



**LE CORDON BLEU®**  
LONDON

TERMS AND CONDITIONS FOR  
DIPLOMAS, CERTIFICATES, MODULES  
AND SHORT COURSES

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## ADMISSIONS PROCEDURE

### Stage 1 - Documentation checklist

Applicants requiring a Student visa must apply at least 12 weeks before the Course Start Date.

Complete, sign and return all pages of this application form with the following documents (please tick):

- a curriculum vitae or résumé\*
- a statement of motivation\*, explaining the applicant's culinary goals, career aspirations and reasons for choosing Le Cordon Bleu London and the particular course (300-500 words)
- one passport sized current colour photograph
- a copy of the identity page of your current passport
- a copy of your highest achieved qualification certificate
- a copy of your UK Visa (if applicable)
- a copy of an English language certificate (if applicable)
- Evidence of prior learning (if requested by Le Cordon Bleu) including details of previous Le Cordon Bleu courses attended, together with a copy of any Diploma or Certificate awarded
- Pay the application fee: £500 (Certificate courses/DCM/DGNF/DPBCA/DPIW), £700 (Diplôme de Boulangerie), £750 (Wine Gastronomy/Wine Management), £1500 (for all other diplomas)

Sign the declaration on page 7

Please return this form with all documents stated above to: Admissions Office, Le Cordon Bleu Limited, 15 Bloomsbury Square, London WC1A 2LS UK or email to: london-admissions@cordobleu.edu.

\*A template for curriculum vitae and statement of motivation is available from: london-admissions@cordobleu.edu. The statement of motivation must be written in English by the applicant.

### Stage 2

Once the applicant has fully completed Stage 1 above, the Institute's Admissions Jury will consider the application and at their absolute discretion decide whether or not to make an offer of a place to the applicant.

If an offer is not to be made, the applicant will receive a refund of any application fee or fees paid in accordance with the Terms and Conditions of Le Cordon Bleu Limited.

An appeal can be lodged in writing within 14 days, to the Academic Board of Le Cordon Bleu London. The decision of the Board is final.

If an offer is going to be made, the Admissions Office will notify the applicant of approval by Admissions Jury.

Additional form with HESA Student Collection Notice: depending on the applied course level, the Admissions Office will send an electronic form for additional information required by the Higher Education Statistics Agency (HESA)

Once the completed additional form is received, the Admissions Office will send an offer letter with:

- A letter of offer, which will include:
  - Visa type required and deadlines
  - Mandatory orientation time and date
  - Welcome to London information
  - Balance of course fees payable and payment due date
- An acceptance form
- Terms and conditions
- Academic & Administrative Policies and Procedures
- Information about shoes and digital scale requirements

### Stage 3

Applicants should note that the terms and conditions within the application form are provided for information only. Submission of a completed form does not create a legally binding contract nor confirm a place on the Course.

A legally binding contract between the Student and Le Cordon Bleu Limited is formed when the offer is accepted.

### Stage 4

Once the Student has paid and the Institute has received the balance of the course fees by the date specified in the offer letter, the Admissions Office will issue a confirmation of enrolment and, if applicable, a Confirmation of Acceptance for Studies (CAS) statement.

### Stage 5

If required, the Student must provide a (scanned) copy of their obtained visa page at least three weeks before the Course Start Date. Students who require a student visa must provide a copy of their Biometric Residence Permit.

### Stage 6

Orientation day: The Student must attend a mandatory orientation day.

## LE CORDON BLEU LIMITED ADMISSIONS POLICY

### 1. Policy aims

1.1 The aims of this policy are for Le Cordon Bleu Limited (the Institute) to: operate fair and open procedures for admitting students to Le Cordon Bleu courses; and ensure compliance with its responsibilities under UK equality and diversity laws.

### 2. Equal treatment

2.1 We welcome students from many different ethnic, racial groups and backgrounds. Individual rights and freedoms are respected but must be balanced with the lawful needs and rules of the Institute Community and the rights and freedoms of others.

2.2 The Institute accepts applications from applicants and admits students irrespective of their sex, gender reassignment, sexual orientation, pregnancy and maternity or religious belief or special educational needs and will not discriminate on these grounds in the terms in which they are offered. The Institute will treat every application in a fair and open minded way.

2.3 This admissions policy reflects the Institutes approach towards equal opportunities. Our Equal Opportunities, Access and Equality Policy can be found at <https://www.cordobleu.edu/Files/GLACEN6855.PDF>.

### 3. Disability and special educational needs

3.1 Le Cordon Bleu will do all that is reasonable to comply with our legal and moral responsibilities under UK equality laws, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, we can cater adequately.

3.2 Le Cordon Bleu needs to be aware of any known medical condition, injury, disability or special educational need which may affect your ability to participate in the admissions procedure and take full advantage of the education provided at the Institute. A prospective student who has any such medical condition, injury, disability or special educational need is required to provide us with full details prior to the admissions procedure, on the application form.

### 4. Entry requirements

4.1 Age requirement: An applicant must be 18 years old or above, there is no upper age limit.

4.2 English Language: Our courses are conducted in English and students are expected to demonstrate a proficiency in both spoken and written English. We therefore recommend that, prior to admission, prospective students that require a Student visa obtain an IELTS (International English Language Testing System) test report result with 5.0 or above in all components. Other prospective students not requiring a Student visa should provide the Institute with one of the following: English language certificate equivalent to CEFR level B2; academic transcript of a completed course taught in English; employment history in an English language environment; Oxford English placement test (provided by Le Cordon Bleu) with telephone interview.

4.3 Secondary education: We also expect students to have achieved base entry qualifications, examples of which include: High School Diploma (USA), High School Certificate (Japan), GCSE's (UK), CAP or Baccalauréat (France). In exceptional circumstances the Admissions Jury may offer a place to a prospective student who has not achieved the required base entry qualifications.

### 4.4 Prerequisites

4.4.1 Prerequisites for the Intermediate Cuisine/Pâtisserie Certificate:

Le Cordon Bleu Basic Cuisine/Pâtisserie Certificate\*

4.4.2 Prerequisites for the Superior Cuisine/Pâtisserie Certificate:

Le Cordon Bleu Intermediate Cuisine/Pâtisserie Certificate\*

4.4.3 Prerequisites for the Diploma in Culinary Management: Grand Diplôme® or Diplôme de Cuisine or Diplôme de Pâtisserie\*

4.4.4 Prerequisites for the Diploma in Pâtisserie Innovation and Wellness: Grand Diplôme® or Diplôme de Pâtisserie\*

4.4.5 Prerequisites for Boulangerie Module 2: Le Cordon Bleu Boulangerie Module 1

4.4.6 Prerequisites for Boulangerie Module 3: Le Cordon Bleu Boulangerie Module 2

\*If an applicant is not a Le Cordon Bleu graduate, a recognition of prior learning form with relevant certification and an interview with a lecturer are required. A recognition of prior learning form may be requested from the admissions office by sending an email request to london-admissions@cordobleu.edu.

4.5 Eligibility to work: Internship in the UK: applicants must be eligible to work in the UK or apply for a Student visa sponsored by us for the duration of the course. Internship outside UK: applicant must be eligible to work in the country or apply for an appropriate visa to work.

### 5. Changes to courses

5.1 All students will be notified in writing of any significant changes to courses at the earliest opportunity and will be advised of any further options available to them.

### 6. Appeals and Complaints

6.1 Any appeal or complaint regarding the admissions process may be addressed to the Academic Board of the Institute.

6.2 The appeal or complaint should be received in writing by Le Cordon Bleu within 14 days of the Admissions Jury decision, or the cause of the complaint, and will be dealt with in accordance with the Institute's complaint handling policy. We aim to resolve all appeals or complaints within 10 working days.

### 7. Accessibility

7.1 This policy can be made available in large print if required.



## TERMS AND CONDITIONS

### 1. Introduction and terminology

#### 1.1 Terms and conditions: These terms and conditions together with:

1.1.1 the letter of offer;

1.1.2 the acceptance form; and

1.1.3 the Academic and Administrative Policies and Procedures

form the basis of a legally binding contract between the Student and Le Cordon Bleu Limited (the Institute, We or Us) as now or in the future constituted (and any successor) for the provision of educational services.

1.2 Applicant: means the person named in Section 1 on the completed and returned application form.

1.3 Student or You: means the person who has accepted the offer of a place. The Student is legally responsible for complying with his/her obligations under these terms and conditions.

1.4 Course: means the programme of education provided by the Institute to the Student.

1.5 Course Fee: means the fee for the Course payable by the Student in accordance with these terms and conditions. The published Course Fee is shown inclusive of VAT and other applicable taxes.

1.6 Course Start Date: means the Course start date specified in the letter of offer.

1.7 Integrated courses: Integrated courses are defined as single courses which comprise a number of sections. Examples of Integrated courses include the Diplôme de Cuisine; Diplôme de Pâtisserie with Culinary Management; and Grand Diplôme with Culinary Management (Internship Pathway), Diplôme de Boulangerie, Diploma in Wine, Gastronomy and Management.

1.8 Orientation day: means the mandatory orientation day which the Student, if a basic level student, DCM, DWGM, DGNF, DPBCA, DPIW and Boulangerie student, must attend on the date specified by the Institute.

1.9 Variations: These terms and conditions are subject to change from time to time. We will endeavour to inform the Student of changes and the reasons for them as soon as practicable.

### 2. Admission and Entry

2.1 Admission will be subject to the availability of a place, and the Admissions Jury being satisfied that the Applicant meets the admission requirements at the relevant time.

2.2 Admission occurs when the Student accepts the offer of a place and pays the balance of the course fees.

2.3 Entry occurs on the Course Start Date.

### 3. Offer of a place and acceptance

3.1 At the sole discretion of the Admissions Jury, the Institute may issue a letter of offer to the Applicant.

3.2 The Applicant agrees that a legally binding contract is formed when the offer is accepted by the Applicant. At this time the Applicant becomes the Student.

3.3 Information for Applicants: We provide Applicants with information about the Institute and the services we provide in good faith. If the Applicant wishes to take account of information provided to them whether written or spoken, when deciding whether to enter into this agreement, s/he should seek specific confirmation from the Institute that the information is accurate before returning a completed acceptance form to the Institute.

3.4 When the Student pays the course fees in full by the deadline specified in the letter of offer, the Institute shall issue a confirmation of enrolment letter and if applicable a CAS. The Institute will not issue any further letters before the Course Start Date.

3.5 The Institute reserves the right to withdraw the offer of a place if the offer is not accepted within seven days of the date of issue.

### 4. Fees

4.1 Fees: The application fee is payable and must be sent together with the completed application form. The purpose of the application fee is to cover the reasonable costs incurred by the Institute in conducting the admissions process with the applicant. The application fee is non-refundable unless otherwise stated in these terms and conditions.

4.2 Payment of Fees: The Student agrees to pay the fees applicable to the Course directly to the Institute before the deadline specified in the letter of offer.

4.3 Late payment: If the Student fails to pay the balance of fees in full before the deadline specified in the letter of offer, the Institute reserves the right to terminate this contract immediately, and the Student will forfeit all fees paid.

4.4 Knife set and uniform: Use of the Le Cordon Bleu knife set and the current Le Cordon Bleu London uniform set is mandatory.

4.4.1 The knife set and uniform (excluding shoes) are included in the fee for the Basic level, Diploma in Plant-Based Culinary Arts and integrated courses, except: Boulangerie Diploma, Diploma in Wine, Gastronomy and Management and Diploma in Gastronomy, Nutrition and Food Trends. Please contact the Admissions team to obtain more information on what equipment is included on these four courses.

4.4.2 If the Student enrolls at Intermediate level, Superior level, or Diploma in Culinary Management or Diploma in Pâtisserie Innovation and Wellness, the Le Cordon Bleu London knife set and uniform must be purchased.

### 5. Deferment

5.1 Deferment of Course Start Date: The Student may, at the sole discretion of the Institute, defer their Course Start Date to another term if the Institute receives a written request no later than six weeks before the original Course Start Date. Only one such deferment will be permitted.

5.2 Period of deferment: Deferment is not permitted beyond one year from the original Course Start Date and the Student will be required to pay the balance of any fee increase which occurs during that period.

5.3 Integrated courses: If the Student has commenced an integrated course, postponement of commencement of the subsequent sections is not permitted.

### 6. Cancellation, notice, and refund

6.1 Cancellation by the Student: means the cancellation of a place at the Institute which has been accepted by the Student and which occurs before the Student enters the Institute or where the Student does not enter the Institute.

6.1.1 Where the contract is concluded at a distance (electronic acceptance), during a 14-day period from the date the contract is entered into (the day the Student accepts the offer), the Student has the right to cancel the course and receive a refund of all fees paid, including the application fee.

6.1.2 Subject to 6.1.4 below: If the Student cancels the place after the cancellation period set out in 6.1.1 (if applicable) and more than six weeks before the Course Start Date s/he shall be entitled to a refund of any Course Fee paid, but will forfeit the Application Fee. Written notice to cancel the Course must be received by Le Cordon Bleu Limited not less than six weeks prior to the Course Start Date.

6.1.3 If cancellation occurs after the cancellation period set out in 6.1.1 and (if applicable) less than six weeks before the Course Start Date, or the Student fails to complete the Course for any reason whatsoever, the Student shall forfeit the full Course Fee and shall not be entitled to any reduction of fees.

6.1.4 Integrated courses: If the Student cancels the place having purchased an integrated course (i.e. one which comprises a number of sections) less than six weeks before the Course Start Date, s/he shall forfeit the Course Fee and shall not be entitled to any reduction of fees for any outstanding or incomplete sections of the course.

### 7. Withdrawal and termination

7.1 Withdrawal: means the withdrawal from the Institute by the Student at any time after the Course Start Date. Following withdrawal the Student shall forfeit any Course Fee paid without reduction.

7.2 Termination: The Institute may terminate this agreement in the circumstances set out in 7.2.1, 7.2.2 or 7.2.3 below:

7.2.1 If the Student has absences more than the maximum permitted absences in any one term without good reason, the Institute reserves the right to terminate this contract immediately and the Student shall forfeit any Course Fee paid without reduction. The maximum permitted absences are set out in the Academic and Administrative Policies and Procedures Manual.

7.2.2 If at any time the Student provides the Institute with untrue, incomplete or inaccurate information, or withholds information which would adversely affect their ability to complete the course, the Institute reserves the right to terminate this contract immediately and the Student shall forfeit any Course Fee paid without reduction.

7.2.3 If during the Course the Student develops a medical condition which will adversely affect their ability to complete the Course, the Institute



will make an assessment on a case-by-case basis. If the Institute concludes that adjustment cannot reasonably be made in order to meet the needs of the student to enable him / her to complete the Course, the Institute reserves the right to terminate this contract. The student shall forfeit any Course Fees paid and shall not be entitled to any reduction of fees for any outstanding or incomplete section of the course (see clause 12.7 below).

#### 8. Conduct, behaviour and discipline

- 8.1 Institute regime: The Institute is entitled to exercise a wide discretion in relation to the Institute's policies, rules and regulations as set out in the Student Academic and Administrative Policies & Procedures Manual and will exercise that discretion in a reasonable and lawful manner, and with procedural fairness when the status of the Student is at issue.
- 8.2 Conduct and attendance: We attach importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. The Student warrants that s/he will take full part in the activities of the Institute, will attend each scheduled session, will be punctual and will comply with the Institute policies, rules and regulations including those relating to conduct and behaviour, uniform and dress code, cleanliness and hygiene.
- 8.3 Institute discipline: The Student accepts the authority of the Institute's staff to take all reasonable disciplinary action considered necessary in the circumstances. The Institute's disciplinary and misconduct policies, rules and regulations apply to the Student when s/he is on Institute premises or otherwise representing or associated with the Institute including during any internship placement.
- 8.4 Drugs/Alcohol: The Institute reserves the right to exclude from classes or Internship workplaces to permanently expel the Student if he / she is or appears to be under the influence of drugs, substances or alcohol. The Institute may also temporarily exclude or permanently expel the Student from the Course if he /she is found to be in possession of, or to have supplied or used, drugs or substances.
- 8.5 Sanctions: The Institute's current policies on sanctions are in the Academic and Administrative Policies and Procedures Manual. Those policies may undergo reasonable change from time to time but will not authorise any form of unlawful activity. Sanctions may include a temporary suspension, or alternatively being permanently expelled from the Institute and /or failure in the Course.
- 8.6 Right to review: A decision to expel the Student shall be subject to review by the Academic Board if requested by the Student.
- 8.7 Fees following expulsion: If the Student is expelled, the Course Fee will be forfeited and there shall be no reduction in fees paid.

#### 9. Immigration

- 9.1 Immigration: The Institute holds a Student Sponsor Licence from the Home Office.
- 9.2 Sponsorship: Sponsoring a student is not automatic and is at the discretion of the Institute. It shall be the Student's responsibility at all times to ensure that s/he has the appropriate immigration permission to reside in the United Kingdom and to study at this Institute.
- 9.3 Visa refusal: If the Student's visa application is refused, the Student will be refunded any course fees paid but will forfeit the application fee, provided that:
  - 9.3.1 the visa application was submitted with a confirmation of enrolment letter and CAS (Confirmation of Acceptance for Studies) provided by the Institute; and
  - 9.3.2 the Student provides an official visa refusal letter from the UKVI.
- 9.4 The Institute reserves the right not to sponsor the Student for a second time after a refusal.
- 9.5 The Institute reserves the right not to sponsor the Student if s/he has failed to complete a previous course while sponsored by the Institute.
- 9.6 The Student must provide to the Institute evidence of a valid visa no later than three weeks prior to the Course Start Date. Students who require a Student visa must provide a copy of their Biometric Residence Permit. The course fee will not be refunded or reduced for those who fail to provide a valid visa in time.
- 9.7 If the Student's visa expires part-way through a course and the Student must leave the United Kingdom s/he should expect to forfeit all fees.
- 9.8 The Institute reserves the right to withdraw sponsorship of the Student's visa if the Student fails to follow the correct procedure and timescale for the visa application.

#### 10. Internship placement:

The following clauses apply to internship placements:

- 10.1 The Institute will seek to place the Student with a third party establishment (an Internship Partner) for the duration of the internship. The Student's participation in the internship is not guaranteed, and shall be at the sole discretion of the Institute and subject to clauses 10.2, 10.3 and 10.4 below, and to paragraph 7.7 in the Academic and Administrative Policies and Procedures.
  - 10.2 Participation in an internship shall be subject to the following:
    - 10.2.1 The Student's continued eligibility to work in the United Kingdom or being under a Student visa sponsored by us or eligibility to work in the country where the internship is completed; and
    - 10.2.2 The Student completing and achieving a passing grade at Superior level/Wine and Management level, and meeting the conduct standards of the Institute; and
    - 10.2.3 The Student passing the recruitment process of the Internship Partner; and
    - 10.2.4 Following commencement of the internship, the Student adhering to the policies and disciplinary standards of the Internship Partner.
  - 10.3 No refund or reduction of fees shall be made if the Student is not successful in achieving the requirements of the Institute and the Internship Partner.
  - 10.4 An internship placement will be subject to a separate agreement between the Student and the Internship Partner, including any remuneration to be paid to the Student during the internship. The Institute shall not be responsible for the payment of any remuneration to the Student and the Student shall not be an employee of the Institute during the internship.
- #### 11. Disclosure of medical information
- 11.1 For the period between the initial application and graduation, the Student will continue to provide the Institute with details of any medical condition, physical or mental health problem, disability or special educational need pregnancy or allergy.
- #### 12. Confidentiality and liability
- 12.1 Confidentiality: The Student authorises the Institute to impart confidential information on a need-to-know basis where necessary to safeguard or promote the Student's welfare or to avert a perceived risk of serious harm to the Student or to another person at the Institute or Internship work places. In some cases, members of staff and Internship Partners may need to be informed of any particular vulnerability the Student may have.
  - 12.2 Medical information: Throughout the Student's time as a member of the Institute, the Institute shall have the right to disclose confidential information about the Student if it is considered to be in the Student's own interests or necessary for the protection of other members of the Institute community and Internship Partners. Such information will be given and received on a confidential, need-to-know basis.
  - 12.3 Medical emergency: Removal of items of clothing, or any religious or cultural symbol/ jewellery or face covering may be necessary in the case of a medical emergency. The Institute will endeavour to ensure that a member of staff of the same gender as the Student is present when the Student is examined, however, the Student acknowledges that this may not be possible. The Student expressly permits the Institute staff to take all necessary measures to respond to a medical emergency and authorises the Academic Director to consent to medical treatment where the Student is unable to do so and an emergency contact for the Student cannot be contacted.
  - 12.4 Photographs or images: The Institute may obtain and use photographs or images of the Student for:
    - 12.4.1 Use in the Institute's promotional materials such as the prospectus, the website or social media;
    - 12.4.2 press and media purposes;
    - 12.4.3 educational purposes as part of the curriculum or extra-curricular activities.
  - 12.5 Photographs taken by the Student: At the end of a class the Student may be permitted to take photographs of dishes prepared by staff of the Institute. Prior approval from the Institute shall be obtained and the photographs must be for the Student's personal use only.
  - 12.6 Student's personal property: The Student is responsible for the security and safe use of all his / her personal property.
  - 12.7 Insurance: The Student is responsible for insurance of his/her personal property at all times. The Student should consider purchasing cover for loss of the application fee or the Course Fee for non-attendance through illness or termination of the contract on



medical grounds, if available. The Institute does not provide insurance advice nor recommends any insurance product. The Student must seek independent advice before purchasing insurance cover.

- 12.8 Institute's liability: Unless negligent or in breach of another legal duty which causes injury, loss or damage, the Institute does not accept responsibility for accidental injury or other loss caused to the Student or for loss or damage to property.

13. General contractual matters

- 13.1 The services: The Institute will exercise reasonable care and skill in providing the services for the Student but cannot guarantee that the Student will achieve the desired results.

- 13.2 Data protection: By signing the acceptance form or by agreeing to be bound by these terms and conditions, the Student acknowledges that the Institute will process personal data, as required for administration and alumni purposes, lawfully and fairly in accordance with UK data protection laws.

Our legitimate processing of personal data including sensitive or special category personal information, such as financial, biometric and medical information, as necessary for the performance of the contract between the Student and the Institute in relation to the Course delivery, for our obligation to protect vital interests of our students and staff members as well as tasks carried out in the public interest.

Such information will be held on an international database, hosted in a country deemed Safe by the European Commission.

The information may be shared with Le Cordon Bleu Partner institutes and Internship Partners in the context of the legitimate processing highlighted above.

The Institute may also share the information with UK government agencies and authorities, and the Higher Education Statistics Agency (HESA), for the fulfilment of statutory requirements.

The Institute may share limited, non-sensitive personal data with partners: to prepare certificates and to create profiles on the alumni network through the HOSCO platform or to enrol students to additional third-party services relevant to their course.

- 13.3 Third party rights: Only the Institute and the Student are parties to this contract. No third party is a party to this contract and shall not have any rights to enforce any term of it.

- 13.4 Jurisdiction: This contract was made at the Institute and is governed exclusively by the law of England and Wales and the parties submit to the exclusive jurisdiction of the Courts of England and Wales.

14. Le Cordon Bleu International's Intellectual Property

Le Cordon Bleu vigorously defends its trade marks, copyright materials and other intellectual property rights and will take action to prevent any breach of its rights, including claiming financial compensation.

- 14.1 Trade Marks: Le Cordon Bleu International is the owner of a number of trade marks registered in numerous countries throughout the world for many classes of services and products, which notably include "Le Cordon Bleu", the Le Cordon Bleu logo (which appears on the top of this application form) and "Grand Diplôme".

The Student must not use any of Le Cordon Bleu International's trade marks, or any confusingly similar trade mark, in connection with any activity that is commercial, business-related or professional in its

nature or purpose. By way of example, such prohibited use would include use as or as part of a company name, trading name, domain name or email address.

- 14.2 Uniforms: The Student acknowledges and agree not to wear any part of the Le Cordon Bleu uniform or any other clothing that bears any of Le Cordon Bleu's trade marks in connection with any activity that is commercial, business-related or professional in its nature or purpose.

- 14.3 Copyright Materials: The copyright in all learning, pedagogical and other materials provided to Students by Le Cordon Bleu during their studies is owned by Le Cordon Bleu International, except for any materials which may be in the public domain and materials used by permission of a third-party copyright owner.

Such materials are provided for Students' personal educational use only and must not be reproduced, distributed or shared with others, except with the prior written permission of the Institute's senior management.

15. Waiver

Any waiver of, or failure to enforce the terms or conditions of this Contract will not mean a continual waiver or prevent enforcement of them in future. Any term or condition that is found to be unlawful or unenforceable will not invalidate the other terms or conditions in this Contract.

16. Managing change and disruption

The Institute will do what it reasonably can to provide the educational services described in its website and in the other materials provided to students and prospective students.

In the event of circumstances beyond the Institute's control causing the cancellation or variation of a course or programme, the Institute will take all reasonable steps to minimise the resultant disruption to those services and to affected students. This might include, for example, delivering a modified version of the same course or offering affected students options which such as the chance to move to another course or institution. To the full extent possible under the general law, the Institute excludes liability for any loss and/or damage suffered by any applicant or student as a result of such circumstances.

17. Complaints

The Institute endeavours to provide students with a supportive learning environment but recognises that from time to time problems and complaints can arise. Any expression of dissatisfaction about action taken, or a lack of action by the Institute where a student or group seeks action by Us should be notified to the Institute as soon as practicable. A copy of the Institute's Complaint Handling Policy can be found in the Academic & Administrative Policies & Procedures Manual, which is published on our website. A Completion of Procedures letter will be issued to students if the Institution's complaints process is exhausted.

The [Office of the Independent Adjudicator \(OIA\)](#) is an independent body empowered to review on request eligible student complaints against HE providers. If you are not satisfied with the outcome of a complaint to the Institute, you may contact the OIA. Please note that the remit of the OIA does not include complaints about admissions.

## DECLARATIONS AND SIGNATURE

I understand that any offer made will be subject to availability and to the discretion of the Admissions Jury, and may be withdrawn subject to Clause 3.5 of the Terms and Conditions.

I agree to clause 13.2 of the terms and conditions for the processing of my personal data.

I have read and understood the Admissions Policy and Procedure, Terms and Conditions above.

I confirm that the declarations and disclosures made on this form are true, complete and accurate. I understand and agree that the Institute has the right to refuse this application, or to terminate any subsequent contract, immediately if any declaration or disclosure is found to be untrue, incomplete or inaccurate in accordance with clause 7.2.2 of the Terms and Conditions.

Signed \_\_\_\_\_ Date DD/MM/YY

Print full name \_\_\_\_\_



## SCHOOL RULES

1. A scan of one or more fingerprints will be required at the start of the course. Participants must scan in and out of the barriers in order to enter or leave the building. All data will be processed lawfully and fairly in accordance with UK data protection laws.
2. Participants are required to wear clothing which covers the arms and legs: a loose-fitting long-sleeved shirt or top, and full-length loose-fitting trousers are recommended. Long hair must be tied back; hairnets will be available

## TERMS AND CONDITIONS

Please note that no person other than the Participant is allowed to take part in the Course or in any part of the Course - please also see clause 7.

1. Terminology  
Participant - the person who attends the course  
Applicant - the person who signed the application form  
Institute, School, we or us refers to Le Cordon Bleu Ltd
2. The Participant/Applicant must be 18 years or over at the commencement of the course.
3. Any application must be made using the Institute's Gourmet and Short Courses Application Form. Places are subject to availability and the Participant may be placed on a waiting list. If the application was signed by a different person from the Participant, the Participant must agree to and sign a copy of these Terms and Conditions on arrival at the Institute before the start of the course.
4. The Participant may take photographs of the Institute's premises only with the prior approval of the Institute. The Institute will normally permit the Participant to take, at the end of class and for strictly personal use only, photographs of dishes prepared by the Institute teaching chefs from recipes demonstrated during that class. The Participant agrees that copyright in all photographs taken on the Institute's premises will be owned exclusively by the Institute and such photographs may be used by the Participant only for personal, non-commercial purposes. Taking of videos by the Participant is not permitted on the Institute's premises.
5. The Participant or Applicant shall not be entitled to use the names 'Le Cordon Bleu' and/or similar names or logos under any circumstances or at any time or in any place, including the internet, whether before, during or after their training and whether as a trademark, company or trading name or otherwise.
6. The Participant acknowledges the Institute's right to photograph and/or film the Participant during the classes and/or activities taking place on the premises of the Institute. The Participant acknowledges and agrees that her/his name and image may be used for Le Cordon Bleu marketing purposes in any and all forms of communication known today or in the future. The Participant agrees that the Institute may assign this acknowledgement to affiliated companies, partners or media contacts at its discretion in an ethical and responsible manner, without any obligation to notify the Participant.
7. The Institute will not permit any individual, other than the Applicant stated in the application form, to become the Participant nor to attend any part of the Course or the whole Course.
8. If any material alteration is made before the commencement of the Course, the Institute will endeavour to notify the Participant so affected, but shall not have any liability should the Participant not receive the communication.
9. Institute's liability: Unless negligent or in breach of another legal duty which causes injury, loss or damage, the Institute does not accept responsibility for accidental injury or other loss caused to the Participant or for loss or damage to property.
10. The Institute reserves the right at its absolute discretion to reject the Applicant for enrolment and they shall be under no obligation to give reasons for their decision. Any Applicant whose application is rejected shall be entitled to a refund of any fees paid.
11. The Institute reserves the right to terminate the training of the Participant at any time if the Participant fails to comply with the School Rules, or otherwise behaves in a manner which is disruptive or detrimental to the other Participants' learning experience.
12. The Course Fee is payable in full by the person stated on the application form to be responsible for payment upon submission of a completed application form to the Institute. The published Course Fee is shown inclusive of VAT and other applicable taxes.

to purchase. Flat, nonslip soles with closed toe must be worn. Sandals and high heels are not permitted in the kitchen. Please keep jewellery to a minimum.

3. All Participants are required to follow the directions of the instructor and engage positively in the classes.
4. The Institute reserves the right to exclude any Participant from classes who is or appears to be under the influence of drugs or alcohol.
13. If the Institute accepts the application, and when full information and Payment of the Course Fee is received in full, the Institute will issue a confirmation of enrolment letter to the Participant by email. A legally binding contract on these Terms and Conditions is formed between the Institute and the Participant.
14. Should a place become available to an Applicant who has been placed on a waiting list, the Institute will issue an offer to the Applicant. If the offer is accepted the Institute shall then issue a confirmation of enrolment letter to the Participant by email once full information and payment of the Course Fee is received in full by the Institute. A legally binding contract on these Terms and Conditions is formed between the Institute and the Participant.
15. Once a confirmation of enrolment letter is sent by email to the Participant, the Course Fee will be forfeited should the Participant cancel the place on the Course. The Institute is under no obligation to transfer the Course Fee to any other course or product.
16. The Institute must receive a written request more than 5 working days before the commencement date of the course. This change may be accepted by the Institute only once, for the same course and is subject to availability. Requests received after this deadline will not be granted under any circumstances.
17. If the Participant fails to attend any part or all of the Course for any reason whatsoever, whether within or outside the Participant's control, all of the Course Fee shall be forfeited. The Institute is not under any obligation to place the Participant on any other course.
18. Participants who are more than 15 minutes late for scheduled classes will not be admitted to that class and will forfeit the Course Fee.
19. The Participant acknowledges that the Institute will not be responsible in the event of the Participant developing food poisoning by tasting or eating food prepared in class by her/him or fellow participants. The Participant is responsible for the appropriate safe storage of her/his food after class.
20. Le Cordon Bleu International's Intellectual Property  
Le Cordon Bleu vigorously defends its trade marks, copyright materials and other intellectual property rights and will take action to prevent any breach of its rights, including by claiming financial compensation.  
**20.1 Trade Marks**  
Le Cordon Bleu International is the owner of a number of trade marks registered in numerous countries throughout the world for many classes of services and products, which notably include "Le Cordon Bleu", the Le Cordon Bleu logo (which appears on the top of this application form) and "Grand Diplôme".  
The Participant must not use any of Le Cordon Bleu International's trade marks, or any confusingly similar trade mark, in connection with any activity that is commercial, business-related or professional in its nature or purpose. By way of example, such prohibited use would include use as or as part of a company name, trading name, domain name or email address.  
**20.2 Uniforms**  
The Participant acknowledges and agrees not to wear any part of the Le Cordon Bleu uniform or any other clothing that bears any of Le Cordon Bleu's trade marks in connection with any activity that is commercial, business-related or professional in its nature or purpose.  
**20.3 Copyright Materials**  
The copyright in all learning, pedagogical and other materials provided to the Participant by Us during their studies is owned by Le Cordon Bleu International, except for any materials which may be in the public domain and materials used by permission of a third-party copyright owner.  
Such materials are provided for the Participant's personal educational use only and must not be reproduced, distributed or shared with others, except with the prior written permission of the Institute's senior management.