



Student Agreement 2024/2025

1. Introduction

This Agreement contains important information to help you when accepting your place to study at the International College of Musical Theatre (ICMT).

We believe it is important that you understand the key terms, conditions and regulations during your time with us. This Agreement helps you understand what we can expect from each other.

This Agreement lets you know where to go if you need help on a particular topic and tells you how we will manage various issues and services. These include assessing your work, managing any changes to your programme of study, our policies, and what our regulations say about misconduct, complaints and more.

Our website has further information, and this Agreement contains links to various online sources.

2. What you need to know

The International College of Musical Theatre ("the ICMT") is a trading name of Stageworks Productions Ltd. Stageworks Productions Ltd, a registered trading company in the UK 05553231, at 68 Wallis Road, London, E9 5LH.

Accepting your offer of a place will form a contractual relationship between you and the ICMT ("the Agreement"). This document is the Agreement. This Agreement will detail the rights and obligations you will be bound by as a student. It also contains the obligations that the ICMT owes to you. The terms and conditions of the Agreement are set out in the following documents:

- Your offer letter.
- Our Policies and Procedures, including Academic and General Regulations.
- Tuition Fee and Refund Policy.
- Course Programme Specification (Undergraduate students only).
- Specific course requirements as detailed on our website.
- The Student Handbook.

Further information on our Policies and Procedures can be found on the ICMT website: [Policies and Procedures >](#)

3. Application and Admission

You must provide accurate and complete information in your application form. If you do not, we have the right to withdraw the offer made to you, or if you have begun your course of study, we have the right to withdraw you from your course. [[See General Matters; Section 2](#)]

The ICMT would also have the right to withdraw any visa sponsorship.

4. ID and Qualification Verification Process

ID and Qualification verification is a mandatory part of our application process. You will be expected to provide evidence of your ID and qualifications.

We reserve the right to withdraw any offer made to you where ID and/or qualification verification is not deemed satisfactory.

If it is found during your studies that the ID and/or qualifications you presented were incorrect, we reserve the right to withdraw you from your course and any associated visa sponsorship. [[See General Matters; Section 2](#)]

5. Specific Course Entry Requirements

The entry requirements for your chosen course are detailed on the course webpage. Please review these requirements to ensure that you are eligible for entry to your chosen course. If you are found not to have all of the relevant entry requirements, we have the right to withdraw our offer to you and any associated visa sponsorship. [[See General Matters; Section 2](#)]

6. Criminal Convictions

All applicants who accept the offer of a place and all students of the ICMT are required to disclose criminal convictions. A risk assessment may be carried out on disclosure to assess the risk to other students and staff. [[Student Behaviour and Code of Conduct; Section 8](#)]

If the result of a risk assessment is unsatisfactory, or if it is found that any convictions or other information supplied are incompatible with the requirements of the course, the ICMT will notify you and withdraw its offer to you/withdraw you from the course and any associated visa sponsorship. [[See General Matters; Section 2](#)]

7. Your Cancellation Rights

Once you have accepted your offer of a place at the ICMT, you have 14 days to cancel your acceptance ("the Cancellation Period"), and you can do so for any reason. To exercise the right to cancel, you must inform the ICMT of your decision to cancel this Agreement by a clear statement. You may use the Cancellation Form on the website, but this is not obligatory. The ICMT will accept notice of cancellation sent by email to info@theicmt.com.

If you cancel your acceptance within the Cancellation Period, any fees you pay to the ICMT will be refunded in full, except for the non-refundable deposit. If you start your course within the Cancellation Period, the ICMT has the right to charge you a reasonable sum for the course provided. The ICMT will process refund payments in accordance with the [[Tuition Fee and Refund Terms and Conditions](#)].

If you cancel your acceptance after the cancellation period, the ICMT will not refund any payments you received. Depending on when you cancel the Agreement, you may be obliged to pay a proportion of your tuition fees.

You will find our full cancellation terms and details regarding payment of tuition fees on our website within the [\[Tuition Fee and Refund Terms and Conditions\]](#).

8. Rules and Regulations

You agree to comply with all our regulations, rules, policies and procedures for enrolled students. These can be found on our website [\[Policies and Procedures\]](#)

Important rules and regulations you must be aware of:

- a) We have high expectations about your attendance, academic due diligence, academic conduct, and academic progress. These are set out in our regulations, and you may not be permitted to progress on your course if you do not meet these expectations.
- b) Rules regarding academic misconduct, including plagiarism, can be found in our Academic Misconduct Policy. If you do not follow these rules, we may need to take disciplinary action, and you could face academic penalties and/or expulsion.
- c) Our rules regarding the payment of sums owing to us can be found in the Tuition Fee and Refund Policy.
- d) The Student Behaviour and Code of Conduct set expectations for student behaviour. If you do not follow these rules, we may need to take disciplinary action, and you could face sanctions and/or expulsion.
- e) Our Fitness to Train Policy describes the steps we may take if there are concerns about your health and wellbeing.
- f) Our Student Protection Plan sets out how we will protect the student experience in the event of course changes or closure.
- g) The ICMT has a comprehensive complaints procedure that includes informal and formal options students can use to resolve complaints. Full details of the complaints process can be found in the Student Complaints Procedure.

9. Changes to Course Modules or Services

We will do all we reasonably can to deliver and assess courses, related educational services, and facilities as described in the material information on our website or other documents we have issued to enrolled students. The ICMT reserves the right to vary arrangements in exceptional circumstances beyond the ICMT's reasonable control. Examples include (but are not limited to):

- a) Where the numbers recruited to a course are so low that it is not possible to deliver an appropriate quality of education for students enrolled on it.
- b) The unanticipated and/or unavoidable absence or departure of key staff members.
- c) Acts of God, floods, earthquakes, windstorms, or other natural disasters, including pandemics, infectious disease epidemics, and other public health threats.
- d) Fire, explosion or accidental damage.
- e) The collapse of building structures, failure of machinery, computers or vehicles.
- f) Labour disputes, including strikes and industrial and other actions.
- g) Interruption or failure of utility service, including but not limited to electric power, gas or water.
- h) The acts, decrees, legislation, or restrictions of any government.

Where such events occur, the ICMT will seek to minimise the impact on the student learning experience.

For example by:

- a) Delivering a modified version of the same course.
- b) Delivering a modified version of an assessment.
- c) Making available to affected students such learning or other support and services where appropriate.
- d) Offering affected students the opportunity and support to withdraw or transfer to another course.
- e) Deferring the start date of the course.
- f) Delivering the course differently, from another location, online, or at another time.
- g) Delivering other services and facilities differently, from a different location or online.

To the full extent that is possible under law, the ICMT excludes liability for any loss and/or damage suffered by any applicant or student due to those circumstances.

The ICMT does not exclude or limit in any way our liability for:

- a) Death or personal injury caused by our negligence or the negligence of our employees, agents or subcontractors.
- b) Fraud or fraudulent misrepresentation.

In addition to the circumstances described above, the ICMT is entitled to make reasonable changes to its courses where it will enable us to deliver an equivalent or better quality educational experience to students enrolled on the course. Examples of such circumstances may include changes to:

- a) The content and syllabus of the course where developments in the subject area make that necessary.
- b) The location of the course.

- c) The method of delivery of the course.

The ICMT will aim to keep any such changes to a minimum to achieve the required quality of experience. We will discuss any changes that affect you in advance and ask for your views. Our aim will always be to maintain a quality student experience.

If the ICMT changes a course, students who are not satisfied with the changes will be offered support to withdraw or transfer to another course.

The ICMT will provide continued assurances of the standard and quality of the courses provided. You will be informed of any changes in learning support, services, assessments, and facilities by the ICMT as soon as practicable.

10. Changes to Policies, Regulations and Other Information

We have the right to add to, change, or remove a regulation, rule, code, policy, or procedure. We usually make a change for the following reasons:

- a) As part of a regular review of our regulations, rules, codes, policies and procedures to ensure they continue to be fit for purpose.
- b) To reflect changes in the external environment, including legal or regulatory changes, changes to funding or financial arrangements, or changes to government policy, requirements or guidance.
- c) To incorporate feedback from students.
- d) To aid clarity or consistency of approach.

We will consult with the Student Representatives before changing our regulations, rules, codes, policies and procedures.

Any changes will normally come into effect at the start of the next academic year. Some may be introduced during the academic year if we consider it in your interest. Sometimes, changes may be made during the academic year if required by law or under other exceptional circumstances. We will take all reasonable steps to minimise disruption to you. For instance, we will give you reasonable notice of any changes before they take effect or gradually introduce them.

Updated regulations, rules, codes, policies and procedures will be available on our website. [[Policies and Procedures](#)]

11. Coronavirus and the Teaching and Learning Experience

The health, welfare, and safety of students and staff are ICMT's top priorities. The ICMT is entitled to make reasonable changes to its courses, such as the location or method of delivery of a course, where it considers appropriate for the health, welfare and safety of its staff and students. The ICMT can also

change its courses per Government and Public Health guidance regarding the Coronavirus pandemic. You will be informed of any changes made by the ICMT as soon as is practicable.

12. Pedagogy

As an innovative institution, the ICMT may seek to utilise emerging technologies within the student experience. The ICMT may deliver certain course contact hours and assessments via online technologies and methods.

13. Tuition Fees

The tuition fees for your course are set out in your offer letter and the course webpage.

The ICMT will review tuition fees each year. Any increase is expected to be in line with inflation. For Higher Education international students, the ICMT may increase fees for each subsequent year of study. However, such increases will be no more than 5% above inflation.

You must make arrangements to pay your fees at the beginning of your course. You are responsible for paying any deposit and fees on time and the full amount stipulated in your offer letter. We have the right to withdraw your offer of a place and any associated visa sponsorship if you fail to pay any deposit owed before you commence your studies.

Students requiring a visa to study should also note that the ICMT reserves the right to keep any deposits paid when the Home Office subsequently refuses a study visa due to an application being refused due to fraud or incomplete information being given.

The ICMT has the right to impose sanctions potentially leading to it preventing your progression to the next year of study and/or your withdrawal from study if you fail to pay your tuition fees. Where there is an outstanding tuition fee debt, the ICMT reserves its right to withhold evidence of your award and/or to take legal action against you. If you fail to pay any other (non-tuition fee) sums you owe, the ICMT reserves the right to take action to recover those sums.

You accept that you are responsible for ensuring you tell us the complete and correct information about who will pay your tuition. You can do this through the registration process, for which you will receive a link to this upon accepting your offer.

If someone other than yourself is sponsoring you (paying your tuition fees), you agree:

- The ICMT may share your personal data, including your academic performance, with your sponsor without further consent.
- You remain responsible for ensuring that your tuition fees are paid.

Course fees cover the costs of your training with us. It excludes accommodation charges, optional field trips, and other miscellaneous industry expenses.

Miscellaneous industry expenses may include:

- Dancewear (a list will be provided).
- Books and stationery.
- Professional headshots.
- Spotlight membership.
- Self-tape equipment (course dependant, see the Student Handbook)

We will invoice you for the full amount or the remaining portion of your fees for each year of your course. The schedule of payment can be found in your offer letter.

If you are on a payment plan, payments must be made by the first day of the month. Late payments will attract a late payment charge of £25. If payment has not been received by the first day of the relevant month, we have the right to impose sanctions. These may include:

- Suspension of study.
- Preventing progression to the next year of study.
- Withdrawal of study.

If you fail to pay the sums you owe to us, we reserve the right to take action to recover those sums. This may include removing services available to you or, in certain circumstances, taking legal action to recover debts owed.

By accepting this Agreement, you agree not to disclose fees or payment terms to any other student.

[\[Tuition Fee and Refund Terms and Conditions\]](#).

14. Engagement

The ICMT believes that students achieve their full potential if they commit to full engagement in their course. The ICMT reserves the right to withdraw any student with poor engagement.

Students requiring a visa to study must ensure they meet their visa requirements with monitoring of engagement with all scheduled classes. Failure to do so could lead to the ICMT withdrawing its sponsorship of the student.

[\[Academic Regulations: Section 4.4b\]](#)

15. Extenuating Circumstances

You must inform the ICMT in advance of any extenuating circumstances, such as a family emergency, that prevent you from submitting an assessment or attending an examination. The ICMT reserves the right not to consider any extenuating circumstances you inform us about after the event that prevented you from sitting an examination/submitting coursework. [[Academic Regulations: Section 9](#)]

16. Conduct

The ICMT expects its students to conduct themselves appropriately in academic and non-academic environments. The ICMT has a right to take disciplinary action against any student who fails to observe ICMT rules, regulations, policies and codes of conduct. [[Student Disciplinary Procedure](#)] Disciplinary action could include withdrawal from studies.

For you as a student, academic integrity means being honest and trustworthy and behaving with respect for other people you associate with, both within the ICMT and elsewhere, throughout your student journey and beyond. The assessment process monitors your learning progress, understands your educational needs, and rewards achievement.

The ICMT upholds academic standards by ensuring that all community members behave with integrity. Any student found to have breached academic integrity rules will be subject to academic conduct procedures. [[Academic Misconduct Policy](#)]

You can help us to maintain academic integrity and ensure that no student gains an unfair advantage by reporting, in confidence, any inappropriate academic conduct you are aware of via admin@theicmt.com.

Students must also respect the ICMT's commitment to diversity and equality. If it comes to the attention of the ICMT that a student has behaved inappropriately toward a fellow student or staff member, the ICMT will take disciplinary action, which could lead to withdrawal from studies.

Students found to have disrupted, obstructed, or improperly interfered with the activities of the ICMT and/or behaved in a manner that has damaged or could have damaged the ICMT's reputation, such as engaging in anti-social behaviour, will be subject to disciplinary measures.

17. Risk of Injury

The ICMT aims to provide a well-maintained environment that all members of its community find safe and enjoyable and in which you can seek to achieve your learning goals effectively.

In addition to this Agreement, all students must familiarise themselves with and adhere to the policies [[Student Behaviour and Code of Conduct](#)] and [[Health and Safety: Student Responsibilities](#)].

You are required to take care of your safety and that of those around you and ensure that your equipment is suitable for the proposed use and regularly checked and maintained.

You should be aware that courses and assessments at the ICMT are physically demanding. In addition, the skills we teach, by their very nature, involve elements of risk, including injury. Whilst we take reasonable measures to reduce or eliminate these risks, it is impossible to eliminate them all.

18. Intellectual Property

Intellectual Property Rights shall mean all patents, rights to inventions, copyright and related rights, moral rights, trademarks, rights in designs, rights in computer software, database rights and other intellectual property rights.

Unless agreed otherwise, you shall own any intellectual property you generate and provide to the ICMT during your course.

If you develop intellectual property, including an invention, discovery, materials, product, process, or any other potentially valuable result or innovation, with material input from the ICMT's academic staff, the ICMT resources, or as part of a collective project, you will be required to assign all rights in such intellectual property to the ICMT. The ICMT will not claim any intellectual property developed by you in circumstances other than those in the [\[Intellectual Property Rights Policy: Students\]](#)

19. Accuracy and Disclosure of Information

We will ask you to confirm that you have given us full and accurate information when applying and enrolling.

Your admission and enrolment may be invalid if you have provided false or misleading information. This could lead to our Agreement with you being terminated.

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. [\[See General Matters; Section 2\]](#)

20. Students with Disabilities

We are committed to providing an inclusive and accessible environment and strive to make reasonable adjustments to accommodate individual needs. All offers are conditional upon us being able to implement the specific adjustments reasonably needed for you to complete your course. We are more likely to be able to implement such adjustments in a quick and timely way if you notify us of any disability early in the application process.

You have the right to request that information about your disability not be disclosed to staff. All efforts will be made to implement reasonable adjustments; however, if you request confidentiality, it may mean we cannot make some or all of the adjustments identified.

21. Personal Property

The ICMT cannot be responsible for loss or damage to your equipment or other property incurred at the ICMT or otherwise during your studies.

22. Visa Requirements for International Students

If you are an international student, you may need a visa to take your place at the ICMT.

It is your responsibility to ensure that you have the appropriate passport, visa, and documentation to study at the location of your program. Failure to provide this may result in you being withdrawn from your program and any legal consequences brought upon you due to your being in the country of the school of your choice illegally.

The ICMT is not responsible for any legal fees incurred relating to student visas.

For further information, see our web page, [International Students >](#)

23. Academic and General Regulations

At the time of drafting this Agreement, we have referred to our Academic Regulations and General Regulations (the "Regulations") in force at the time.

As the Regulations are updated from time to time, the references to the relevant paragraphs of the Regulations within this Agreement may differ; however, if the substantive terms of the Regulations change, we shall seek to inform you of those changes as soon as possible.

24. Data Protection

We are committed to protecting your personal information when using our services in accordance with the General Data Protection Regulation 2016 and the Data Protection Act 2018.

Details of how we handle your data are available within our Fair Processing Policy for Students, Data Protection Policy, and Privacy Policy.

25. General

If any provision of this Agreement, which forms the Contract between you and the ICMT, is held to be void or unenforceable in whole or in part by any court or other authority, the Contract shall continue to be valid as to the other provisions contained in it and/or the remainder of the affected provision.

This Agreement shall be governed by and construed in accordance with the laws of England and Wales. Both parties agree to submit to the jurisdiction of the courts in England and Wales.

This Agreement does not confer third-party benefits for the purposes of the Contract (Rights of Third Parties) Act 1999.

26. Agreement

I have read the above and agree to the terms outlined in this Agreement. As part of this Agreement, you agree to comply with our policies, rules, regulations, and requirements.

