



General Matters

2023/2024

Contents

1. General Statement.....	2
2. Disclosure of Information	2
3. Fees Payment	2
4. Discharging Financial Obligations	3
5. Change and Cancellation of Classes.....	3
6. Attendance.....	3
7. Course Progress.....	4
8. Change of Contact Details.....	4
9. Change of Name.....	4
10. Notification of Absence	4
11. Withdrawal.....	5
12. Confidential Information	5
13. Ownership of Intellectual Property Rights	5
14. Liability	5

1. General Statement

General regulations for students are set by the Senior Management Team of the International College of Musical Theatre ("the ICMT"). They shall apply to all students enrolled at the ICMT, its subsidiaries and branch campuses.

Students must abide by all the ICMT policies, regulations, procedures and codes of conduct. For the avoidance of doubt, these are applicable and enforceable in their entirety for all students.

Students agree to abide by these General Regulations upon acceptance of their place.

2. Disclosure of Information

When a student presents documentary information for any procedure (e.g. third-party evidence), if the original document is not English, it must be accompanied by a certified translation document.

A student may have their enrolment terminated and/or have their award(s) revoked if it is discovered that they have failed to disclose all relevant information when applying to the ICMT. If false statements or other misrepresentations were made when applying, all credit gained during the period of enrolment will be nullified. There is no appeal against an admissions decision.

3. Fees Payment

All fees and other charges incurred as an ICMT student are the student's responsibility. Students who have third-party sponsors are liable for all fees and other charges if their sponsor defaults.

Examples of other charges may be:

- Field trips
- Photocopying, printing, and library loans
- Copies of certificates,
- Special clothing which students need but which is retained by them
- Replacement of lost items such as I.D. cards

- Headshots
- Professional body memberships (Spotlight, Equity)

Non-payment of fees incurred by a student may result in the termination of their course.

Fees may be paid in instalments under such provisions as are notified to students.

4. Discharging Financial Obligations

Tuition fees become due on registration. The ICMT will take steps to withdraw any student failing to pay fees by specified dates. Students will not be permitted to progress to the next stage of the course nor to register for another course, while previous debts to the ICMT remain outstanding.

Students must settle all outstanding financial and other obligations to the ICMT before leaving their courses. The Principal has the right to defer the conferment of an award until all obligations are met.

5. Change and Cancellation of Classes

The Principal has the authority to discontinue any classes if, in their opinion, circumstances justify such cancellation.

6. Attendance

Students are expected to attend the classes they are enrolled in punctually and regularly. It is their responsibility to ensure that they do so. Students must meet all attendance requirements specified in the attendance policy and individual modules. Students who require a visa to study in their chosen location must meet the requirements of the receiving country's immigration authority. Certain external agencies have the right to request information on students' attendance (e.g. Student Loans Company, sponsoring bodies, professional bodies, Home Office, and other relevant immigration authorities).

Monitoring of attendance may occur during a student's enrolment, and the use of academic facilities (e.g. Microsoft Teams) may also be monitored for this purpose.

All students must report their absence to the Main Office.

7. Course Progress

Progress onto a higher stage of a course is dependent upon:

- Fulfilling the conditions laid down by procedures authorised by the Academic Board and/or by external examining and validating bodies, together with other regulations that may have been decided.
- Satisfying all relevant course regulations.
- Satisfying all relevant engagement and attendance requirements.

Students failing to meet the relevant academic requirements may be required to leave their course.

8. Change of Contact Details

All students are required to inform the ICMT of any change of permanent or temporary contact details.

Any notice or correspondence sent to a postal or email address held by the ICMT will be deemed received by the student.

9. Change of Name

Students must inform the ICMT immediately, in writing, of any name change, with documentary evidence. Certificates are legal documents; therefore, legal proof of a change of name is required before the date of the final progression for the Awards Board to issue the correct degree certificate. No changes will be made to issued certificates in a name different from the name with which the student was initially awarded with the following exceptions – gender reassignment and witness protection. In both cases, documentary evidence will need to be supplied, and the original certificate must be returned.

10. Notification of Absence

Students must inform the Main Office if they are absent from the ICMT through sickness or other reasons.

All students who require a visa to study at their chosen location must conform to the receiving country's immigration authority requirements.

11. Withdrawal

If students withdraw from a course, they must inform the ICMT immediately and complete a withdrawal form. Any entitlement to a refund of fees will be as stated in the Tuition Fee and Refund Policy.

The ICMT reserves the right to require a student to withdraw due to academic failure or where the student has not fully engaged with the course or has not complied with their financial commitment. Examples (not exhaustive) of not fully engaging include:

- Repeated non-attendance.
- Not engaging in (formal or informal) assessments.
- Not responding to correspondence or requests sent by the ICMT.

12. Confidential Information

During your period as a student of the ICMT, you may come into contact with confidential information (for example, as a student representative). Any unauthorised disclosure of confidential information will be deemed a breach of the Code of Conduct, for which disciplinary procedures may be invoked.

13. Ownership of Intellectual Property Rights

During your period as a student of the ICMT, you may generate work via, for example, a report, project, dissertation or thesis, which may require protection by a Patent, Trademark, Registered Design or other form of protection. This work is known as Intellectual Property (IP). Although you are the creator or inventor of this IP, you may not necessarily be the owner.

14. Liability

The ICMT shall not be liable to students or be deemed to be in breach of contract because of any delay in performing, or any failure to perform, the ICMT's obligations concerning the

provision of courses and services if the delay or failure was due to any cause beyond the ICMT's reasonable control.

Without prejudice to the above, the following shall be regarded as causes beyond the ICMT's reasonable control:

- Act of God, explosion, flood, tempest, fire or accident;
- War or threat of war, sabotage, insurrection, civil disturbance or requisition;
- Acts, restrictions, regulations, bye-laws, prohibitions or measures of any kind on the part of any governmental, parliamentary or local authority;
- Import or export regulations or embargos;
- Strikes, lock-outs or other industrial actions or trade disputes (whether involving employees of the ICMT or a third party);
- Difficulties in recruiting staff with appropriate specific expertise;
- Difficulties in obtaining fuel, parts or machinery, and equipment;
- Power failure or breakdown in machinery, I.T. or other equipment;
- Closure for epidemics, pandemics and other public health reasons.