Central Film School

2026-27

Central Film School

Student Terms & Conditions

1. Introduction

1.1. These terms and conditions represent an agreement between Central Film School (the School) and you for courses and programmes starting this Academic Year. You accept these terms and conditions in full by accepting your Offer, and/or continuing your registration. If you have any questions or concerns about these Terms and Conditions you should email hello@centralfilmschool.com.

1.2. The School's (i) procedures, policies and regulations found at https://www.centralfilmschool.com/cfs-policies; and (ii) your offer letter from Central Film School London ("Offer"); together with these Terms and Conditions and the Tuition Fee Policy, form the Contract between you and the School. It is your responsibility to read these documents carefully and be familiar with them. The relevant procedures, policies and regulations are listed below:

- The School's Admissions Policy and procedures
- The School's academic regulations, including those of the validating body
- The Tuition Fee Policy
- The Student Engagement Policy & Attendance Procedure
- The Code of Conduct

1.3. Definitions For these Terms and Conditions

“Academic Year”	For the purpose of this document, an Academic Year refers to the period for which your Programme or Course runs. An academic Year runs from September to September, and may have multiple entry points during this period.
“Application”	Refers to all documents and forms provided by you as part of the admissions process, this includes but is not limited to, the application form, fee assessment form, visual portfolio, and any additional materials requested during the admissions process.
“Contract”	The terms and conditions, Offer Letter and procedures, policies and regulations for the contract between you and the School
“Course”	Means a non-academic, non-credit bearing programme of study.
“Offer”	Means an offer of a place on a Programme or Course.
“Programme”	Means your prospective or registered Academic, credit bearing, programme of study at the School.
“Tuition Fees”	Means the fees payable to the School

2. Admissions

2.1. It is your responsibility to ensure that all of the information you provide to the School is true, accurate and complete, and that you have not omitted any essential information.

2.2. If it is discovered that your application contains material inaccuracies or fraudulent information, or that significant information has been omitted during your Application, the School may withdraw or amend your Offer. If this is discovered after you have registered, we have the right to cancel your registration without compensating you and/or revoke any subsequent Award. Any deposits or fees paid as a result of this application will be non-refundable.

2.3. If the School is notified by UCAS that your application has been cancelled or withdrawn due to material inaccuracies or fraudulent information, then your application or enrolment may be terminated in line with the UCAS terms and conditions. Any deposits paid during this application will be non-refundable.

2.4. The Offer the School makes to you will be conditional or unconditional.

If your Offer is conditional, the School will set out the conditions which you will need to fulfil in order to be admitted onto your chosen Programme or Course.

2.5. If you have not fulfilled the conditions of your Offer before the date notified to you in your Offer or any other date notified to you, the School reserves the right to withdraw your Offer. You will not be entitled to a refund of any paid deposit in accordance with the School's Tuition Fee Policy.

2.6. You may be required, at the request of the School, to provide satisfactory evidence of your qualifications (including English language qualifications, if required) before admission. Failure to provide such evidence to the School's reasonable satisfaction may result in the termination of your Offer, the revocation of your registration as a student of the School and the termination of the Contract. You will not be entitled to a refund of any paid deposit in accordance with the School's Tuition Fee Policy.

3. Immigration

3.1. If you are resident outside of the United Kingdom (UK), you will need to demonstrate, prior to enrolment on your programme, that you have a valid immigration status to undertake your proposed programme of study. If you fail to demonstrate that you have a valid immigration status the School reserves the right to withdraw you from your programme (without liability to you).

3.2. You must take responsibility for ensuring that you comply with the terms of your student visa whilst studying at the School.

3.3. The School is required to withdraw sponsorship of your visa allowing you to study if you do not comply with Home Office rules, including but not limited to:

- Your overall attendance is not deemed to be acceptable.
- Your enrollment has been terminated, or you withdraw or commence a break in study.
- You successfully complete your programme of study in a shorter period than originally planned.

3.4. If you choose to withdraw from your studies or if the School terminates your enrolment, this could affect the validity of your visa and your ability to enter and/or remain in the United Kingdom.

3.5. If your visa is revoked for any reason, the School will terminate your enrollment on your programme and terminate the Contract with you. In this case you will not be entitled to a refund of any deposit or programme fees already paid in accordance with the School's Tuition Fee Policy.

3.6. On occasion, the School will need to contact the Home Office to clarify details on outstanding visa applications and previous immigration history. By accepting these terms and conditions of study, you consent to the School contacting the Home Office on your behalf and the Home Office releasing such information to the School.

4. Conditions of Admission

4.1. Your admission to the School, attendance on a programme, and right to enjoy any of the privileges of membership of the School, including access to services and facilities, is subject to you complying with the terms of the Contract and enrolling with the School. Ongoing terms of registration with the School are outlined in the Enrolment & Registration Policy.

4.2. In accepting an offer of a place to study and subsequently enrolling on your programme, you agree to use all efforts to fulfil all the academic requirements of your programme in accordance with the terms of the Contract, including attendance at lectures, seminars and any other such teaching sessions provided by the School, the timely completion of assessment as directed by your Programme or Course team and, where required, attendance at formal examinations.

4.3. If you do not act in accordance with this Contract, or any of the documents referred to in it, the School may take disciplinary action against you under the School's Disciplinary Procedures and/or may withdraw you from your programme.

4.4. By accepting an Offer, you are confirming that you have no relevant unspent criminal convictions (excluding minor motoring offences) that you have not previously declared through the application process. For the purposes of this Contract, 'relevant' convictions generally include offences concerning violence, sexual misconduct, firearms, or the supply of illegal drugs. If you do have a relevant unspent conviction, you must notify the School via hello@centralfilmschool.com prior to enrolment so that the School can undertake a fair risk assessment to ensure compatibility with campus safety and membership of the School. For certain programmes, disclosure of specific spent convictions may also be required, as outlined by the Admissions Policy.

4.5. By accepting an Offer, you agree to be bound by the policies and procedures set out in the Enrolment and Registration Policy, and the

Procedures for Assessment, Reassessment & Progression and the Academic Regulations. These policies and procedures set out specific steps you must take to ensure your continuous enrolment with the School and are included in the 'Pre-Contract Information' sent to you with your offer. These policies may be amended and updated from time to time, and are ratified through the Academic Board where a material change is implemented.

5. Fees & Payment

5.1. By accepting an Offer and subsequently enrolling on your programme, you are confirming that you accept responsibility to ensure your programme fees are paid in accordance with the published Tuition Fee Policy. You also agree to be bound by the School's regulations on the payment of fees, refunds in the event of withdrawal from your studies and the consequences of non-payment, as amended from time to time. These are set out in the Tuition Fee Policy.

5.2. The School may pursue legal proceedings against you if you are in debt to the School. In addition, if you are in debt to the School (whether for tuition or other fees) you will be recorded as a debtor of the School in any references requested from the School.

5.3. If you have any concerns regarding payment of fees or require further information about programme fees (including the refund of programme fees), please contact accounts@centralfilmschool.com.

5.4. Non-tuition fee related debt, such as your liability for damage to School property through negligence, will not impact your academic progression through the programme, but may lead to removal of other services, such as equipment use for personal projects, or use of School facilities for such projects.

5.5. Home students in receipt of the government tuition fee loan will be exempt from paying the deposit. Where a student is only entitled to a partial tuition fee loan, they will pay the remaining balance; they may either pay the balance in advance of the start date or termly. The amount paid termly will depend on any government tuition fee loan arrangements in place, with the remaining balance divided by three if paid termly.

- The School applies the UK Government's requirements for eligibility of Home students, for tuition fees and CAS purposes. These requirements can be found here: https://www.gov.uk/student-finance/who-qualifies

5.6. For International Students on our Undergraduate programmes, the deposit must be paid in advance of the programme start date to secure your place. Payment is deemed to have been made when we have received cleared funds. The deposit is deducted from the overall tuition fees and is not an additional charge.

5.7. International Students must pay the first year's tuition fees in full by the 21st of June for Programmes commencing in September and by 28th of September for Programmes commencing in January. The CAS will not be issued until the first year tuition fees are paid in full. Payment of tuition fees for each term thereafter must be made in full 30 days prior to the start of each term.

5.8. In addition to your programme fees, you may incur additional expenditure such as (but not limited to) book purchase, online content providers (such as Netflix), specialist materials (such as scriptwriting software), additional production costs (excluding the budget provided by The School for certain productions), reassessment fees, library fees (including lost item costs), printing fees, and fines charged to the student in accordance with the Student Disciplinary Procedures. Although some assistance from School funds may be available to meet such expenditure, you shall have primary responsibility for payment.

- The School may request a refundable deposit for booking some resources and equipment for personal use or for productions that are not part of the School syllabus. This deposit will be kept by the School in instances of loss or damage due to negligence on your behalf.

- You will be liable for the production insurance costs involved for any personal projects that are not part of the School's syllabus, including those that are produced in collaboration with students from other film schools, friends, industry professionals or personal/professional clients.

- Should you use The School's equipment and/or resources (including on site facilities) and not make arrangements for insurance, you are liable for any costs incurred due to damage or negligent use of The School's equipment, facilities or resources.

- The School is not liable for any loss incurred during the pre-production, production and post-production of any personal project outside of the School's syllabus.

- If you are not properly insured for any personal projects outside of the School's syllabus, or have purposely misled the School in any aspect of your personal project, you may be subject to The School's Student Disciplinary Procedures and/or loss of any deposit you have paid.

- Students are expected to book resources, props and equipment in accordance with the School's Props and Equipment Booking Protocol.

- All production costs at Postgraduate level are your responsibility, you will be liable for all production budgets for the module exercise and the Graduation Film Project as well as production insurance costs.

5.9. The School works with an accommodation partner who can assist students with making arrangements for student accommodation. The School does not take payment on behalf of the agent and accepts no responsibility for accommodation provided through our partner or accommodation secured privately.

- The School charges an administration fee for accommodation booked with FindDigs

5.10. For programmes lasting more than one Academic Year, the School reserves the right to increase Tuition Fees annually. Any such increase will be communicated to you in writing well in advance of the new Academic Year. Where programme fees are regulated by the UK Government, any increases will not exceed the maximum regulated fee limit.

6. Delivery of Advertised Programmes & Services

6.1. The School will use reasonable endeavours to deliver programmes in accordance with the descriptions set out in the Contract. However:

- Due to the period between prospectus publication and your enrolment on a programme, circumstances may change due to factors beyond the School's reasonable control and therefore it may sometimes be necessary to vary the terms or content of the programme or services described in the prospectus. The School will use all reasonable endeavours to ensure that changes are kept to a minimum, but if we are required to make any significant changes to the terms of the Contract or your programme (as described in your Offer and/or prospectus) before you enrol at the School, the School shall bring these to your attention as soon as possible and if you reasonably believe that the

proposed change will prejudicially affect you, you may either cancel the Contract and withdraw from the programme without any liability to the School for programme fees (even if the 14-day cancellation period has expired) or transfer to another programme offered by the School for which you are qualified;

- If there are not sufficient enrolments to make a programme or module viable, the School may be forced to cancel the programme or module. If you have received an Offer for a programme which the School discontinues prior to you registering at the School, the School will notify you as soon as possible and will use reasonable endeavours to provide a suitable replacement programme for which you are qualified. If you are unhappy with the replacement programme provided by the School or if the School is unable to provide a suitable replacement programme, you may cancel the Contract and withdraw from the programme without any liability for programme fees (even if the cancellation period referenced in Section 8 has expired);

- following suitable consultation with students, the School reserves the right to vary elements of your programme from those described in the Contract in order to improve the quality of educational services, to meet the latest requirements of a commissioning or accrediting body, in response to student feedback, and/or due to a lack of student demand for certain modules. If we are proposing to make a significant change to your programme (such as (without limitation) the removal of a number of modules which changes the nature of the programme), we will notify you as soon as possible and in the case of the removal of a module, we will provide you with a suitable replacement module.

- Central Film School is conscious of the fact that students choose to study with us because they are looking for a practical filmmaking experience alongside gaining a recognised qualification. As a specialist film school we already operate programmes with small student groups and so we endeavour to have students on campus for the practical elements of their programmes as well as seminar groups. The School reserves the right to deliver the programmes by distance learning, either in part or in full, while maintaining the overall quality of the programmes delivered online, if or when this is required by the UK Government . This may include the use of alternative assessments or and/or the rescheduling of modules in order to maintain the quality of learning. This does not affect your statutory rights.

6.2. If you choose to cancel the Contract (and withdraw from your programme) in accordance with this Clause 6, the School will use reasonable endeavours to assist you in finding an alternative comparable programme with another higher education provider in the United Kingdom.

6.3. If, following your enrolment, the School makes a significant material change to your programme (such as a fundamental change to the programme's core modules, delivery method, or assessment structure) to which you do not consent and which prejudicially affects you, you will have the right to cancel this Contract and withdraw without liability for future terms' tuition fees. In such circumstances, the School will use reasonable endeavours to assist you in transferring to an alternative comparable programme with another higher education provider in the United Kingdom.

7. Liability

7.1. Whilst the School takes all reasonable care to ensure the safety and security of its students whilst on the School's campus, the School does not accept responsibility, and expressly excludes liability for damage to students' property or intellectual property, other than through the negligence of the School, its staff or agents. You are advised to insure your property against theft and other risks.

- The School shall not be held responsible for any injury to you (financial or otherwise), or for any damage to your property, caused by another student, or by any person who is not an employee or authorised representative of the School.

7.2. Except as set out in these terms and conditions, the School shall not be responsible for losses that result from its failure to comply with these terms and conditions including, but not limited to, losses that fall into the following categories:

- indirect or consequential losses;
- loss of income or revenue;
- loss of business;
- loss of anticipated savings;
- Or loss or corruption of data.

7.3. If an act, event, or omission beyond the reasonable control of the School (for example, a flood, fire, act of God, pandemic, or third-party industrial action) renders it impossible for the School to provide relevant education services, the School will not be held in breach of contract, provided it has taken all reasonable steps to minimize the disruption to

those services and mitigate the impact on your learning. Please note that industrial action by the School's own staff is not considered an event beyond our reasonable control.

8. Intellectual Property

8.1. All Programme or Course material, products and services including those developed directly on the Programme or Course by us remain the property of Central Film School.

8.2. You will retain all intellectual property developed on the Programme or Course by you. We are hereby granted by you a lifetime royalty-free licence to use solely for our marketing, internal and educational use any materials which you produce on the Programme or Course.

8.3. You are free to exploit materials produced by you as you see fit and we would be happy to discuss how we can assist you in doing so.

8.4. The School may take photographs or videos of you for later publicity purposes. Where practical to do so The School will endeavour to alert you when it wishes to do this, giving you an opportunity to request that you not be included.

9. Contract

9.1. The Contract between you and the School will commence from the date on which you accept your Offer, whether the application was made directly to the School or through UCAS. Accepting an offer may be through a choice via UCAS services, via email to the admissions team or through the School's online application system. You have the right to cancel this contract within 14 days without giving any reason, although in order to assist the School with future planning we may ask why you chose to end the contract.

9.2. For the terms and conditions for cancellation, withdrawal, deferrals and refunds refer to the Tuition Fee Policy.

9.3. You are also entitled to cancel your contract and withdraw from your programme following the expiry of the cancellation period (including after enrolment). To withdraw from your programme following expiry of the cancellation period (including after enrolment) you must follow the published Withdrawal Procedures.

9.4. Your rights and obligations under the Contract will end automatically, subject to your rights of internal appeal and your obligation to pay fees, if your application to /studies with the School are terminated because:

- A request from the School for additional information in support of an application/ enrolment, which remains unanswered within the period stipulated by the School.

- You have failed to enrol with the School and/or pay outstanding fees in accordance with the School's Tuition Fee Policy.

- the School has reason to believe that you are not fully engaged with your studies, or that you may have left the programme without following published Withdrawal Procedures

- action has been taken against you in accordance with the School's Student Disciplinary Procedures

- action has been taken against you following the decision of an Exam Board.

9.5. In addition, the School may end the Contract by written notice to you in the following circumstances:

- if, between accepting an offer and starting your programme, there is a change in your circumstances which, in the reasonable opinion of the School, makes it inappropriate for you to study on your programme.

- if the School becomes aware of information about you which it did not know before (for example, unspent criminal convictions) which, in the reasonable opinion of the School, makes it inappropriate for you to study on your programme; or

- if, in the reasonable opinion of the School, you have failed to provide the School with all relevant information, or have supplied false or misleading information, relating to your application for your programme.

10. Requirement on Termination of this Contract

10.1. If at any time the Contract terminates:

- You shall not be entitled to enrol on your programme (if, at the date of termination, you have not already enrolled); and

- You shall be required to stop studying on your programme and to leave the School immediately (if, at the date of termination, you have enrolled).

- You must return your Student Identification Card issued to you on enrolment, together with all property owned by the School; and

- you must pay all outstanding fees, charges and debts immediately.

10.2. Any action taken by the School under the above provisions will not restrict its ability to take any other action against you which it may be entitled to take. The School will not be liable for any loss or damage which you may suffer as a result.

11. Data Protection

11.1. The School holds information about all applicants to the School and all students at the School. The School uses the information provided by applicants and/or students (including information from application forms):

- to administer applications and to compile statistics that may be published or passed to government bodies or official agencies such as the Higher Education Statistics Agency (HESA). If your application is successful the School will also use the information to administer your studies, to provide you with School facilities and services, to monitor your performance and attendance, to provide you with support, to conduct research and surveys, and to identify ways to enhance learning, teaching, assessment and the broader student experience;

- for credit scoring, credit assessment, debt tracing or fraud and money-laundering prevention. Accordingly, the School may disclose this information or data about you to credit reference agencies or other credit assessment, debt tracing or fraud prevention organisations.

- if the School is under a duty to disclose or share your personal data in order to comply with any legal or regulatory obligation, and to protect the School's rights, property, or the safety of our employees, students, or others.

- for legal, personnel, administrative and management purposes and including the processing of any special category personal data (as defined in the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018) relating to you, which may include, as appropriate: information about your physical or mental health or condition in order to monitor leave

from study or extenuating circumstances and take decisions as to your fitness for study or for other uses as may be required by law;

- to send communications to you, including without limitation, information relating to funding or sponsorship opportunities and information relating to School services and products.
- to deliver your programme and provide educational services to you; and

- to process any payments made by you to the School.

11.2. The School will only process your personal data in accordance with the specific purposes notified to you above and in accordance with the School Data Protection Policy and otherwise as permitted by the UK GDPR and the Data Protection Act 2018.

11.3. By submitting your application form and/or accepting your Offer, you consent to the use of your personal data in accordance with this Clause. You should refer to the School's Data Protection Policy for more information.

12. Serving Notice, Communication & Keeping in Contact

12.1. The School normally sends communications via email to the student's School email account. Hard Copy correspondence will be sent to the student's 'home' or main residence address as recorded on the School's student database.

12.2. It is your responsibility to ensure that all personal and contact details are accurately recorded and updated and that your School email account is regularly monitored.

12.3. Letters shall be deemed to have been properly served 48 hours after posting if sent by first class post. Good service may also be given by email to your School email address in which case service shall be deemed effective 48 hours after sending.

12.4. The School will not overturn decisions because of a claim of missed communications where it can be shown that the School undertook all reasonable efforts to contact students through the School email account and/or through communications sent to the home or main residence.

13. Appeals & Complaints

13.1. The School makes a distinction between academic appeals (against assessment decisions) and complaints (about other services). The School has an academic appeals policy and procedure and an admissions appeals policy and procedure.

13.2. Students wanting to make a complaint about a non-assessment issue should refer to our Student Complaints and Admissions Representations documents and follow the procedures described. These procedures have been produced to help the School resolve any complaints you may have as promptly, fairly and amicably as possible.

13.3. Full details of the complaints procedure can be found in the Complaints Policy and Procedure. If you are provided with a 'Completion of Procedures' letter and you are still unhappy with the outcome of your complaint, you may be able to refer it to the Office of the Independent Adjudicator (OIA). Full details of how the OIA works can be found here: www.oiahe.org.uk.

14. General

14.1. The terms of the Contract shall only be enforceable by you and the School.

14.2. The Contract constitutes the entire agreement between you and the School in relation to its subject matter.

14.3. No failure or delay by the School or you to exercise any right or remedy provided under the Contract or by law shall constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict the exercise of that or any other right or remedy.

14.4. If any provision or part-provision of the Contract is or becomes invalid, illegal or unenforceable, it shall be deemed modified to the minimum extent necessary to make it valid, legal and enforceable. If such modification is not possible, the relevant provision or part- provision shall be deemed deleted. Any modification to or deletion of a provision or part- provision shall not affect the validity and enforceability of the rest of the Contract.

14.5. The courts in England and Wales will have exclusive jurisdiction to settle any dispute or claim arising out of or in relation to the Contract and that in any such proceedings these terms and conditions and the Contract into which they are incorporated will be governed by and interpreted in accordance with the laws of England and Wales.

14.6. If you have any questions or concerns about these terms and conditions or the Contract, please contact the CEO, Central Film School London Ltd., ‘Avondale’ 72 Landor Road, London, SW9 9PH

14.7. In the highly unlikely event that the School is unable to deliver your programme to completion, or if a decision is made to close your programme or the School itself, the procedures, protections, and financial remedies outlined in our published Student Protection Plan will apply

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