

## **Domain Group**

Domain Academy

English Domain

Student's Terms and Conditions

Last Updated:

28 October 2020

## **Student's Agreement (Terms and Conditions)**

Before enrolling for your course, you are kindly asked to read and agree with the following terms and conditions very carefully:

1. **Behaviour:** Mobile phones should be switched off in class. Eating/drinking in class is not allowed. Students are to handle all equipment with care. Smoking is strictly prohibited on Domain Academy campus except for designated areas. The subjects of Politics and any discriminatory comments or remarks regarding political belief, race, ethnicity, origin, gender, age, sexual orientation, language, disability and religion are not allowed on Domain Academy campus.
2. Should the course be cancelled by Domain Academy, the student is entitled to the full refund of fees paid.
3. Should the student cancel his/her participation on the course or, termination of the course is caused due to disciplinary measures taken by the Academy; no refund shall be given to the student. This applies to all methods/terms of payments chosen by the student.
4. The student shall have the right to obtain the assessment results upon having completed all the necessary assessment requirements of the programme or parts thereof on condition that the student satisfied all his/her obligations.
5. Should the student be eligible to claim a refund (or part thereof) of the fees paid, they are to submit their claim in writing to the Appeals Board. The claim should clearly state the reason for such request and include all relevant details. The refund provisions applied are in line with the Consumer Protection Law. This agreement shall not deny the student's right to take further action under the Consumers Affairs Act.
6. Overseas students are obliged by law to provide the Academy with any change in their contact details that include their residential address and telephone number in Malta as well as a contact address overseas following the completion of their studies.
7. Should the student cancel his/her participation on the course within 4 weeks from the scheduled date of the starting course, the student shall not be entitled to any refund of the fees paid. Students who cancel their participation on the course prior to 4 weeks from the starting date of the course, are entitled to a refund of the fees paid less Euro100 (one hundred euro) administration fee. In case of a student requiring/ applying for a study visa, no refunds are given once the required visa is issued. Once a course has commenced, no refunds of the fees shall be given to the student. This also applies to students being terminated or suspended for disciplinary or other reasons.
8. Students opting to pay their tuition fees periodically shall adhere to the payment terms agreed and respect entirely the due dates of payments as per terms agreed. Failure to settle periodic due payment will result in students not being able to continue their studies until payment is settled. It is in the student's interest to ensure that payment dates and terms are fully adhered to.

Please be advised that students who do not adhere to the above regulations are subject to expulsion from the course, with no refund.

Domain Academy (or associate educational institutes within Domain Group) is associated with a number of players in the industry who may; from time to time be looking to employ the skills you acquire through courses offered at Domain Academy (or associate educational institutes within Domain Group). As part of our student development programme we may wish to recommend your skills to prospective employers in the industry.

Domain Academy will hold your personal data on their database. This information may be accessed, reviewed and used by the designated staff at Domain Academy (or associate educational institutes within Domain Group) for administrative and marketing purposes. Domain Academy, or its approved suppliers, may also send you details of products and services you may be interested in.

The personal information provided in this form will only be processed for the purpose of course administration and shall be processed in accordance with the provision of the Data Protection Act, Cap 440 of the Laws of Malta. Certain information may be forwarded by Domain Academy to the government Ministries or entities to allow the said Ministries and/or entities to measure the take up of any scheme launched by the same Ministry or for other research or statistical purposes.

Course schedules, content and any other items related to the course may be subject to change due to various circumstances which might arise throughout the duration of the course and are beyond the control of Domain Academy. Whilst Domain Academy would ensure that such changes are communicated to students once they are officially available, Domain Academy cannot be held liable for such changes.

If the student applies for any scheme or loan for part or full financing of his/her studies at Domain Academy, the full responsibility for such schemes or loans lies with the student and Domain Academy cannot be held liable for any changes / terminations / suspension of such schemes or loans. Furthermore, Domain Academy cannot be held accountable if the organization awarding the financing scheme or loan fails to honour its commitments towards the student. In any case, the full course fees should be honoured in full by the student to Domain Academy.

Domain Academy may take photos from time to time which can be used for marketing and/or promotional purposes including print and social media. If you do not wish to feature on such material you are kindly being requested to send an email on [notifications@domaingroup.com.mt](mailto:notifications@domaingroup.com.mt)

**You have the right to access, rectify and where applicable, the right to erase data concerning you.**