INFORMATION FOR PROSPECTIVE CONTINUING EDUCATION STUDENTS
We are delighted that you are considering studying with us. Continuing Education at the University of Liverpool has been offering courses to the local community in the city and wider region for over 100 years. Based in the Faculty of Humanities and Social Sciences it offers an exciting and diverse range of courses, lectures and events from across the University’s subject areas.

This guide is designed to set out the process of enrolment, the fees and terms and conditions that would apply to your study with us, to help you make an informed choice about your course. We very much hope you will be joining us this year and if you have any questions please get in touch.

1.1 Our Courses
All our courses are listed in CE’s online store - www.liverpool.ac.uk/continuing-education. Here you will find a course description and fee information. All information provided is correct at time of publication and is subject to change.

If you require more in-depth detail about the course content, please contact the CE team – conted@liverpool.ac.uk.

CE reserves the right to change, due to unforeseen circumstances, a course lecturer or to revise the content or delivery of courses from those set out in the online course pages. Any course changes will be notified as soon as is practical.

1.2 Who can join?
We welcome anyone who has the ability to benefit from the opportunities available at the University. Our students come from all walks of life; some have no previous experience of higher education. There are no formal entrance requirements – all that is required is interest and a real love of learning. To study an online course, you will need an IT device (mobile phone/laptop/tablet/computer) that can connect to the internet, and has a camera and microphone.

Please be aware that CE is designed as an adult learning environment, where discussions are at a mature level and self-motivation is essential. It is not a school or college environment and as such may not be suitable for those under the age of 16. Very occasionally, course content may not be suitable for under-18s. Course descriptions will clearly state if this is the case.

If you are under 18 years of age we need to ask you to supply written permission to participate from your parent or legal guardian. A standard form is available for the purposes of giving permission. The person giving permission will also need to supply an emergency telephone number. If you are under 16, we may also require a parent or guardian to chaperone you at certain times.

If you are a University of Liverpool under- or post-graduate student, you can take CE courses as extra-curricular modules.
1.3 How to enrol
Please enrol as soon as possible as we operate a ‘first come, first served’ policy and, except in the case of some free events, you need to enrol in advance of the course start date.

All our enrolment takes place via Online Enrolment. Visit our website at www.liverpool.ac.uk/continuing-education and follow the link to ‘choose a course’.

We are not able to accept paper enrolments either in person or by post, and we are unable to accept cash or cheques.

1.4 Registration
We cannot register you onto a course unless you fully complete the online enrolment form and have paid the appropriate fee via our online store.

1.5 Fees
Fee details are included in each course description.

• Standard course fee; this applies by default where evidence of eligibility for a concessionary fee cannot be provided.

• Concessionary fee; this applies if you receive (or you are an unwaged dependent on someone that receives) one of the following UK mean-tested benefits, or if you receive a University of Liverpool Means-Tested or Income-related bursary:-

  • Universal Credit
  • Pension credit
  • Council Tax Benefit
  • Income-related Employment and Support Allowance
  • Income Support
  • Income-based Job seekers allowance
  • Housing Benefit
  • Working Tax credit
  • Child Tax credit

Proof of entitlement to a concession will be requested each time you enrol.
Concessionary fees are available due to the generous support of the John Hamilton Bequest.

Please note that we unable to offer concessionary fees to those who receive non-means-tested benefits (such as State pension, PIP/disability living allowance, careers/attendance allowances or contribution-based allowances), and we have removed the highest fee band from our previous three-tier fee scheme.

Any additional course costs, such as books, trips or entrance fees, are clearly indicated in course descriptions on our website.
Please note these fees apply to CE courses only, and do not apply to Open Languages course administered by CE, please refer to the Open Languages Terms and Conditions.

Postgraduate students who are taking CE modules to support their PGT/PGR programme are not entitled to free courses and are required to pay the concessionary course fee; if the fee is to be paid by your main teaching/research department please contact us to arrange this.

1.6 Fees for Accreditation and studying for credit
A very small number of CE courses are available as an opt-in credit-bearing option. In this case a small administrative charge will be made when you register to opt-in for credit. This charge is £10 for a 5-credit course and £15 for courses of 10 credits and above. The number of credits assigned to a course is included at the end of each course description. Accreditation fees are always non-refundable unless a course is cancelled by the University.

1.7 Course cancellations
If a course is full or has to be cancelled, we will always notify you as quickly as possible. Courses require a minimum number of students to run; this can vary by course. Where a course is cancelled by the University due to low numbers, a full refund will be issued to the same card that was used to pay the fee. Refunds will be identified on bank and credit/debit card statements as being from the University of Liverpool. CE reserves the right to change a course lecturer or withdraw a course in the event of unforeseen circumstances.

Weekly course meeting dates are normally sequential (unless otherwise stated) but on occasion planned dates may need to be rearranged, postponed or cancelled due to unforeseen or unavoidable circumstances such as staff illness, industrial action or local/government restrictions.

We recommend that you do not purchase any books or other equipment for your course until we have confirmed the course is definitely running.

1.8 Refund request or withdrawal from a course
If you wish to withdraw from a course, an emailed application for a refund must be received by the CE office a minimum of 7 days prior to the course start date. No refunds will be issued after this date. All withdrawal refunds are subject to an administrative charge of 10% of the relevant fee.

1.9 Personal information
The Student Enrolment and Registration Form collects information that is required by the Higher Education Statistics Agency (HESA) and is used as the basis of our student records. We are not able to enrol you if you do not complete all sections of the enrolment form. Additionally, information supplied on this form supports equal opportunities monitoring.

When you accept a place on one of its programmes of study, you agree that the University will collect, retain and process certain personal data about you. The University will do so in accordance with its legitimate interests, in order to exercise its responsibilities, and to fulfil its education and support obligations to you.
All information supplied is covered by relevant data protection legislation. Continuing Education will only use your contact details to provide you with information related to your course participation or to future courses or events. If you do not wish to receive any mailings from us about our future events, please let us know.

The University maintains strict standards of confidentiality and your personal details will not be used for any non-Continuing Education purpose nor disclosed to a third party.

In the interests of transparency, the University maintains a series of Privacy Statements which outline in more detail how it collects, retains and processes your personal data, which may be updated from time to time. These are available at www.liverpool.ac.uk/legal/data_protection/policy/

1.10 Means of Communication

Email is the primary form of communication for all course matters. Please ensure that the CE Office has your current email address and that you check your email account regularly, including your junk folder.

You are entitled to create a University of Liverpool student email account and we would encourage you to do so and to check this account regularly.

1.11 Declaration of Criminal Convictions

The main aim of the University of Liverpool is to admit students with the ability to benefit from the opportunities available at the University. Possession of a criminal conviction will not necessarily mean that an application to study in CE will be unsuccessful. It is, however, important that this aim is achieved without prejudice to the safety and well-being of other members of the University community and there may be occasions where this has to be placed ahead of all other considerations. Decisions regarding the admission of an applicant with criminal convictions are taken fairly and only after the implications of any conviction have been fully explored.

CE requires all applicants who have a relevant criminal conviction to declare this on the standard enrolment form. A relevant criminal conviction is one which involves offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant.

You can find more information on this:

https://www.liverpool.ac.uk/media/livacuk/study/undergraduate/applying/criminal-convictions-policy.pdf
It is important to note that a failure to declare a relevant unspent criminal conviction is taken very seriously, and could result in expulsion from your university or college. You should therefore seek advice before answering this question if you are unsure how to answer it.

1.12 The University's Liability to You

If the University fails to comply with its contract with you, the University is responsible for any loss or damage you suffer that is a foreseeable result of the University's breach of contract or failure to use reasonable skill and care. However, the University is not responsible for any loss or damage that is not foreseeable. Loss or damage is foreseeable if it is an obvious consequence of the University's breach or if it was contemplated by you and the University at the time the contract was entered into.

The University does not exclude or limit in any way its liability for:

- death or personal injury caused by the negligence of the University or its employees, agents or sub-contractors;
- fraud or fraudulent misrepresentation;
- any other act or omission, liability for which may not be limited by law.

The University's total liability to you (whether in contract, tort (including negligence), breach of statutory duty, or otherwise), in connection with your contract with the University shall be limited to the value of the programme fees paid by you or on your behalf or the amount, if any, that the University receives from its insurers in respect of a particular loss, whichever is the greater.

The University will not be liable to you for any lost or unreturned work submitted for assessment. It is important that you follow any instructions from the University in submitting work and that you retain copies of work submitted.

You will not be liable to the University for any failure or delay in performing your obligations under this contract which is due to any cause beyond your reasonable control. Similarly, the University will not be liable to you for any failure or delay in performing its obligations under this contract which is due to any cause beyond its reasonable control (including, but not exclusive to, those circumstances described below).

Circumstances outside the University’s control:

It may be necessary for the University to

- revise the terms, content or delivery of programmes and/or modules from those set out in the prospectus, website and/or relevant programme/module specification; or
- discontinue, suspend, merge or combine options within programmes; or introduce new options or programmes, in circumstances outside the University’s control.

These circumstances may include (yet are not exclusive to) the lack of availability of key personnel without whom the University cannot provide its services; over-
under-demand from students; lack of funding; the acts or omissions of placement providers and other third parties; cancellation of third party licences; changes in the requirements of a commissioning or accrediting body; strikes and other industrial action; and other events such as government restrictions, civil unrest, severe weather or failure of public or private communications networks.

If the University’s services to you are affected by an event referred to in the preceding paragraph, the University will give you as much notice as possible and, where necessary, take reasonably practicable steps to mitigate the effects on the services it provides to you, which will involve every effort being made to preserve the continuation of your study.

1.13 Other Important Terms
If there is any conflict or inconsistency between this document and the other documents which form part of your contract with the University, the various documents will apply in the following order of priority:

- this document;
- the University's website;
- the provisions of the prospectus that applies to your programme;
- any agreement relevant to your programme.

The University may transfer its rights and delegate its obligations under this document to another organisation. However, the University will always notify you in writing if this happens and will ensure that no such transfer or delegation will affect your rights under this document.

Your contract with the University (of which this document forms part) is between you and the University. No other person shall have any rights to enforce any of its terms.

Each of the provisions of your contract operates separately. If any court or relevant authority decides that any provision is unlawful (in whole or part), it shall be deemed to have been modified to the minimum extent necessary to make it lawful and the remaining provisions will be unaffected and will remain in full force and effect.

If you are in breach of your contract with the University and the University decides to waive that breach or refrains from, or delays in, enforcing its rights against you or requiring you to perform your obligations, that will not mean that the University has waived its rights against you for that or any other breach, nor that you have been released from those obligations.

This document is governed by English law. You and the University both agree to submit to the nonexclusive jurisdiction of the English courts.