

STUDENT PROTECTION PLAN

The Condé Nast College of Fashion & Design has devised a plan, the responsibility for which has been delegated by the Board to the CEO and reported to the Board at its regular meetings (taking into consideration the Higher Education and Research Act 2017) to protect the interest of its students in the event that changes need to be made to their course, the College building or if there is an institutional closure. The plan is reviewed bi-annually.

The type of events that may need the plan to be actioned are:

- Closing a course
- Relocating premises
- The loss of accreditation e.g. QAA, validating partner (University of Buckingham or Gateway Qualifications)
- The loss of our Tier 4 Licence (the licence is issued by the Home Office to allow international students to study at the institution)
- Unable to deliver material components
- Closure of the College
- Loss of key staff members
- Any other types of disruption including actus dei

The College will take all possible steps to limit change or interruption to student's studies. However, if a situation arises that does impact on the student's experience then the College is committed to informing the students at the earliest opportunity, outlining the situation and the options available to them. The students will also be informed of the College's Refund and Compensation Policy. **The College will always either teach-out, transfer or compensate if a course is discontinued but the preference/intention of the College is teach-out.**

Closure of a course

The decision to close a course is unlikely.

The College runs a small suite of courses each carefully considered and designed to cover all levels and to fit with the College's strategic plan. In the unlikely event that the College may take the decision to close a programme due to insufficient enrolment numbers, or because the programme no longer aligns with the College's mission or that changes have been made to the Strategic Plan. Students that have yet to start the course will be given a minimum notice of three months. The College

will not close a course that students are currently studying on. The College will ensure that the course will run until it's end date.

Relocating premises

The risk of the college relocating its premises from Greek Street in Soho is unlikely.

The parent company of the college has made a significant investment in the building to provide a state-of-the-art facility that allows the College to provide a great teaching environment for our students. The premises in Soho is perfectly located within a short walking distance between our two other buildings, Condé Nast Holdings at the Adelphi and Condé Nast Publishing at Vogue House. One of our unique selling points is our central location and therefore there are no plans to move from our building.

If a strategic decision is made to move premises the institution will relocate to alternative premises that are of equal standard and located in central London. Students will be given appropriate notice of the relocation and will be fully informed of the plans of the move.

Loss of accreditation

The risk of the college losing its accreditation is highly unlikely.

The risk that students will be unable to complete their studies due to concerns regarding academic quality and standards is unlikely. The College has robust procedures in place to oversee the design, approval, monitoring and review of its courses. The College has successfully completed QAA full reviews and annual monitoring reviews and adheres to the QAA Code of Practice. With regards to our validating partners the University of Buckingham and Gateway Qualifications, the college has a very strong relationship with both. Each aligns well with the type of education institution we are and who we choose to run our courses. However, if the College's validating partner chooses not to renew our agreement, the College will seek another validating partner to take over, once all current students have completed their course. We also have a 'teach out' clause with the University of Buckingham to ensure any current students can finish their programme of study.

Loss of our Student Visa licence

The risk that the College will be unable to recruit international students is highly unlikely.

The College holds a Student Visa licence which allows us to recruit international students. The College has very robust procedures in place to ensure compliance with the immigration legislation. The College passes its Basic Compliance Assessment every year and has very low visa refusal rates and non-completion of courses.

In the unlikely event that the College's Student Visa licence was withdrawn we would take the following action depending on what stage the students are at. Prospective international students would be contacted and given immediate advice. For students that have applied directly with the College, advice will be offered on alternative courses/institutions. For students that have applied through UCAS, we would liaise with UCAS to help students secure a place elsewhere. International students that are currently studying at the College would be notified immediately. Depending on the situation/timings of the withdrawal we would inform students on whether they are able to complete their course, whether they will need to return home and whether we can help them transfer to another institution.

Unable to deliver material components

The risk that the College would be unable to deliver the material component of our courses is highly unlikely.

We have a small permanent academic team that teach across all courses and additional course content is taught by visiting lecturers (who specialise in certain areas) and industry speakers. We have a plethora of highly qualified teaching staff to cover all the topics in our courses and wouldn't have issues finding lecturers to teach/cover any of our sessions.

Closure of the College

The risk of a full permanent closure of the College is highly unlikely.

Education is a central pillar of the parent company's strategy. Condé Nast is a large global company and its mission is to 'Open the doors to a world of excellence, creativity and passion', and it's long term plan is to achieve that in the education sector.

In the extremely unlikely event that the College has to cease its operations as an education institution, we would ensure that all students currently studying complete their courses and the college would stop all recruitment.

Loss of key staff members

If the College suddenly loses key staff members, it will look to recruit externally or fill the positions internally as soon as possible to limit any disruption to the courses.

Other types of disruptions

The College's Business Continuity Plan covers other points that may interrupt a student's studies including temporary loss of amenities, access to the building etc.

Awareness of Student Protection Plan

All students will be made aware of the student protection plan once approved by the Office for Student. It will be posted on our website and our virtual learning environment. New students will be sent a link to it with our T&C's before booking a course. It will also be included in the literature for students to read before arrival. Current students will be notified of it in an announcement.

Notification, advice and support

Should the student protection plan need to be triggered, you will be notified by the CEO via email. Advice and support will be offered in the first instance by the Registrar and Faculty and other non-academic support will be offered by the Registrar. A minimum three month's notice will be given should the student protection plan need to be triggered.

CNH, through its Articles of Governance, has agreed to underwrite all costs associated with triggering the student protection plan. Compensation for students is contained in the College's Financial Compensation Policy. **The College will always compensate students' reasonable costs.**

Students can access information on the College's Financial Compensation Policy at <https://www.condenastcollege.ac.uk/media/174789/financial-compensation-policy.pdf> For further information on accessing compensation please contact the Registrar.

Complaints

If you are not satisfied with the proposed outcomes, you can raise your issues by following the College's complaints procedures which can be found at <https://www.condenastcollege.ac.uk/media/174736/student-complaints-policy-aug-2018.pdf>