



# **Student Contract**

2025/2026

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# 1. Purpose and Scope

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This Contract is between you and the International College of Musical Theatre (ICMT). It explains the main terms and conditions of your place with us.

It sets out:

- What you can expect from us as your training provider.
- What we expect from you as a student.
- How we will work together during your studies.

The Contract also explains:

- How your work will be assessed.
- What happens if your course or services need to change.
- Our rules on student behaviour and academic conduct.
- How to raise a concern or make a complaint.

Where more detail is needed, this Contract directs you to our policies and procedures, which are available on the ICMT website.

# 2. What You Need To Know

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The International College of Musical Theatre (ICMT) is a trading name of Stageworks Productions Ltd, a company registered in England and Wales (company number 05553231). Our registered address is 68 Wallis Road, London, E9 5LH.

When you accept your offer of a place, you enter into a legally binding Contract with the ICMT. This Contract sets out:

- Your rights and responsibilities as a student.
- The ICMT's responsibilities to you.

The Contract is made up of the following documents, which should be read together:

- Your offer letter.
- [ICMT Policies and Procedures >](#) (including Academic and General Regulations).
- The Tuition Fee and Refund Policy.
- The Course Programme Specification (for undergraduate students).
- Any specific course requirements published on our website.
- The Student Handbook.

You should read these documents carefully before starting your course. They are available on the ICMT website, and you will be told if they change.

The Documents listed here form part of this Contract. We will not introduce changes that materially disadvantage you during your studies unless required by law/regulation or necessary to maintain academic standards and quality. In such cases, we will give reasonable notice and appropriate options.

### **3. Application and Admission**

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When you apply to the ICMT, you must give full, accurate, and truthful information.

- If you give false, incomplete, or misleading information, the ICMT may withdraw your offer.
- If this is discovered after you have started your course, the ICMT may withdraw you from the course.
- Where relevant, the ICMT may also withdraw visa sponsorship.

#### **Identity and qualification checks**

You must provide evidence of your identity and qualifications as part of the admissions process.

- Your place is conditional on these checks being satisfactory.
- If your documents cannot be verified, or if false information is discovered later, the ICMT may withdraw your offer or your enrolment, including any visa sponsorship.

#### **Course entry requirements**

Each course has entry requirements and is published on the relevant course page on the ICMT website.

You must meet these to be eligible. If you do not meet the requirements, the ICMT may withdraw your offer or your enrolment.

#### **Criminal convictions**

You must disclose unspent criminal convictions relevant to your application. We do not require disclosure of spent convictions unless a statutory exemption applies. We will assess any disclosed information proportionately and lawfully. See our *Admissions and Auditions Policy* and *Privacy Policy* for details.

The ICMT will carry out a risk assessment, where relevant, to protect students and staff.

- If the outcome shows that a conviction is incompatible with your course, the ICMT may withdraw your offer or your enrolment, including any visa sponsorship.
- You will be told the outcome of the assessment.

Before withdrawing an offer or enrolment, we will notify you, explain our concerns, invite your response, and confirm your right to appeal under the Academic/General Regulations.

**Related Policies:**

- *Admissions and Auditions Policy.*
- *Student Behaviour and Code of Conduct.*
- *Privacy Policy*

## **4. Your Cancellation Rights**

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When you accept your offer of a place, you enter into this Contract with the ICMT. By law, you have the right to cancel the Contract within 14 days of accepting your offer (“the cancellation period”). You do not need to give a reason.

### **How to cancel**

You must tell the ICMT within the 14-day period.

You can cancel by:

- Completing the cancellation form on our website.
- Emailing [info@theicmt.com](mailto:info@theicmt.com) with a clear statement that you wish to cancel.

### **Refunds within the 14-day period**

- If you cancel within 14 days of accepting your offer, we will refund all payments you have made, including any deposit.
- If your course is due to begin within those 14 days, we will first ask you to confirm in writing if you want us to start teaching during this period.
- If you agree to start and then cancel within the 14 days, we may deduct a proportionate amount of the tuition fee to cover the part of the course already provided.

### **After the 14-day period**

- If you cancel after the 14-day cancellation period, any deposit you have paid will generally be non-refundable.
- You may still withdraw from your course, but you may be required to pay a proportion of your tuition fees depending on when you withdraw.

The rules for calculating and refunding fees are set out in the *Tuition Fee and Refund Policy*, which forms part of this Contract and is published on our website.

## Refund process

All refunds will be processed in line with the *Tuition Fee and Refund Policy*.

### Related Policies:

- *Tuition Fee and Refund Policy*.

## 5. Rules and Regulations

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By entering into this Contract, you agree to follow the ICMT's rules, policies, and procedures. These documents are part of the Contract and are published on our website.

### Your responsibilities as a student

During your studies, you must:

- Attend classes, rehearsals, and assessments as required.
- Submit work honestly and uphold academic integrity.
- Make satisfactory academic progress.
- Pay tuition fees and other charges on time.
- Behave respectfully and responsibly towards staff, fellow students, and the wider community.

### Key Policies that apply to you

The following key policies explain these rules in full:

- **Academic Regulations:** Programme structure, progression, assessment rules, academic standards, and (for undergraduates) awards.
- **Academic Misconduct Policy:** Rules on plagiarism, cheating and academic integrity.
- **Tuition Fee and Refund Policy:** Tuition fees, payment schedules, refunds, and eligibility criteria.
- **Student Behaviour and Code of Conduct:** Expectations for conduct and professionalism, disciplinary procedures, and possible sanctions.
- **Fitness to Train Policy:** How the ICMT addresses concerns about health or wellbeing that may affect your ability to train.
- **Student Protection Plan:** How your studies are protected if a course changes or closes.
- **Student Complaints Procedure:** Step-by-step process for raising and resolving concerns.

### What happens if rules are not followed

If you do not follow these rules, the ICMT may take action under the relevant policy. Possible outcomes include:

- Academic penalties.

- Financial sanctions.
- In serious cases, withdrawal from your course.

You will always be told which process applies and given the opportunity to respond.

## **6. Changes to Course Modules or Services**

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The ICMT will make every reasonable effort to deliver your course, assessments, and related services as described in your offer letter, programme specification, and the information published on our website.

### **Exceptional circumstances**

Sometimes events outside our control may force us to make changes. Examples include:

- Very low student numbers that make it impossible to run the course to the required quality.
- Unexpected loss of key staff.
- Natural events such as floods, fire, or public health emergencies (including pandemics).
- Industrial action.
- Serious building or equipment failure.
- Interruption or failure of utilities (e.g. power or water).
- Government restrictions or legal requirements.

If these events occur, the ICMT will seek to protect your learning experience by, for example:

- Delivering a modified version of the course or assessments.
- Providing alternative teaching or support services.
- Offering affected students the opportunity to withdraw or transfer to another course.
- Deferring the start date.
- Relocating or delivering online where appropriate.
- Delivering other services and facilities differently, including from a different location or online.

The ICMT will not exclude or limit liability where the law does not allow this, such as for death or personal injury caused by negligence, or for fraud.

For material adverse changes (e.g., significant reduction in contact hours, removal of core modules, change of qualification/award or delivery mode for a sustained period), we will offer you reasonable alternatives, the right to withdraw without penalty, and appropriate fee adjustments/refunds for undelivered elements, in line with our Student Protection Plan.

## Reasonable course changes

We may also make changes to courses where necessary to maintain quality or improve your educational experience. Examples include:

- Updating the syllabus to reflect developments in the subject or industry.
- Changing the location or method of delivery.
- Updating teaching methods or facilities.

## How we will manage changes

If a change affects you, we will:

- Keep changes to the minimum necessary.
- Give you reasonable notice in advance.
- Consult with you where possible.
- Support you if you choose to withdraw or transfer because of the change.

We are committed to maintaining the quality and standards of your training. You will be told about any changes to learning support, assessments, or facilities as soon as reasonably possible.

## 7. Changes to Policies, Regulations and Other Information

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The ICMT reviews its regulations, policies, and procedures to make sure they remain accurate, fair, and effective.

We may add, change, or remove a regulation, rule, code, policy, or procedure, but only for reasons such as:

- A scheduled review to ensure documents remain fit for purpose.
- Changes in law, regulation, funding, or government requirements.
- Feedback from students or staff.
- To improve clarity, consistency, or quality of guidance.

## Consultation and timing

- We will usually consult Student Representatives before making changes.
- Most changes will take effect at the start of the next academic year.
- Some changes may take effect during the year where this is clearly in students' interests, required by law, or necessary in other exceptional circumstances.

## Managing the impact of changes

- We will take reasonable steps to minimise any disruption to you.

- You will be given reasonable notice before changes take effect, or changes will be introduced gradually where appropriate.
- Updated documents will always be published on the ICMT website (Policies and Procedures).

We will not implement in-year changes that materially disadvantage you unless required by law/regulator or necessary to protect standards/safety. In such cases we will give reasonable notice, consult where practicable, and provide appropriate options.

## **8. Public Health and Safety**

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The health, welfare, and safety of students and staff are our highest priority. Sometimes public health or safety risks mean we must adapt how we deliver teaching, assessments, or support. Examples include:

- Outbreaks of infectious disease or other public health emergencies.
- Government or legal restrictions.
- Serious health and safety risks affecting our buildings or facilities.

If this happens, the ICMT will:

- Follow the law and public health guidance issued by relevant authorities.
- Continue your training and support as far as reasonably possible, including by using online or alternative facilities where needed.
- Keep changes to the minimum necessary and in place only for as long as required.
- Tell you clearly and promptly what is changing, why, and for how long.
- Provide reasonable alternatives (such as online delivery, timetable adjustments, or use of other venues).
- Consult Student Representatives where time and circumstances allow.

If public health or safety risks cause major disruption to your course, you will have the same rights and options set out in Section 6 (Changes to Course Modules or Services).

Nothing in this Contract removes or limits liability where the law does not allow it (for example, for death or personal injury caused by negligence, or for fraud).

## **9. Pedagogy and Digital Learning**

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At the ICMT, most of your training takes place in person, reflecting the collaborative and practical nature of musical theatre. We may also use online or digital technologies to support and enhance your learning.

If online or digital delivery is used, the ICMT will:

- **Protect quality and outcomes:** Your learning outcomes and assessment standards will always be equivalent to in-person delivery.
- **Give clear information in advance:** You will be told how online teaching or assessments will work, and what you will need to take part.
- **Provide reasonable access to resources:** This includes materials, recordings, or platforms so you can engage fully.
- **Support accessibility and inclusion:** We will make reasonable adjustments where needed, in line with our Equality, Diversity and Inclusion commitments.
- **Keep in-person training as the default:** Digital methods will normally complement, not replace, face-to-face teaching.
- **Use online-only delivery only when necessary:** A full temporary switch to online learning will only happen in defined circumstances such as a public health emergency or other exceptional situations (see Section 8: Public Health and Safety).

Digital learning is used to expand opportunities, not to reduce your contact hours.

## 10. Tuition Fees

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Your tuition fees for the course are confirmed in your offer letter and on the course webpage. Tuition fees cover the cost of your training at the ICMT. They do not cover accommodation, living costs, or additional professional expenses such as dancewear, books, headshots, Spotlight membership, or self-tape equipment (see the Student Handbook for details).

### Fee reviews and increases

- Tuition fees for Home and International students are set out in your offer letter.
- Tuition fees may increase in later years of study to reflect inflation.
- Any increase will be calculated and published in line with our Tuition Fee & Refund Policy.
- We will give you at least 8 weeks' notice before the start of the next academic year.
- We will not increase your tuition fee during the course of an academic year.
- If an increase would materially disadvantage you, we will discuss reasonable options with you, including the possibility of withdrawing without penalty before the next academic year begins.

### Deposits

- Any required deposit is stated in your offer letter. Deposits are usually non-refundable, except where required by law or under the *Tuition Fee and Refund Policy*.
- If you require a visa to study in the UK and your application is refused due to fraud or incomplete information you supplied, the ICMT may retain your deposit.

- If your visa is refused for reasons outside your control, your deposit and fees will be handled in line with the Tuition Fee and Refund Policy.

## **Paying your fees**

- You are responsible for ensuring tuition fees are paid in full and on time, even if a sponsor or third party is paying on your behalf.
- If you have a sponsor, the ICMT may share relevant information about your enrolment, attendance, and academic progress with them.
- The payment schedule is set out in your offer letter.

## **Payment plans and late payments**

- Where a payment plan is agreed upon, instalments must reach the ICMT by the first day of the relevant month.
- Late payments may incur a £25 late charge. The £25 charge represents a genuine estimate of our administrative costs and is not a penalty.
- If fees remain unpaid, the ICMT may apply sanctions, which can include:
  - Suspension from classes or facilities.
  - Preventing progression to the next year of study.
  - Withdrawal from the course.

You will always be contacted before sanctions are applied and given the chance to discuss repayment or seek advice.

## **Outstanding debts**

If you owe tuition fees or other charges, the ICMT may take steps to recover the debt. This could include restricting services or, in serious cases, legal action.

We will not withhold results needed for academic progression/appeal decisions. We will not withhold awards or transcripts for non-tuition debts. Disputed debts will be subject to our complaints process.

### **Related Policies:**

*Tuition Fee and Refund Policy*

The ICMT is committed to treating students fairly and will act reasonably in applying these rules.

## **11. Engagement**

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Success in musical theatre training depends on full and active engagement. Engagement means more than just being present: it includes attendance, participation, preparation, and professionalism.

## Your responsibilities

You agree to:

- Attend all scheduled classes, rehearsals, and assessments, unless you have an authorised absence (such as illness or approved extenuating circumstances).
- Take part actively in learning and rehearsal activities, meeting the standards set out in the Academic Regulations.
- Submit work and assessments on time.
- Respond promptly to reasonable communications from the ICMT.

Tell us as soon as possible if personal, health, or other circumstances affect your engagement so that support can be offered.

## Our responsibilities

The ICMT will:

- Monitor attendance and engagement consistently and fairly, in line with the Academic Regulations.
- Contact you quickly if engagement becomes a concern.
- Offer advice and support to help you re-engage before any formal action is taken.
- Consider personal circumstances, including health or caring responsibilities, when deciding on next steps.

## Withdrawal for poor engagement

If engagement does not improve after warnings and support, the ICMT may withdraw you from your course, following the process set out in the Academic Regulations. Before any withdrawal for non-engagement, you will receive written notice, an opportunity to make representations, and a right of appeal under the Academic Regulations.

For international students, the ICMT has a legal duty to monitor attendance and report non-engagement to UK Visas and Immigration (UKVI). This may result in the withdrawal of visa sponsorship and your right to remain in the UK.

### Related Policies:

- *Academic Regulations*
- *Student Behaviour and Code of Conduct*

## 12. Extenuating Circumstances

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We recognise that serious or unexpected events, such as illness, injury, family emergencies, or other personal difficulties, can affect your ability to attend, complete, or submit assessments on time. These are known as extenuating circumstances.

### Your responsibilities

- Tell us as soon as possible if circumstances beyond your control affect your ability to study, attend, or complete assessments.
- Submit a request for consideration using the process set out in the Extenuating Circumstances Policy.
- Provide independent evidence where it is reasonably available (for example, a doctor's note, medical certificate, or official documentation).
- If you cannot provide evidence immediately, let us know, and we will explain what can be accepted and by when.

### The ICMT's responsibilities

- Consider every request fairly, consistently, and in confidence.
- Take into account disability, long-term health conditions, or caring responsibilities, which are in line with the Equality Act 2010.
- Provide you with a clear written decision, explaining any outcome and next steps.
- Where a request is made after the affected assessment or deadline, we will still consider it. However, late notification may limit the remedies available (for example, it may not be possible to re-sit an assessment after results are released).

### Possible outcomes

Depending on the circumstances and the timing, outcomes may include:

- A new submission deadline.
- A deferral of assessment.
- Permission to re-sit or re-take without penalty.
- Other reasonable adjustments agreed in line with the *Extenuating Circumstances Policy*.

### Related Policies:

- *Extenuating Circumstances Policy*
- *Academic Regulations*

## 13. Conduct

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Training at the ICMT is professional and demanding. We expect all students to act with respect, integrity, and professionalism at all times. This applies in classes, rehearsals, performances, assessments, and in the wider community where you represent the ICMT.

### Academic integrity

You must:

- Produce your own original work and acknowledge all sources properly.
- Avoid plagiarism, collusion, contract cheating, or any attempt to gain unfair advantage.
- Follow the Academic Misconduct Policy, which explains the rules and procedures in detail.

If academic misconduct is suspected, the ICMT will:

- Investigate under the *Academic Misconduct Policy*.
- Give you the chance to respond.
- Apply penalties only where misconduct is proven. Sanctions range from a formal warning to expulsion, depending on the seriousness of the case.

### Behaviour and professionalism

You must:

- Treat all students, staff, and visitors with dignity and respect.
- Contribute to an inclusive learning environment, in line with the Equality Act 2010.
- Behave in a way that supports a safe, positive, and professional training culture.
- Avoid conduct that disrupts teaching, risks health or safety, or damages the ICMT's reputation.
- Follow the Student Behaviour and Code of Conduct at all times.

If misconduct is suspected, the ICMT will:

- Investigate under the *Student Disciplinary Procedure*.
- Consider any mitigating circumstances you raise.
- Apply sanctions fairly and proportionately. Sanctions may include warnings, restrictions on activities, suspension, or, in the most serious cases, withdrawal from the course.

### The ICMT's responsibilities

The ICMT will:

- Apply conduct rules fairly, consistently, and transparently.

- Respect equality, diversity, and inclusion in all decisions.
- Uphold academic standards and the integrity of awards.
- Provide support and guidance if you are subject to a misconduct process.

**Related Policies:**

- *Academic Misconduct Policy*
- *Student Behaviour & Code of Conduct*
- *Student Disciplinary Procedure*

## **14. Risk of Injury**

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Training in musical theatre is physical and sometimes strenuous. Dance, movement, acting, stage combat, and vocal performance can all involve a degree of risk, including the possibility of injury.

### **The ICMT's responsibilities**

- Provide a safe and properly maintained learning environment.
- Deliver training through qualified staff using recognised, safe techniques.
- Carry out risk assessments and take reasonable steps to reduce hazards in line with our Health and Safety Policy.
- Make sure students are briefed on safe practice and the use of equipment.
- Act promptly if a health or safety concern is reported.

### **Your responsibilities**

- Take reasonable care of your own health and safety and that of others.
- Use personal equipment (such as dancewear, shoes, or self-tape kit) responsibly and keep it in a safe condition.
- Follow staff instructions and health and safety rules at all times.
- Tell us immediately if you are injured, feel unwell, or notice any health and safety risk.

### **Acknowledgement of risk**

By taking part in training, you acknowledge that there are unavoidable risks of physical injury. These cannot be eliminated, but the ICMT and its staff are committed to keeping risks as low as reasonably possible and to supporting you if injury occurs.

Nothing in this section requires you to waive any legal rights. You do not accept the risk of injury arising from our negligence.

## Liability

Nothing in this Contract removes or limits the ICMT's liability where the law does not allow it, for example, for death or personal injury caused by negligence, or for fraud.

## 15. Intellectual Property

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Intellectual property means the legal rights in creations such as written work, choreography, scripts, music, lyrics, recordings, performances, designs, inventions, or digital content.

### Your ownership

- You own the intellectual property in the work you create during your studies, unless an exception applies.
- This includes essays, projects, choreography, compositions, self-tapes, performance pieces, and other original material created independently as part of your course.
- You are free to use your work for your own professional, creative, or academic development.

### When ICMT may have rights

In some cases, intellectual property will belong to the ICMT instead of, or as well as, you. This applies if:

- The work is created jointly with ICMT staff or other students as part of a collective project.
- The work relies on significant input from ICMT staff, or substantial ICMT facilities or resources (for example, significant technical support, specialist equipment, or funded opportunities).
- The work is produced as part of a project that the ICMT has formally commissioned or sponsored.

'Significant ICMT resources' means project-specific support materially exceeding ordinary teaching (e.g., funded commissions, dedicated technical staff time or specialist facilities unavailable to all students).

You grant ICMT a non-exclusive, royalty-free licence to record, reproduce and communicate your assessed performances and coursework for teaching, assessment, quality assurance, and promotional purposes, with appropriate attribution. We will obtain separate image/recording consent where required and respect your moral rights.

In these situations, ownership and usage rights will be managed under the *Intellectual Property Rights Policy: Students*, which is designed to be fair and transparent.

### What ICMT will not do

- The ICMT will not claim ownership of your individual creative work unless one of the limited exceptions above applies.

- The ICMT will not prevent you from using your work for auditions, portfolios, showreels, or professional opportunities.
- Where ICMT does have rights in a project, we will act reasonably to ensure that all contributors are recognised and treated fairly.

**Related Policies:**

- *Intellectual Property Rights: Students*

## **16. Accuracy and Disclosure of Information**

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Your relationship with the ICMT is built on trust. Decisions about admission, enrolment, and support depend on the accuracy of the information you provide.

When you apply and enrol, you must give full, accurate, and truthful information. This includes your application form, enrolment records, qualifications, identification documents, and any supporting evidence (such as medical or financial information). If documents are not in English, they must be accompanied by a certified translation.

If the information you have given changes, such as your contact details, visa status, or sponsorship arrangements, you must tell us promptly.

If the ICMT finds that the information supplied is false, incomplete, or misleading, we may withdraw an offer or, if you have already started your course, withdraw you from study. For international students, this may also result in the withdrawal of visa sponsorship.

Before making any decision, the ICMT will:

- Contact you to explain the concern.
- Give you a fair chance to respond and provide evidence.
- Act reasonably and proportionately when deciding on the next steps.

You will always be told the reason for any final decision.

## **17. Students with Disabilities**

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The ICMT is committed to creating an inclusive and accessible environment. We make reasonable adjustments for students with disabilities, long-term health conditions, or specific learning differences, as required under the Equality Act 2010.

## Telling us about your needs

- Let us know as early as possible if you have a disability or condition that may affect your studies. This helps us put support in place quickly.
- Provide any evidence we need to understand your requirements (for example, a medical or diagnostic report).
- Update us if your needs change during the course.
- You may ask that information about your disability be kept confidential. We will respect this, but it may limit the adjustments we are able to make.

## What the ICMT will do

- Consider every request for support fairly, sensitively, and in confidence.
- Put in place reasonable adjustments so you can access your training and assessments on an equal basis.
- Share information only with staff who need it to deliver the agreed support.
- Review adjustments regularly to make sure they remain effective.
- Act at all times in line with our Equality, Diversity and Inclusion commitments and the Student Support Policy.

### Related Policies:

- *Reasonable Adjustments Policy*

## 18. Personal Property

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You are responsible for your own belongings, including clothing, equipment, electronic devices, musical instruments, and any other personal items you bring to the ICMT.

The ICMT does not provide insurance for students' personal property and cannot accept responsibility for loss, theft, or damage, unless this results from our negligence or failure to meet our legal duties.

To help protect your belongings, we recommend that you:

- Keep valuable items stored in your locker.
- Clearly label your equipment and clothing.
- Avoid leaving items unattended.
- Consider personal insurance for high-value items such as laptops and phones.

## 19. Visa Requirements for International Students

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If you need a visa to study in the UK, it is your responsibility to make sure you hold the correct immigration permission for the full duration of your course and comply with all visa conditions.

## **Your responsibilities**

- Apply for and maintain the correct visa, ensuring your documentation is valid and up to date.
- Provide the ICMT with accurate visa and passport details when requested.
- Meet all attendance and engagement requirements, as the ICMT is legally required to monitor this and report non-compliance to UK Visas and Immigration (UKVI).
- Tell us immediately if your visa status changes or if you receive any correspondence from UKVI that may affect your studies.

## **The ICMT's responsibilities**

- Comply with all UKVI sponsor requirements, including keeping accurate records and reporting where required.
- Explain clearly how attendance and engagement will be monitored.
- Contact you promptly if there is a concern about your visa compliance or engagement, and give you an opportunity to respond.
- Withdraw visa sponsorship only where required by law (for example, if you stop attending or lose your right to study in the UK).
- Inform you in writing if sponsorship is withdrawn, with reasons.

## **20. Academic and General Regulations**

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When you join the ICMT, you agree to follow our Academic Regulations and General Regulations. These set out the detailed rules on how your course runs, including teaching, assessment, progression, conduct, and awards. Together, they form part of this Contract.

### **How regulations are updated**

- The ICMT reviews its regulations regularly to make sure they remain accurate, fair, and effective.
- Updates may be made where necessary, for example, to reflect changes in law, government or awarding body requirements, or to improve clarity and fairness.
- Significant changes will generally take effect at the start of a new academic year. Urgent legal or regulatory requirements may apply sooner if there is no alternative.

### **How you will be informed**

- You will always be told clearly and in advance about any changes that affect you.
- Updated regulations will be published on the ICMT website.
- Where time allows, Student Representatives will be consulted before significant changes are introduced.

## Consistency

- The ICMT will take reasonable steps to minimise any disruption to you.
- You will not be disadvantaged by changes introduced after you start your course, except where we are legally required to make them.
- If a change could have a significant impact on your studies, we will explain your options and provide support.

We will avoid changes that materially disadvantage you after enrolment unless required by law/regulator or necessary to maintain standards/safety; in such cases we will give reasonable notice and appropriate options.

## 21. Data Protection

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The ICMT collects and uses personal information about you so we can deliver your education, support you during your studies, and meet our legal obligations. We handle your data lawfully, fairly, and transparently, in line with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

See our Privacy Policy for detailed information, including our lawful bases for processing, retention periods, DPO contact details, and your rights (access, rectification, erasure, restriction, portability, objection). We do not engage in automated decision-making producing legal or similarly significant effects without informing you and providing safeguards.

### What we collect and why

We may collect information such as:

- Your contact details and application records.
- Identification and visa documents (where required).
- Academic progress, assessments, and attendance.
- Health or support needs (if relevant and with appropriate safeguards).
- Financial and fee-related records.

We use this information to:

- Provide teaching, assessments, and student support.
- Manage your course and progression.
- Administer fees and funding.
- Meet reporting duties to regulators and government (for example, OfS, HESA, or UKVI).
- Keep you informed about your course and ICMT services.

## How we protect your data

- Your information is stored securely and only kept for as long as necessary.
- It will only be shared when required by law, necessary for your education, or where you have given consent.
- Only staff who need the information to carry out their role will have access to it.

## Your rights

Under data protection law, you have the right to:

- Access your personal data.
- Correct inaccurate information.
- Request deletion of data in certain circumstances.
- Object to or restrict certain types of processing.
- Complain to the Information Commissioner's Office (ICO) if you are not satisfied with how your data is handled.

### Related Policies:

- *Data Protection Policy*
- *Privacy Policy*

## 22. General

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This Contract is governed by the law of England and Wales. If a legal dispute arises that cannot be resolved through our complaints or appeals procedures, it will be decided by the courts of England and Wales.

If any part of this Contract is found to be invalid or cannot be enforced, the rest of the Contract will still apply.

This Contract is between you and the ICMT. It does not give any rights or benefits to anyone else.

## 23. If You Have A Concern

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If you have a complaint about the ICMT, you should raise it as soon as possible using the *Student Complaints Procedure*, which is designed to resolve complaints promptly and fairly.

If, having followed that procedure to completion, you are still unsatisfied, you have the right to refer your complaint to the Office of the Independent Adjudicator for Higher Education (OIA), subject to its rules. We will issue a Completion of Procedures letter to enable this.

If you have other concerns, such as difficulties with your ability to continue on the course for academic, financial, or personal reasons, you are encouraged to contact the Student Services Manager at the earliest opportunity so we can advise and support you.

## **24. Agreement**

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By signing this Contract, or agreeing through the student enrolment process, you confirm that:

- You have read and understood this Student Contract.
- You agree to follow the terms set out in it, including the policies and regulations it refers to.
- You understand that this Contract is a legally binding agreement between you and the ICMT.

If there is anything you are unsure about, you should ask the ICMT for clarification before signing. We are happy to explain any part of this Contract.