

REGISTRATION POLICY

INDIVIDUAL LEARNERS ON THE VLE

It is the policy of The Business School (UK) Ltd that all learners who are enrolled for a qualification programme will be registered with the relevant awarding organisation based on the following:

For those paying by monthly instalment, registration will take place only after 2 payments have been received; OR 1 assignment has been submitted.

For those who pay in full, registration will take place within 6 weeks of payment receipt and clearance. It should be noted that where employers are invoiced for learner provision, access to the VLE is not allowed until full payment is received and cleared.

For those who pay by module, registration will take place only when 1 full module payment has been received and cleared.

All registrations are dependent on learners' completing the necessary declarations and updating their profile to provide relevant information. If the above conditions have been met, two monthly email reminders will be sent to learners to update their profile.

COURSES ON THE VLE

It is the policy of The Business School (UK) Ltd that all learners on a course on the VLE – in other words, who represent a cohort for a specific programme/client) – will be registered in accordance with payment schedules agreed. This is likely to be a % upfront invoice of the whole programme and once receipt and clearance of this, the learners will be registered accordingly.

COURSES – FACE TO FACE

It is the policy of The Business School (UK) Ltd that all learners on a course delivered on a face to face or blended basis – in other words, who represent a cohort for a specific programme/client) – will be registered in accordance with payment schedules agreed. This is likely to be a %

REGISTRATION POLICY

upfront invoice of the whole programme and once receipt and clearance of this, the learners will be registered accordingly.

