

Terms & Conditions

1 Important information about this contract

1.1 This contract is made between you and JBS Executive Education Limited.

1.2 The Psychometrics Centre's courses at the Cambridge Judge Business School are provided by JBS Executive Education Limited whose address is at Trumpington Street, Cambridge, CB2 1AG.

Tel: +44 (0)1223 769483

Email: contact@psychometrics.cam.ac.uk

The main features of our Courses can be found on our website at

<http://www.psychometrics.cam.ac.uk/training>

The duration and delivery dates of each course are published on our website. Courses take place at selected venues throughout Cambridge or as otherwise stated according to the requirements of the course.

1.3 By submitting a completed application form you acknowledge that you agree to the terms and conditions set out below. You also agree to comply with any special conditions which may be notified to you in writing before this contract commences. "In writing" shall mean by way of letter or email.

If at any time you have concerns about the course delivery under this contract, please notify us in writing as soon as possible and in accordance with our legal requirement to have a [complaints policy](#)

2. Commencement and duration of your contract with us

2.1 Your course contract with us commences on the date of the email we send to you confirming your acceptance onto the first course you attend. The contract concludes upon completion of the final course provided that such final course is completed within two (2) years of the start date of the first course you attend. Otherwise this contract will conclude two (2) years after the start date of the first course you attend and provided always that payment of the fee has been made by you and received by us.

3 Admissions criteria

3.1 We assess applicants on their suitability to participate in the course.

4 Payment of fees

4.1 Payment of the course fee is due thirty (30) days from the date of our invoice. If payment has not been received within this time period there is no right to attend the course. Where an application is submitted less than six (6) weeks before the start of a course, the course fee is due and payable seven (7) days from the date of our invoice. Any cancellation or transfer fee is due and payable seven (7) days from the date of our invoice.

4.2 Applicants may pay by credit card, cheque or bank transfer.

4.3 The fee is exclusive of VAT which, where applicable, will be added at the prevailing rate at the date of invoice and exclusive of any other taxes, charges or levies which may be imposed by law.

5 Your obligations to us

5.1 You are required to show respect and courtesy to your fellow participants, faculty and staff.

5.2 You are required to comply with all ownership, copyright and related rights in any course materials or other information provided to you, and to keep all such information confidential where it is not already in the public domain. In addition, you will not use the Cambridge Judge Business School or University of Cambridge logos or trade mark or, take video or audio recordings of the courses. You may take photographs for your own personal use.

5.3 You are required to prepare thoroughly for a course and any of its activities and to attend all timetabled sessions on time and for the complete duration of the course.

5.4 You are required to pay all personal accounts and expenditure incurred during the course (e.g. extra meals, drinks, taxis, newspapers) no later than the end of the course.

6 Our obligations to you

6.1 We will endeavour to deliver the course as published on [our website](#) but we are continually improving and developing our courses and facilities and it may be necessary to alter some characteristics of the course including but not limited to the timetable, faculty, content, format, delivery and location. Any such alteration and the reasons for such alteration will be notified to you in writing as soon as possible.

7 Cancellation

7.1 You have the right to cancel this contract within fourteen (14) days after the day this contract commences – see condition 2.0 above for the date this contract commences (the “Initial Cancellation Period”).

7.2 To exercise the right to cancel you must inform us before the end of the Initial Cancellation

Period at JBS Executive Education Limited, Trumpington Street, Cambridge, CB2 1AG (telephone: +44 (0)1223 769483, email: contact@psychometrics.cam.ac.uk) of your decision to cancel this contract by way of a clear statement (e.g. a letter sent by post or email). You may fill in and submit the [online model cancellation form](#). We will acknowledge receipt of your cancellation in writing and usually by email without delay.

7.3 If you cancel this contract within the Initial Cancellation Period and provided you have not requested us to commence the provision of the course within the Initial Cancellation Period, (see 7.4 below) we will reimburse all payments received from you using the same means of payment as you used for your payment.

We will make reimbursement without undue delay and in any event not later than fourteen (14) days after the date on which you inform us you are cancelling this contract.

7.4 If you require us to commence the delivery of a course to you during the Initial Cancellation Period, you must make an express request to us to do so in writing, e.g. by email. If after such express request you decide to cancel this contract, you will be required to pay us an amount which is, compared to the total fee, a fair proportion of that total fee for the part of the course delivered to you by us as at the date you cancel this contract.

There is no right to cancel if the course has been fully delivered to you following an express request by you to start delivery of the course within the cancellation period.

7.5 In the unlikely event that sufficient faculty are not available or where there are insufficient applicants to ensure a rewarding and beneficial experience for all participants, we may decide to cancel the course. If this occurs we will give you as much written notice by email as possible and, excluding exceptional circumstances, this would not be less than fourteen (14) days before the start date of the course. If we do cancel the course we will reimburse any fees paid to us by you without delay. Where possible and provided you fulfil the admissions criteria and pay any difference in the fee applicable, we may suggest an alternative course. If you accept a place offered by us on an alternative course you will be required to enter into a new contract with us.

8 Confidentiality

8.1 We keep all information about your progress on a course confidential and do not share this information with any third party.

9 Data protection

9.1 You acknowledge that JBS Executive Education Limited is registered as a data controller under the Data Protection Act 1998 and you agree that we may process your personal information and data for course preparation and delivery, internal market research, participant and alumni administration, accounting, record-keeping, health and safety and any other reasonable purpose relating to our relationship with you.

9.2 We may contact you with information about our products and services. We will not pass on your details to third parties. If you do not wish to receive future communications from us, please indicate this on the application form.

10 Disabled access

10.1 For information which may be of assistance to any prospective applicants with disabilities
Terms & Conditions for Individual Applicants V3, 27 October 2015, JBS Executive Education Ltd

please visit www.jbs.cam.ac.uk/contact/access-for-people-with-disabilities.

For further information about access to course venues (which may include traditional Cambridge colleges), please do not hesitate to contact a member of our admissions team: contact@psychometrics.cam.ac.uk.

11 Notices

11.1 Any notice required in accordance with these terms and conditions shall be deemed to have been duly given if sent by (i) signed for and/or guaranteed special delivery post or (ii) email to the other party's last known place of business or residence (as applicable). If the notice is sent by post it shall be effective three (3) business days after posting and if sent by email, it shall be effective at the time the email is shown as sent providing no report of non-delivery is issued and a copy of the notice is confirmed by one of the other means of service referred to above.

12 Disclaimer

12.1 We do not accept responsibility and expressly exclude liability for any loss or damage to your property that occurs whilst you are on a course. You're advised to take particular care not to leave your mobile telephones, tablets, laptop computers or any other valuables unattended at any time.

13 Law and jurisdiction

13.1 As performance of the course is in England this agreement is subject to English law and the parties agree to submit to the non-exclusive jurisdiction of the English courts.