



London
School
of Jewish
Studies

Participation Agreement - Degrees

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By accepting the offer of a place on your chosen London School of Jewish Studies (LSJS) degree programme, you agree that:

- a) You will notify the main office at LSJS of any changes to the information which you have submitted on application or enrolment; for example, if you change your address;
- b) You will participate fully in those activities which are described in each module as essential;
- c) You will inform the Module Leader if circumstances oblige you to miss any of those essential activities and give details of the relevant circumstances to the Module Leader;
- d) You wish to have your performance assessed according to the approved procedures;
- e) You will observe and meet the deadlines and timetable prescribed for each module;
- f) Failure to participate adequately in the essential activities may lead to termination of your enrolment on your programme of study. You will be invited to explain your failure to participate before termination on the programme occurs. Failure to engage in this process will be considered to be withdrawal.

Fees and payment

It is the student's responsibility to make sure tuition fees and all other expenses relating to the programme are paid before the academic year begins.

The tuition fees will be as stated in relevant documentation and online and are reviewed and revised each academic year. You are bound by the LSJS regulations on the payment of fees, refunds in the event of withdrawal from your studies and the consequences of non-payment, as amended from time to time.

At the end of the period of study, students who have a tuition fee debt to LSJS will not have a qualification conferred, will not be notified of their final results, receive a Certificate or Diploma Supplement, nor be entitled to attend their Graduation Ceremony until the outstanding debt to LSJS has been paid. LSJS reserves the right to increase the fees each academic year.

Cancellation and refund policy

You are entitled to cancel your enrolment by giving notice to LSJS within the period set out in the table below.

If LSJS is unable to run a module or offer a suitable alternative all fees paid will be refunded in full.

In all other cases, for any refund or reduction in fees payable, notice of withdrawal must be in writing. In such cases, a portion of the tuition fee will be chargeable (the withdrawal fee).

You are deemed to have enrolled on a module if you have done any of the following:

- Attended any classes for that module
- Completed the enrolment process for a module

Table of withdrawal fees

Withdrawal date	Fee payable
More than 28 days before the start of the year (or the module, where applicable)	20% of the costs of the year (or each module you have enrolled on, where applicable)
Between 28 days before the start of the year (or the module, where applicable)	50% of the costs of the year (or each module you have enrolled on, where applicable)
15 days or more after the start of the year (or the module, where applicable)	100% of the year (or each module you have enrolled on, where applicable)

Exceptional circumstances

In certain exceptional circumstances outside your control, it may be possible to transfer to another module, or transfer fees to the next academic year.

The reasons for the circumstances must be discussed with the Programme Leader at the earliest opportunity, and appropriate evidence will usually need to be submitted.

The following circumstances are examples of situations that would **not** normally be regarded as falling within the above category:

- a) Workload (whether due to your studies or to your employment). Please make sure that you understand the level of commitment required before you enroll.
- b) Employer no longer allowing study leave/no longer paying your fees
- c) Changing job/moving house
- d) Short-term or minor illness
- e) Inability to arrange childcare
- f) Failure of an exam

You are required to notify the Programme Leader of your withdrawal from any module (even where no reduction in fees or transfer applies).

Interrupted studies

In certain situations, students may choose to interrupt their studies for up to a year. Examples may include:

- changes in family circumstances
- pregnancy/maternity/paternity/fostering/adoption
- serious illness
- bereavement
- emigration

This list is not exhaustive. If a student wishes to interrupt their studies, they must, in the first instance, speak to the Programme Leader, who will advise them accordingly.

Maximum time limits

The maximum time allowed for a part-time Bachelor (Hons) degree is 12 years.

The maximum time allowed for a part-time Master's degree is five years.

LSJS applies the Middlesex University Regulations for Taught Programmes 2025-26.

Signed on behalf of the LSJS Senior Leadership Team by Paul Gould, Chief Operating Officer

Date created: August 2023

Date reviewed: December 2025

Date to be reviewed: December 2027