- Breach any other laws or standards.

Acceptable Use of Forums on our learning platform

We want to create an open, caring and respectful community.

Users agree that their use of the community and contributions will not:

- Infringe any intellectual property rights including copyright, design right, database right, patents, trademark, or any other third party right;
- Be likely to harass, upset, alarm or cause distress to any other person;
- Contain an instruction, advice, or content that could cause harm or injury to individuals or to computers or systems;

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- Encourage anyone to commit any unlawful or criminal act or condone any unlawful or criminal act;
- Give the impression that the contribution emanates from OxPE if this is not the case, or impersonate any person, or misrepresent your identity or affiliation with any person;
- Contain any advertising.

We will not be responsible, or liable to any third party, for the content or accuracy of any contributions.

We reserve the right to disclose a user's identity to any third party who is claiming that any material posted or uploaded by a user to our site is defamatory of them, a violation of their intellectual property or other legal rights, or of their right to privacy, and if disclosure is required under any law, regulation, order of a court of competent jurisdiction or the rules of any governing or regulatory body.

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Intellectual Property

At all times, OxPE and /or its licensors, remain the owner of the intellectual property of the study materials. No study materials or any part of them may be reproduced, stored in a retrieval system, or transmitted in any form or by any means without the prior written permission of OxPE.

In consideration of receipt by OxPE of the course fee, OxPE grants to you a non-exclusive, non-transferable license to use the study materials strictly for your own educational purposes only.

Save as expressly set out in these terms, you may not modify, copy, reproduce, re-publish, sub-license, sell, upload, broadcast, post, transmit, make available, disseminate or distribute in any way any of the study materials.

Force Majeure

Force Majeure is an exceptional circumstance which is beyond the OxPE's control including for the avoidance of doubt strikes, other industrial disputes, act of God, war, riot, civil commotion, compliance with any law or governmental order, rule, regulation or direction including that of accident, fire, flood, storm, pandemic or epidemic of any disease, terrorist attack, chemical or biological contamination.

In the event of a force majeure arising which prevents or delays the performance of OxPE and any of its obligations under this agreement, there is no liability in respect of performance of such of its obligations as are prevented by the force majeure while it continues.

Virtual Classes

The College uses video technology such as Zoom and Microsoft Teams for Virtual classes. These are recorded for internal quality control purposes only. In exceptional circumstances, recordings may be shared with delegates who have approved reasonable adjustments and this will be for a maximum period of 14 days. This is assessed on a case-by-case basis by OxPE.

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CIM Courses

By applying for a CIM course, you are confirming your agreement to be bound by these terms and conditions.

Registration can be cancelled within 14 days of enrolment to the learning platform. A full refund will be given within 14 days of cancellation, however if the delegate has accessed the learning platform and/or attended any classes within the 14-day period, no refund will be given.

The fee, for any course at any given time, will be displayed on the website or will be notified to you by an OxPE representative. Fees are quoted in pounds sterling, exclusive of VAT and additional accredited body charges unless stated otherwise will apply.

OxPE reserves the right to cancel a course or change a schedule for any course. In such cases all delegates will be given due notice and the option of a venue change, study method changes or course cancellation. To keep optimum delegate experience, classes are subject to minimum numbers. Where there are insufficient numbers, delegates will be offered an alternative venue. In cases of a course cancellation by OxPE, a refund will be offered if alternative options are not viable for the delegate.

When a full course is purchased, support is for a maximum of 3 years, commencing from the enrolment date onto the learning platform. For delegates who opt to pay on a modular basis, support will be provided for one year per module from the enrolment date of each individual module.

Failure to settle any outstanding balance will result in loss of access to our learning management system platform and in more severe cases the withholding of pending assessments due for submission to the Awarding Body.

In the unlikely event you are unsuccessful with an assessment, re-submissions may be subject to an additional tutor and administration support fee. CIM Membership and Assessment Fees are paid by the delegate or their employer directly to the Awarding Body (CIM). In some cases, OxPE will pay the CIM

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membership fee on behalf of the delegate. In these cases, any refund will be for the course fee less the CIM membership fee.
Upon successful completion of a CIM course, an additional 6-months access to our learning management system will be given to enable you to study any Project Management course (if applicable) and access any course resources. Further extensions may be agreed at OxPE's discretion on a case-by-case basis and may be subject to a renewal charge.

Employer Funded Delegates Payment Terms

For employer funded delegates an invoice for all course modules (or those applied for) will be raised within 48 working hours. Employer funded delegates will gain access to our learning management system once the employer has either paid the invoice within 30 days, or alternatively, we may in some cases accept a hard copy of the purchase order, along with a statement of committed sponsorship from your HR department, finance department, or line manager which will allow enrolment before payment has been received.

Cancellations made after 14 days of the initial enrolment will not be eligible for a refund.

Failure to settle any outstanding balance will result in loss of access to the our learning management system and in more severe cases the withholding of pending assessments due for submission.

In some cases, the employer may be able to appoint a replacement delegate within two years of the original invoice date. This is at the discretion of OxPE finance team.

Self-Funded Delegates Payment Terms

Self-funded delegates are required to make either payment in full, for one module or choose a payment plan option.

Interest free payment plans are available, the cost of each module can be split in to 2 or 3 monthly instalments, depending on the length of the payment plan chosen.

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We do not store any bank/card details on our systems, therefore it is the delegates responsibility to ensure payments are made in a timely manner, and we would recommend setting up a standing order. We will not automatically send out any reminders unless your payments are late.

Failure to settle any outstanding balance will result in loss of access to our learning management system and in more severe cases the withholding of pending assessments due for submission.

Please note, if a delegate defers a module or takes a break from their studies, the payment plan must continue to be paid.

Cancellations made after 14 days of the initial enrolment will not be eligible for a refund.

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CIM Accredited Award Courses

By applying for a CIM Accredited Award, you are confirming your agreement to be bound by these terms and conditions.

Registration can be cancelled within 14 days of enrolment to the learning platform. A full refund will be given within 14 days of cancellation, however if the delegate has accessed the learning platform and/or attended any classes within the 14 day period, no refund will be given.

The fee, for any course at any given time, will be displayed on the website or will be notified to you by an OxPE representative. Fees are quoted in pounds sterling, exclusive of VAT and exclusive of additional accredited body charges unless stated otherwise will apply.

OxPE reserves the right to cancel a course or change a schedule for any course. In such cases all delegates will be given due notice and the option of a venue change, study method change or course cancellation. To keep optimum delegate experience, classes are subject to minimum numbers. Where there are insufficient numbers, delegates will be offered an alternative venue. In cases of a course cancellation by OxPE, a refund will be offered if alternative options are not viable for the delegate.

When an Award is purchased, support is for a maximum of 12 months, commencing from the enrolment date onto the learning platform.

CIM Membership and Assessment Fees are paid by the delegate or their employer directly to the Awarding Body (CIM).

Upon successful completion of a CIM Accredited Award, an additional 6-months access to our learning management system will be given to enable you to study any Project Management course (if applicable) and access any course resources. Further extensions may be agreed at OxPE's discretion on a case-by-case basis and may be subject to a renewal charge.

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Employer Funded Delegates Payment Terms

For employer funded delegates an invoice for an Award (or those applied for) will be raised within 48 working hours. Employer funded delegates will gain access to our learning management system once the employer has paid the invoice within 30 days. Alternatively, we may in some cases accept a hard copy of the purchase order, along with a statement of committed sponsorship from your HR department, finance department, or line manager which may allow enrolment before payment has been received.

Failure to settle any outstanding balance will result in loss of access to our learning management system and in more severe cases the withholding of pending assessments due for submission.

Self-Funded Delegates Payment Terms

Self-funded delegates are required to make payment in full.

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CIPR Courses

By applying for a CIPR course, you are confirming your agreement to be bound by these terms and conditions.

Registration can be cancelled within 14 days of enrolment to the learning platform. A full refund will be given within 14 days of cancellation, however if the delegate has accessed the learning platform and/or attended any classes within the 14 day period, no refund will be given.

The fee, for any course at any given time, will be displayed on the website or will be notified to you by an OxPE representative. Fees are quoted in pounds sterling, exclusive of VAT and exclusive of additional accredited body charges unless stated otherwise will apply.

OxPE reserves the right to cancel a course or change a schedule for any course. In such cases all delegates will be given due notice and the option of a venue change, study method change or course cancellation. To keep optimum delegate experience, classes are subject to minimum numbers. Where there are insufficient numbers, delegates will be offered an alternative venue. In cases of a course cancellation by OxPE, a refund will be offered if alternative options are not viable for the delegate.

A one off Membership and CIPR registration fee is in addition to our tuition fees and must be paid prior to enrolment. CIPR assessment fees are payable prior to access for each module. All CIPR fees are payable directly to OxPE and non-refundable. Costs vary per qualification.

The following access durations apply to CIPR courses:

CIPR Foundation Award (1 unit): 1 year access and Support

CIPR Certificate (3 units): 2 years access and Support

CIPR Diploma (3 units): 2 years access and Support

CIPR Specialist Certificate/Diploma (1 unit): 1 year access and Support

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Failure to settle any outstanding balance will result in loss of access to our learning management system and in more severe cases the withholding of pending assignments / assessments due for submission to the Awarding Body.

In the unlikely event you are unsuccessful with an assessment, re-submissions may be subject to an additional tutor and administration support fee.
Upon successful completion of a CIPR course, an additional 6-months access to our learning management system will be given to enable you to study any Project Management course (if applicable) and access any course resources. Further extensions may be agreed at OPE's discretion on a case-by-case basis and may be subject to a renewal charge.

Employer Funded Delegates Payment Terms

For employer funded delegates an invoice for all course modules (or those applied for) will be raised within 48 working hours. Employer funded delegates will gain access to our learning management system once the employer has either paid the invoice within 30 days, or alternatively, we may in some cases accept a hard copy of the purchase order, along with a statement of committed sponsorship from your HR department, finance department, or line manager which may allow enrolment before payment has been received.

Cancellations made after 14 days of the initial enrolment will not be eligible for a refund.

Failure to settle any outstanding balance will result in loss of access to our learning management system and in more severe cases the withholding of pending assessments due for submission.

In some cases, the employer may be able to appoint a replacement delegate within two years of the original invoice date. This is at the discretion of OxPE finance team.

Self-Funded Delegates Payment Terms

Self-funded delegates are required to make either payment in full, module by module or by using one of the various payment plans which are interest free. Please refer back to the quote, as each payment plan will differ dependent on the level of qualification you're studying.

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We do not store any bank/card details on our systems, therefore it is the delegates responsibility to ensure payments are made in a timely manner, and we would recommend setting up a standing order. We will not automatically send out any reminders unless your payments are late.

Failure to settle any outstanding balance will result in loss of access to our learning management system and in more severe cases the withholding of pending assessments due for submission.

Please note, if a delegate defers a module or takes a break from their studies, the payment plan must continue to be paid.

Cancellations made after 14 days of the initial enrolment will not be eligible for a refund.

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Mini MBA Customer Centricity Course

By applying for the Mini MBA course, you are confirming your agreement to be bound by these terms and conditions.

Registration can be cancelled within 14 days of enrolment to the learning platform. A full refund will be given within 14 days of cancellation, however if the delegate has accessed the learning platform and/or attended any classes within the 14 day period, no refund will be given.

The fee, for any course at any given time, will be displayed on the website or will be notified to you by an OxPE representative. Fees are quoted in pounds sterling, exclusive of VAT.

When a full course is purchased, support is for a maximum of 1 year (including any deferrals) commencing from the enrolment date onto the learning platform.

OxPE reserves the right to cancel a course or change a schedule for any course. In such cases all delegates will be given due notice and the option of a venue change, study method change or course cancellation. To keep optimum delegate experience, classes are subject to minimum numbers. Where there are insufficient numbers, delegates will be offered an alternative venue. In cases of a course cancellation by OxPE, a refund will be offered if alternative options are not viable for the delegate.

Failure to settle any outstanding balance will result in loss of access to our learning management system platform.

In the unlikely event you are unsuccessful with an assessment, re-submissions may be subject to an additional tutor and administration support fee.

Employer Funded Delegates Payment Terms

For employer funded delegates an invoice will be raised within 48 working hours. Employer funded delegates will gain access to our learning management system once the employer has paid the invoice within 30 days. Applications and payments must be received at least two weeks prior to the start date of the course.

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Cancellations made after 14 days of the initial enrolment will not be eligible for a refund.

Failure to settle any outstanding balance will result in loss of access to our learning management system and in more severe cases the withholding of pending assessment due for submission.

In some cases, the employer may be able to appoint a replacement delegate within two years of the original invoice date. This is at the discretion of OxPE finance team.

Self-Funded Delegates Payment Terms

Self-funded delegates are required to make either make payment in full or via a three monthly payment plan.

We do not store any bank/card details on our systems, therefore it is the delegates responsibility to ensure payments are made in a timely manner, and we would recommend setting up a standing order. We will not automatically send out any reminders unless your payments are late.

Failure to settle any outstanding balance will result in loss of access to our learning management system and in more severe cases the withholding of pending assessment due for submission.

Please note, if a delegate defers a module or takes a break from their studies, the payment plan must continue to be paid.

Cancellations made after 14 days of the initial enrolment will not be eligible for a refund.

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Short Marketing Courses (Bootcamps & Lunchtime Masterclass)

By applying for a Short Marketing course, you are confirming your agreement to be bound by these terms and conditions.

Registration can be cancelled within 14 days of payment being received. A full refund will be given within 14 days of cancellation, however if the delegate has attended any classes within the 14 day period, no refund will be given.

The fee, for any course at any given time, will be displayed on the website or will be notified to you by an OxPE representative. Fees are quoted in pounds sterling, exclusive of VAT.

Delegates who wish to reschedule a course, must do so within 28 days of the course start date. Any rescheduling closer to the course start date, delegates will be required to submit a special consideration with accompanying evidence. Any decisions about rescheduling are at OxPE's discretion. Delegates may substitute an alternative attendee in their place at no additional charge, provided that the new delegate meets the entry level requirements for the initial course applied for.

OxPE reserves the right to cancel a course within 7 days or change a schedule for any course. In such cases all delegates will be given due notice and the option of a venue change, study method change or course cancellation. To keep optimum delegate experience, classes are subject to minimum numbers. Where there are insufficient numbers, delegates will be offered an alternative option. In cases of a course cancellation by OxPE, a refund will be offered if alternative options are not viable for the delegate.

Delegates who are travelling to attend classes must contact OxPE to inform them of their plans prior to booking travel and/or accommodation. Delegate expenses for class cancellations are non-refundable.

The delegate or client as listed on the application form, is responsible for the course fee.

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Employer Funded Delegates Payment Terms

For Employer funded delegates, OxPE shall issue an invoice prior to the start of the course. All invoices will be dated with 30 day payment terms. However, if the delegate's course is due to take place within the 30-day payment terms, OxPE will require committed sponsorship or a hard copy purchase order to enrol the delegate and allow attendance at their chosen course.

Self-Funded Delegates Payment Terms

For self-funded delegates, payment in full is required upon submission of application to the delegates chosen course.

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DMI Courses

By applying for a DMI course, you are confirming your agreement to be bound by these terms and conditions.

Registration can be cancelled within 14 days of enrolment to the learning platform. A full refund will be given within 14 days of cancellation, however if the delegate has accessed the learning platform and/or attended any classes within the 14 day period, no refund will be given.

The fee, for any course at any given time, will be displayed on the website or will be notified to you by an OxPE representative. Fees are quoted in pounds sterling, exclusive of VAT and exclusive of additional accredited body charges unless stated otherwise.

OxPE reserves the right to cancel a course or change a schedule for any course. In such cases all delegates will be given due notice and the option of a venue change, study method change or course cancellation. To keep optimum delegate experience, classes are subject to minimum numbers. Where there are insufficient numbers, delegates will be offered an alternative venue. In cases of a course cancellation by OxPE, a refund will be offered if alternative options are not viable for the delegate.

When the course is purchased, it must be completed within 26 weeks (including the assessment), commencing from the enrolment date onto the learning platform.

Delegates who wish to reschedule a course, must do so within 28 days of the course start date. Any rescheduling closer to the course start date, delegates will be required to submit a special consideration with accompanying evidence. Any decisions about rescheduling are at OxPE's discretion. Delegates may substitute an alternative attendee in their place at no additional charge other than examination fees, provided that the new delegate meets the entry level requirements for the initial course applied for.

OxPE reserves the right to cancel a course within 7 days or change a schedule for any course. In such cases all delegates will be given due notice and the option of a venue change, study method change or course cancellation. To keep optimum

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delegate experience, classes are subject to minimum numbers. Where there are insufficient numbers, delegates will be offered an alternative option. In cases of a course cancellation by OxPE, a refund will be offered if alternative options are not viable for the delegate.

Delegates who are travelling to attend classes must contact OxPE to inform them of their plans prior to booking travel and/or accommodation. Delegate expenses for class cancellations are non-refundable.

In the unlikely event you are unsuccessful with an assessment, delegates will need to arrange a re-sit directly with DMI which will include a re-sit fee.

Upon successful completion of a DMI course, an additional 6-months access to the learning platform will be given to enable you to study any Project Management course (if applicable) and access any course resources. Further extensions may be agreed at OxPE's discretion on a case-by-case basis and may be subject to a renewal charge.

Employer Funded Delegates Payment Terms

For employer funded delegates an invoice for all course modules (or those applied for) will be raised within 48 working hours. Employer funded delegates will gain access to our learning management system once the employer has either paid the invoice within 30 days, or alternatively, we may in some cases accept a hard copy of the purchase order, along with a statement of committed sponsorship from your HR department, finance department, or line manager to allow enrolment before payment has been received.

Cancellations made after 14 days of the initial enrolment will not be eligible for a refund.

Failure to settle any outstanding balance will result in loss of access to our learning management system and in more severe cases the withholding of pending assessments due for submission.

In some cases, the employer may be able to appoint a replacement delegate within two years of the original invoice date. This is at the discretion of the OxPE finance team.

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Self-Funded Delegates Payment Terms

Self-funded delegates are required to make either payment for the 5-day virtual or face to face bootcamps in full up front. For the Virtual 10 week learning this can either be paid in full or via a weekly payment plan, for the following weeks, Week 1, Week 5 and then Week 9.

We do not store any bank/card details on our systems, therefore it is the delegates responsibility to ensure payments are made in a timely manner, and we would recommend setting up a standing order. We will not automatically send out any reminders unless your payments are late.

Failure to settle any outstanding balance will result in loss of access to Our learning management system and in more severe cases the withholding of pending assessments due for submission.

Please note, if a delegate defers a module or takes a break from their studies, the payment plan must continue to be paid.

Cancellations made after 14 days of the initial enrolment will not be eligible for a refund.

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CIPS Courses

By applying for a CIPS course, you are confirming your agreement to be bound by these terms and conditions.

Registration can be cancelled within 14 days of enrolment to the learning platform. A full refund will be given within 14 days of cancellation, however if the delegate has accessed the learning platform and/or attended any classes within the 14 day period, no refund will be given.

The fee, for any course at any given time, will be displayed on the website or will be notified to you by an OxPE representative. Fees are quoted in pounds sterling, exclusive of VAT and exclusive of additional accredited body charges unless stated otherwise.

OxPE reserves the right to cancel a course or change a schedule for any course. In such cases all delegates will be given due notice and the option of a venue change, study method change or course cancellation. To keep optimum delegate experience, classes are subject to minimum numbers. Where there are insufficient numbers, delegates will be offered an alternative venue. In cases of a course cancellation by OxPE, a refund will be offered if alternative options are not viable for the delegate.

When a full course is purchased, support is for a maximum of 3 years, commencing from the enrolment date onto our learning management system. For delegates who opt to pay on a modular basis, support will be provided for 4 months per 6 credit module and 6 months per 12 credit module from the enrolment date of each individual module.

For delegates paying for the full course upfront, CIPS e-books and/or exams package can be selected and purchased upon application. OxPE will then arrange the above on your behalf.

The course fees do not include the annual CIPS membership. CIPS membership is paid directly to CIPS. Delegates must select that they are studying with OxPE upon membership application. CIPS exam fees can be paid directly to CIPS or OxPE and depending on where the delegate is sitting their exam there may be

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extra local charges. In the unlikely event you are unsuccessful with an exam, additional exam fees will apply.
The course fees include one written mock exam for each 12 credit module. Delegates who wish to submit an additional mock exam will be subject to an additional fee.

The course fees include the submission and feedback of homework for each session per module. Delegates who wish to resubmit any homeworks will be subject to an additional fee.

Upon successful completion of a CIPS course, an additional 6-months access to ur learning management system will be given to enable you to study any Project Management course (if applicable) and access any course resources. Further extensions may be agreed at OxPE's discretion on a case-by-case basis and may be subject to a renewal charge.

Employer Funded Delegates Payment Terms

For employer funded delegates an invoice for all course modules (or those applied for) will be raised within 48 working hours. Employer funded delegates will gain access to our learning management system once the employer has paid the invoice within 30 days. Alternatively, we may in some cases accept a hard copy of the purchase order, along with a statement of committed sponsorship from your HR department, finance department, or line manager which may allow enrolment before payment has been received. Please note that committed sponsorship only applies to enrolment of the module, not the exam or book package.

If the exam package has not been selected on application, these will need to be invoiced separately prior to sitting the exam.

Membership fees are payable to CIPS directly.

Failure to settle any outstanding balance will result in loss of access to our learning management system and in more severe cases the withholding of pending assessments due for submission.

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In some cases, the employer may be able to appoint a replacement delegate within two years of the original invoice date. This is at the discretion of the OxPE finance team.

Cancellations made after 14 days of the initial enrolment will not be eligible for a refund.

Self-Funded Delegates Payment Terms

Self-funded delegates are required to make either payment in full, or per module.

When paying in full for the course, the delegate can select our exam and book packages.

If the exam package has not been selected on application, these will need to be paid separately prior to sitting the exam.

Book packages are not offered to delegates paying on a modular basis. Books will need to be sourced elsewhere.

Membership fees are payable to CIPS directly.

Cancellations made after 14 days of the initial enrolment will not be eligible for a refund.

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CMI Courses

By applying for a CMI course, you are confirming your agreement to be bound by these terms and conditions.

Registration can be cancelled within 14 days of enrolment to the learning platform. A full refund will be given within 14 days of cancellation, however if the delegate has accessed the learning platform and/or attended any classes within the 14 day period, no refund will be given. CMI registration and workbook fees are non-refundable.

The fee, for any course at any given time, will be displayed on the website or will be notified to you by an OxPE representative. Fees are quoted in pounds sterling, exclusive of VAT and exclusive of additional accredited body charges unless stated otherwise will apply.

When any CMI Diploma or Certificate course is purchased, support is provided for a maximum of 3 years, commencing from the enrolment date onto our learning management system. For delegates who study an Award, support will instead be provided for 1 year.

For all CMI qualifications, registration fees and workbooks are paid for on the delegates behalf by the college. If studying an Award, membership lasts one year while, if the delegate studies the Certificate or Diploma, membership will last for 3 years. UK based delegates can select whether they would like e-books or hard copy workbooks. International delegates are only eligible for e-books.

Re-submission of an assessment may be subject to an additional tutor and administration support fee.

Upon successful completion of a CMI course, an additional 6-months access to our learning management system will be given to enable you to study any Project Management course (if applicable) and access any course resources.

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Further extensions may be agreed at OxPE's discretion on a case-by-case basis and may be subject to a renewal charge.

Employer Funded Delegates Payment Terms

For employer funded delegates an invoice for all course modules (or those applied for) will be raised within 48 working hours. Employer funded delegates will gain access to our learning management system once the employer has either paid the invoice within 30 days, or alternatively, we may in some cases accept a hard copy of the purchase order, along with a statement of committed sponsorship from your HR department, finance department, or line manager which may allow enrolment before payment has been received.

Cancellations made after 14 days of the initial enrolment will not be eligible for a refund.

Failure to settle any outstanding balance will result in loss of access to our learning management system and in more severe cases the withholding of pending assessments due for submission.

In some cases, the employer may be able to appoint a replacement delegate within two years of the original invoice date. This is at the discretion of OxPE finance team.

Self-Funded Delegates Payment Terms

Self-funded delegates are required to make either payment in full or can split the payments over an 8-month interest free instalment plan.

We do not store any bank/card details on our systems, therefore it is the delegates responsibility to ensure payments are made in a timely manner, and we would recommend setting up a standing order. We will not automatically send out any reminders unless your payments are late.

Failure to settle any outstanding balance will result in loss of access to our learning management system and in more severe cases the withholding of pending assessments due for submission.

Please note, if a delegate defers a module or takes a break from their studies, the payment plan must continue to be paid.

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Cancellations made after 14 days of the initial enrolment will not be eligible for a refund.

CIPD Courses

By applying for a CIPD course, you are confirming your agreement to be bound by these terms and conditions.

Registration can be cancelled within 14 days of enrolment to the learning platform. A full refund will be given within 14 days of cancellation, however if the delegate has accessed the learning platform and/or attended any classes within the 14 day period, no refund will be given. CIPD registration is non-refundable.

The fee, for any course at any given time, will be displayed on the website or will be notified to you by an OxPE representative. Fees are quoted in pounds sterling, exclusive of VAT and exclusive of additional accredited body charges unless stated otherwise.

OxPE reserves the right to cancel a course or change a schedule for any course. In such cases all delegates will be given due notice and the option of a venue change, study method change or course cancellation. To keep optimum delegate experience, classes are subject to minimum numbers. Where there are insufficient numbers, delegates will be offered an alternative venue. In cases of a course cancellation by OxPE, a refund will be offered if alternative options are not viable for the delegate.

For all CIPD qualifications, support is for a maximum of 3 years, commencing from the enrolment date onto the learning platform.

For all CIPD qualifications, registration to CIPD is included. The course fees do not include CIPD membership. CIPD membership is a requirement and varies depending on when you join as a member. CIPD Membership is directly payable to the CIPD. Once the College has registered you with the CIPD you will receive an email to register as a delegate member.

Re-submission of an assessment may be subject to an additional tutor and administration support fee.

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Upon successful completion of a CIPD course, an additional 6-months access to our learning management system will be given to enable you to study any Project Management course (if applicable) and access any course resources. Further extensions may be agreed at OxPE's discretion on a case-by-case basis and may be subject to a renewal charge.

Employer Funded Delegates Payment Terms

For employer funded delegates an invoice for all course modules (or those applied for) will be raised within 48 working hours. Employer funded delegates will gain access to our learning management system once the employer has either paid the invoice within 30 days or alternatively, we may in some cases accept a hard copy of the purchase order, along with a statement of committed sponsorship from your HR department, finance department, or line manager which may allow enrolment before payment has been received.

Cancellations made after 14 days of the initial enrolment will not be eligible for a refund.

Failure to settle any outstanding balance will result in loss of access to our learning management system and in more severe cases the withholding of pending assessments due for submission.

In some cases, the employer may be able to appoint a replacement delegate within two years of the original invoice date. This is at the discretion of OxPE finance team.

Self-Funded Delegates Payment Terms

Self-funded delegates are required to make either payment in full, or for one module at a time.

We do not store any bank/card details on our systems, therefore it is the delegates responsibility to ensure payments are made in a timely manner.

Failure to settle any outstanding balance will result in loss of access to and in more severe cases the withholding of pending assessments due for submission.

Cancellations made after 14 days of the initial enrolment will not be eligible for a refund.

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APM Courses (PFQ/PMQ/PPQ)

By applying for an APM course, you are confirming your agreement to be bound by these terms and conditions.

Registration can be cancelled within 14 days of enrolment to the learning platform. A full refund will be given within 14 days of cancellation, however if the delegate has accessed the learning platform and/or attended any classes within the 14 day period, no refund will be given.

The fee, for any course at any given time, will be displayed on the website or will be notified to you by an OxPE representative. Fees are quoted in pounds sterling, exclusive of VAT and exclusive of additional accredited body charges unless stated otherwise.

When any APM course is purchased, support is for a maximum of 18 months, commencing from the enrolment date onto the learning platform.

Delegates who wish to reschedule a course, must do so within 28 days of the course start date. Any rescheduling closer to the course start date, delegates will be required to submit a special consideration with accompanying evidence. Any decisions about rescheduling are at OxPE's discretion. Delegates may substitute an alternative attendee in their place at no additional charge other than examination fees, provided that the new delegate meets the entry level requirements for the initial course applied for.

OxPE reserves the right to cancel a course within 7 days or change a schedule for any course. In such cases all delegates will be given due notice and the option of a venue change, study method change or course cancellation. To keep optimum delegate experience, classes are subject to minimum numbers. Where there are insufficient numbers, delegates will be offered an alternative option. In cases of a course cancellation by OxPE, a refund will be offered if alternative options are not viable for the delegate.

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Delegates who are travelling to attend classes must contact OxPE to inform them of their plans prior to booking travel and/or accommodation. Delegate expenses for class cancellations are non-refundable.

The delegate or client as listed on the application form, is responsible for the course fee.

One examination fee is included in the cost of the course fees for APM courses with the exception of the online learning package. For the online learning package, the exam fees are paid by the delegate or their employer directly to the Awarding Body (APM). In the unlikely event the delegate is unsuccessful with an examination, a resit fee will apply.

Employer Funded Delegates Payment Terms

For Employer funded delegates, OxPE shall issue an invoice prior to the start of the course. All invoices will be dated with 30 day payment terms. However, if the delegate's course is due to take place within the 30-day payment terms, OxPE will require committed sponsorship or a hard copy purchase order to enrol the delegate and allow attendance at their chosen course.

Self-Funded Delegates Payment Terms

For self-funded delegates, payment in full is required upon submission of application to the delegates chosen course.

Access to our learning management system

Your access to our learning management system will be for 18 months or on successful completion of the qualification, whichever is the earlier date. Extensions may be agreed at OxPE's discretion on a case-by-case basis and may be subject to a renewal charge.

APM Terms and Conditions

Agreement through the terms and conditions to adhere to the APM's GDPR policies.

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PeopleCert Courses (PRINCE2/MSP/ITIL/DevOps/Management of Risk/ Management of Portfolios/ P3O)

By applying for an PeopleCert course, you are confirming your agreement to be bound by these terms and conditions.

Registration can be cancelled within 14 days of enrolment to the learning platform. A full refund will be given within 14 days of cancellation, however if the delegate has accessed the learning platform and/or attended any classes within the 14 day period, no refund will be given.

The fee, for any course at any given time, will be displayed on the website or will be notified to you by an OxPE representative. Fees are quoted in pounds sterling, exclusive of VAT and exclusive of additional accredited body charges unless stated otherwise will apply.

When any PeopleCert course is purchased, support is for a maximum of 12 months, commencing from the enrolment date onto the learning platform.

Delegates who wish to reschedule a course, must do so within 28 days of the course start date. Any rescheduling closer to the course start date, delegates will be required to submit a special consideration with accompanying evidence. Any decisions about rescheduling are at OxPE's discretion. Delegates may substitute an alternative attendee in their place at no additional charge other than examination and/or book fees, provided that the new delegate meets the entry level requirements for the initial course applied for.

OxPE reserves the right to cancel a course within 7 days or change a schedule for any course. In such cases all delegates will be given due notice and the option of a venue change, study method change or course cancellation. To keep optimum delegate experience, classes are subject to minimum numbers. Where there are

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insufficient numbers, delegates will be offered an alternative option. In cases of a course cancellation by OxPE, a refund will be offered if alternative options are not viable for the delegate.

Delegates who are travelling to attend classes must contact OxPE to inform them of their plans prior to booking travel and/or accommodation. Delegate expenses for class cancellations are non-refundable.

The delegate or client as listed on the application form, is responsible for the course fee.

Once delegates are enrolled on the course, the examination and book fee (where applicable) are non-refundable. One examination fee is included in the cost of the course fees, unless stated otherwise.

Employer Funded Delegates Payment Terms

For Employer funded delegates, OxPE shall issue an invoice prior to the start of the course. All invoices will be dated with 30 day payment terms. However, if the delegate's course is due to take place within the 30 day payment terms, OXPE will require committed sponsorship or a hard copy purchase order to enrol the delegate and allow attendance at their chosen course.

Self-Funded Delegates Payment Terms

For self-funded delegates, payment in full is required upon submission of application to the delegates chosen course.

Access to our learning management system

Your access to our learning management system will be for 12 months or on successful completion of the qualification, whichever is the earlier date. Extensions may be agreed at OxPE's discretion on a case-by-case basis and may be subject to a renewal charge.

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APMG Courses (AgilePM/Praxis/Change Management/ Better Business Cases/Managing Benefits/PPC/AI Practitioner/Scrum Essential, Scrum Master/Scrum Product Owner)

By applying for an APMG course, you are confirming your agreement to be bound by these terms and conditions.

Registration can be cancelled within 14 days of enrolment to the learning platform. A full refund will be given within 14 days of cancellation, however if the delegate has accessed the learning platform and/or attended any classes within the 14 day period, no refund will be given.

The fee, for any course at any given time, will be displayed on the website or will be notified to you by an OxPE representative. Fees are quoted in pounds sterling, exclusive of VAT and exclusive of additional accredited body charges unless stated otherwise.

When any APMG course is purchased, support is for a maximum of 12 months, commencing from the enrolment date onto the learning platform.

Delegates who wish to reschedule a course, must do so within 28 days of the course start date. Any rescheduling closer to the course start date, delegates will be required to submit a special consideration with accompanying evidence. Any decisions about rescheduling are at OxPE's discretion. Delegates may substitute an alternative attendee in their place at no additional charge other than examination and/or book fees, provided that the new delegate meets the entry level requirements for the initial course applied for.

OxPE reserves the right to cancel a course within 7 days or change a schedule for any course. In such cases all delegates will be given due notice and the option of a venue change, study method change or course cancellation. To keep optimum delegate experience, classes are subject to minimum numbers. Where there are insufficient numbers, delegates will be offered an alternative option. In cases of a

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course cancellation by OxPE, a refund will be offered if alternative options are not viable for the delegate.

Delegates who are travelling to attend classes must contact OxPE to inform them of their plans prior to booking travel and/or accommodation. Delegate expenses for class cancellations are non-refundable.

The delegate or client as listed on the application form, is responsible for the course fee.

Once delegates are enrolled on the course, the examination and book fee (where applicable) are non-refundable. One examination fee is included in the cost of the course fees, unless stated otherwise.

Employer Funded Delegates Payment Terms

For Employer funded delegates, OxPE shall issue an invoice prior to the start of the course. All invoices will be dated with 30 day payment terms. However, if the delegate's course is due to take place within the 30-day payment terms, OxPE will require committed sponsorship or a hard copy purchase order to enrol the delegate and allow attendance at their chosen course.

Self-Funded Delegates Payment Terms

For self-funded delegates, payment in full is required upon submission of application to the delegates chosen course.

Access to our learning management system

Your access to our learning management system will be for 12 months or on successful completion of the qualification, whichever is the earlier date. Extensions may be agreed at OxPE's discretion on a case by case basis and may be subject to a renewal charge.

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Introduction to Project Management Course

By applying for the Introduction to Project Management course, you are confirming your agreement to be bound by these terms and conditions.

Registration can be cancelled within 14 days of enrolment to the learning platform. A full refund will be given within 14 days of cancellation, however if the delegate has accessed the learning platform and/or attended any classes within the 14 day period, no refund will be given.

The fee, for any course at any given time, will be displayed on the website or will be notified to you by an OxPE representative. Fees are quoted in pounds sterling, exclusive of VAT and additional accredited body charges unless stated otherwise will apply.

When the course is purchased, support is for a maximum of 12 months, commencing from the enrolment date onto the learning platform.

Delegates who wish to reschedule a course, must do so within 28 days of the course start date. Any rescheduling closer to the course start date, delegates will be required to submit a special consideration with accompanying evidence. Any decisions about rescheduling are at OxPE's discretion. Delegates may substitute an alternative attendee in their place at no additional charge.

OxPE reserves the right to cancel a course within 7 days or change a schedule for any course. In such cases all delegates will be given due notice and the option of a venue change, study method change or course cancellation. To keep optimum delegate experience, classes are subject to minimum numbers. Where there are insufficient numbers, delegates will be offered an alternative option. In cases of a course cancellation by OxPE, a refund will be offered if alternative options are not viable for the delegate.

The delegate or client as listed on the application form, is responsible for the course fee.

Employer Funded Delegates Payment Terms

For Employer funded delegates, OxPE shall issue an invoice prior to the start of the course. All invoices will be dated with 30 day payment terms. However, if the

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delegate's course is due to take place within the 30-day payment terms, OxPE will require committed sponsorship or a hard copy purchase order to enrol the delegate and allow attendance at their chosen course.

Self-Funded Delegates Payment Terms

For self-funded delegates, payment in full is required upon submission of application to the delegates chosen course.

Access to Our learning management system

Your access to Our learning management system will be for 12 months. Extensions may be agreed at OxPE's discretion on a case-by-case basis and may be subject to a renewal charge.

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Corporate and Group Bookings

For corporate and group bookings, the above terms and conditions apply for each qualification, however we will work with you to accommodate any specific requests and requirements where possible. When booking on behalf of an individual delegate or group of delegates, you are agreeing to the terms and conditions on their behalf.

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