



Terms and Conditions of Registration

Academic Year of 2026/2027

Introduction

The present document outlines the general terms and conditions (T&Cs) of registration for one of the undergraduate programmes at Forward College (FwC). The present agreement ("FwC2026–2027") remains valid for the current academic year (from September 2026 to August 2027). As part of your re-registration each year, you will agree to the terms and conditions of re-registration.

• APPLICATION

1.1 It is the responsibility of the student to ensure that all of the information which they provide to us, is true, accurate, and complete, and that they have not omitted any key information.

1.2 If we discover that an application contains incorrect or fraudulent information or if a student is found to have omitted key information in the application process, we may withdraw or amend the Offer. If this is discovered after registration or after graduation, we reserve the right to terminate their registration without compensation and/or revoke any subsequent award(s).

1.3 Students who receive an Offer for a place at Forward College for a University of London programme will have to complete a separate application and registration process for their Academic Bachelor with the University of London (UoL) in their chosen discipline. As part of registration with the UoL they will need to pay an application fee (around £70 GBP) to UoL. In cases where Forward College directly facilitates the application to University of London, the students will be invoiced the UoL application fees on top of their tuition fees. Students will not be charged any extra administrative fees for the UoL application by Forward College.

Registration fees for the modules are included as part of the tuition fees paid to Forward College. Further guidance and assistance on how to register will be given in June 2026. Whilst Forward College will provide the students with support, students are responsible for meeting the deadlines of UoL.

• OFFERS

2.1 Offers are made on the basis of educational and academic potential as well as a student's personal suitability and motivation for the Forward College Programme they have chosen. For UoL degrees a minimum overall score + subject specific

grade/score (where the programme of choice requires it) are needed for enrolment. Applications are therefore assessed on the basis of any documentation supplied and an applicant's performance in the interview. If an applicant meets the academic and any other applicable requirements for admission upon making their application, an Unconditional offer will be made.

2.2 If an applicant has not yet met the requirements for unconditional admission (any outstanding academic and/or other requirements for admission), Forward College may issue a Conditional Offer, clearly indicating any outstanding requirements and time frame in which to meet them, before an Unconditional Offer can be made.

Once an applicant has provided evidence to satisfy the conditions of their offer within the timeframe set out in the Conditional Offer, an Unconditional Offer will be made.

2.3 If an applicant has not satisfied the outstanding requirements set out in the Conditional Offer by the 31st of August 2026, their application and the content of the Conditional Offer may become void, and they will need to reapply.

● **ACCEPTANCE OF AN OFFER**

3.1

Unconditional Offer Holders

Where an applicant:

- meets all the requirements for admission
- has submitted all the mandatory documents (transcripts/diploma and evidence of English language proficiency)
- has received an Unconditional Offer from Forward College

To guarantee their place on the programme the applicant must, before the deadline specified in their Offer:

- accept their offer by clicking 'enrol now' in the applicant portal;
- complete the Enrolment Form;
- make the deposit payment within 14 days of accepting the Offer.

Conditional Offer Holders

Where an eligible applicant:

- Has not met all the requirements for admission.
- Has not completed their high school studies
- Needs to provide academic documents or evidence of language proficiency

They will receive a conditional offer from Forward College.

To accept this offer and reserve their place on the programme, the applicant must, before the deadline specified in the Offer:

- enrol via the applicant portal;
- complete the Enrolment Form;
- make the deposit payment within 14 days of accepting the Offer.

Not meeting a specific requirement does not automatically result in rejection or withdrawal of a conditional offer. In this case, applicants must contact admissions (admissions@forward-college.eu) immediately on the day of their results.

The application will be reviewed by the Admissions Committee in light of their overall profile and may still be confirmed for admission. Refer to section 5.3b for more details.

Forward College reserves the right to withdraw an offer of admission if one or all of the above conditions are not met.

3.2 To secure their place on a programme, the applicant will have to pay a deposit within 14 days from accepting their Offer and submitting the enrolment form. For details on the conditions under which the deposit is refundable, please read section 5 below.

3.3 If an applicant does not confirm acceptance of their Offer in the specified timeline, the Offer will remain valid, but a place on the programme cannot be guaranteed.

Visa Arrangements for Non-EU/EEA/Swiss students

3.4 If applicants do not hold an EU/EEA or a Swiss citizenship, they will need to apply for a visa to study in each of the three countries of study (Portugal, France and Germany). Forward College endeavours to support students in their visa application process. The granting or refusal of the study visa is decided at a governmental level and is beyond Forward College's control. Should a student's visa be denied, Forward College will refund any tuition fees paid for the upcoming academic year upon submission of the visa rejection letter (per section 5.3a).

Student Wellbeing

3.5 It is the student's responsibility to declare any wellbeing issues on the enrolment form. Disclosed wellbeing condition(s) that may indicate a temporary or long-term impairment in the student's mobility, physical vitality, mental health, resilience or general wellbeing will need to be assessed by our Wellbeing Team before continuing the enrolment to ensure that students do not incur undue stress and adverse impact. Students will also need to read and agree to the Fitness to Study Policy.

Data Protection

3.6 Forward College will process and safeguard all personal data responsibly and in accordance with the EU General Data Protection Regulation (GDPR), applicable national data protection laws and its [Data Protection Policy](#). Personal data collected during the application and enrolment process will be used solely for administrative, academic, and pastoral purposes and will not be shared with third parties except where required by law or by partner institutions such as the University of London.

• STUDYING ON THE PROGRAMME

We shall:

4.1 Deliver the Programme with reasonable care and skill and in accordance with the description made in our marketing materials and UoL requirements.

4.2 Clearly set out the requirements and expected code of conduct for the Programme. These will be presented during the two week induction in September.

Students shall:

4.3 Make all reasonable efforts to fulfil the requirements of the Programme in accordance with the terms and conditions, including ensuring that all work submitted is entirely their own.

4.4 Ensure that they have appropriate access to a computer, internet connection, and any related requirements in line with the technical specifications of their Programme.

4.5 Comply with all standards of expected behaviour, both on campus and online as set out in our different policy documents which are available on the student intranet and will be shared during the induction weeks. Failure to comply with them may result in disciplinary action.

4.6 Although Bachelor's degrees of the University of London and Forward College are fully accredited and recognised as such in most countries around the world, students acknowledge that they might not always be recognised by some relevant authorities such as ministries of education or regulators. They recognise that it is solely their responsibility to check the recognition at the local level before enrolling.

4.7 Maintain high attendance and engagement in all teaching and learning sessions, as it not only impacts their experience but also the learning experience of their peers. Poor attendance and/or insufficient engagement can have serious consequences such as low grades, not being cleared to attend UoL exams, or exclusion from Forward College. Forward's approach to attendance and engagement will be set out during induction as per our Attendance Policy.

4.8a Students enrolled in one of the UoL programmes will obtain a Bachelor's awarded by the University of London. UoL Bachelor's+ students will receive a Certificate in Business Leadership in addition to their UoL Bachelor's. UoL Double Bachelor's students will receive a Bachelor's in Social Sciences and Technology from Forward College with a major in Business Leadership in addition to their UoL Bachelor's.

4.8b Open Bachelor's students will receive a Bachelor's in Social Sciences and Technology. The degree certificate will include the major(s) and minor(s) achieved by the student depending on the programme they have signed up for and the ECTS they have completed.

4.9 Comply with any guidelines and regulations in year-long Projects and Internships, where there are partnerships and collaborations with external organisations.

4.10 Live in the Forward College pre-arranged student residences in Lisbon and Paris. Exceptions may be granted if a student wishes to live with parents or siblings in the same city, or at the discretion of Forward College in cases of mitigating circumstances related to the student's wellbeing.

• DEPOSIT AND FEE PAYMENT

Deposit

5.1 To secure their place at Forward College, offer holders are required to pay a deposit of 20% of their tuition fees by the deadline specified on their Offer and upon completion of the Enrolment Form in the applicant portal. The deposit is fully refundable within 14 days of the submission of the enrolment form as per EU legal requirements. Requests for refunds in that period should be made by email to the [Head of Admissions](#).

Beyond that:

- 1,000 euros are non-refundable.
- 50% of the remaining amount of the deposit is non-refundable beyond the 31st of May 2026
- The entirety of the deposit is non-refundable after the 30th of June 2026

University of London degrees

	20% deposit at enrolment	Refundable until 31 May	Refundable between 1 June and 30 June	After 30 June
For EU/UK/EEA or Swiss nationals				

Bachelor's	4,120€	3,120€	2,060€	0€* Refundable under certain conditions - see 5.3
Bachelor's+	4,680€	3,680€	2,340€	
Double Bachelor's	5,566€	4,566€	2,783€	
For <u>Non</u>-EU/UK/EEA or Swiss nationals				
Bachelor's	5,020€	4,020€	2,510€	0€* Refundable under certain conditions - see 5.3
Bachelor's+	5,580€	4,580€	2,790€	
Double Bachelor's	6,466€	5,466€	3,233€	

Note: Deposit amounts are calculated based on the full tuition fees before any applicable discounts (such as the Early Bird Discount, see §5.5, or Financial Aid). Any applicable reductions will be applied to the subsequent tuition fee instalments.

Forward College Open Bachelor's Programmes

	20% deposit at enrolment	Refundable until 31 May	Refundable between 1 June and 30 June	After 30 June
For EU/UK/EEA or Swiss nationals				
Bachelor's	3,600€	2,600€	1,800€	0€* Refundable under certain conditions - see 5.3
Bachelor's+	4,360€	3,360€	2,180€	
Double Bachelor's	5,140€	4,140€	2,570€	
For Non-EU/UK/EEA or Swiss nationals				
Bachelor's	4,500€	3,500€	2,250€	0€* Refundable under certain conditions - see 5.3
Bachelor's+	5,260€	4,260€	2,630€	
Double Bachelor's	6,040€	5,040€	3,020€	

Note: Deposit amounts are calculated based on the full tuition fees before any applicable discounts (such as the Early Bird Discount, see §5.5, or Financial Aid). Any applicable reductions will be applied to the subsequent tuition fee instalments.

Deposit Payment

5.2 The deposit constitutes the first of four tuition fee instalments for the academic year. It will be invoiced separately upon completion of the enrolment process and must be paid within 14 days of accepting the Offer.

The deposit amount forms part of the total tuition fees due for the academic year

and will be reflected in the overall payment schedule issued by the Finance Team. The three remaining instalments will follow the schedule set out in section 5.5.

Deposit Refund Policy

5.3 The full or partial deposit is refundable beyond the 31st of May under the following conditions:

a) Visa Refusal

Where a non-EU/EEA/Swiss national applicant has been denied a visa to study in the relevant country, provided that:

- the applicant has duly completed the visa application process,
- all required documentation was submitted in accordance with the relevant authorities' requirements, and
- an official document or email of rejection is provided as evidence.

b) Failure to Meet Offer Conditions

Where the applicant does not meet one or more of the academic, language, or other conditions specified in their offer of admission, Forward College may, at its discretion, after individual consideration by the Admissions Committee, still confirm admission. Each case is reviewed on its own merits, taking into account the applicant's overall profile and circumstances.

If, after review, the applicant is not admitted to Forward College and/or the University of London, a refund of the deposit may be considered provided that the applicant can demonstrate that they made reasonable efforts to satisfy the admission conditions.

General Provisions

- In all cases, it is the sole responsibility of the applicant to submit a written request for a refund and to provide sufficient supporting documentation.
- Where a refund is approved, it will normally be made using the same payment method and account from which the deposit was received, and processed within 14 days of approval.
- A 500€ administrative fee will be deducted from any refund granted, to cover administrative costs and the reservation of a study place.
- Refunds will **not** be granted where:
 - the applicant withdraws for personal reasons (including change of mind or acceptance of an alternative offer);
 - the applicant fails to complete the required visa or examination processes; or

- the visa refusal or failure to meet academic conditions arises from omission, negligence, or misrepresentation by the applicant.

Tuition Fees

5.4 The fees to study at Forward College are outlined below :

University of London degrees

Programmes	EU/UK/EEA or Swiss	Non-EU/UK/EEA or Swiss
Bachelor's	20,600€	25,100€
Bachelor's+	23,400€	27,900€
Double Bachelor's	27,830€	32,330€

Forward College Open Bachelor's degrees

Programmes	EU/UK/EEA or Swiss	Non-EU/UK/EEA or Swiss
Bachelor's (160 ECTS)	18,000€	22,500€
Bachelor's+ (220 ECTS)	21,800€	26,300€
Double Bachelor's (260 ECTS)	25,700€	30,200€

Tuition fees for subsequent years will be subject to an annual increase of approximately 5%, to account for inflation and to maintain and enhance the quality of the programmes over time.

For students enrolled in the Bachelor's programmes delivered in partnership with LSE, an additional exam fee of approximately 500€ per year is charged by the University of London. This fee is separate from the annual tuition fees paid to Forward College and is payable directly to the British Council, which partners with the University of London to organise the exams.

Early Bird discount

5.5 Applicants who complete their enrolment (including acceptance of the Offer and payment of the deposit) before 31st December 2025 may be eligible for a 10% Early Bird Tuition Discount.

The discount will be applied to the total tuition fees (not on the deposit payment) for the first academic year only and reflected from the second tuition fee invoice onwards.

This discount can be held in conjunction with any Financial Aid or scholarship awarded by Forward College but cannot be transferred or deferred to a later academic year.

Payment Schedule and Terms

5.6 Fee payments are made over four different instalments, including the deposit payment :

University of London degrees

Programmes	Full fees	Inst 1 (20%) Deposit	Inst 2 (40%) 31/07/2026	Inst 3 (20%) 15/12/2026	Inst 4 (20%) 15/03/2027
For EU/UK/EEA or Swiss nationals					
Bachelor's	20,600€	4,120€	8,240€	4,120€	4,120€
Bachelor's+	23,400€	4,680€	9,360€	4,680€	4,680€
Double Bachelor's	27,830€	5,566€	11,132€	5,566€	5,566€
For Non-EU/UK/EEA or Swiss nationals					
Bachelor's	25,100€	5,020€	10,040€	5,020€	5,020€
Bachelor's+	27,900€	5,580€	11,160€	5,580€	5,580€
Double Bachelor's	32,330€	6,466€	12,932€	6,466€	6,466€

Forward College Open Bachelor's Degrees

Programmes	Full fees	Inst 1 (20%) Deposit	Inst 2 (40%) 31/07/2026	Inst 3 (20%) 15/12/2026	Inst 4 (20%) 15/03/2027
For EU/UK/EEA or Swiss nationals					
Bachelor's 160 ECTS	18,000€	3,600€	7,200€	3,600€	3,600€
Bachelor's+ 220 ECTS	21,800€	4,360€	8,720€	4,360€	4,360€
Double Bachelor's 260 ECTS	25,700€	5,140€	10,280€	5,140€	5,140€
For Non-EU/UK/EEA or Swiss nationals					
Bachelor's 160 ECTS	22,500€	4,500€	9,000€	4,500€	4,500€

Bachelor's+ 220 ECTS	26,300€	5,260€	10,520€	5,260€	5,260€
Double Bachelor's 260 ECTS	30,200€	6,040€	12,080€	6,040€	6,040€

Students will receive a personalised payment schedule at the beginning of the academic year. An individual invoice will then be issued for each instalment in due course, except for the deposit, for which an invoice will be provided after the enrolment process by the [Finance Team](#).

Should students wish to settle the tuition fees in a single payment, they must contact the Finance Team.

All payments must reach Forward College no later than the specified due date on the invoice.

The exact amount to be received by Forward College must correspond to the amount stated in the personalised payment schedule, or, in the case of the deposit, to the amount communicated at the time of accepting the Offer from Forward College. All bank charges and transfer fees related to the payment of tuition fees are the sole responsibility of the student.

For transfers made from outside the SEPA zone, students must select the "OUR" option (meaning all transfer fees are borne by the sender) to ensure that the full invoiced amount is received by Forward College.

If any deduction of fees or commissions results in a shortfall, the outstanding amount will be re-invoiced to the student, who must settle it promptly.

Failure to make payment on time, and after three reminders, will result in the student no longer being permitted to attend classes.

Only in exceptional circumstances, and at the sole discretion of Forward College, may alternative arrangements be considered. In all cases, students must contact the Finance Team as early as possible at finances@forward-college.eu.

Refunds, Termination of Studies and Payment Obligations

5.7 Tuition fees are not refundable after enrolment.

a) Withdrawal or Interruption of Studies

If a student chooses to suspend or terminate their studies, they must submit a written request to the Registrar, the Finance Department, and the Campus Manager. All outstanding tuition fees - including those due for the remainder of the current academic year and any previous unpaid amounts - must be settled at the time the student interrupts their studies at Forward College.

Students will not be liable for tuition fees for any subsequent academic years.

b) Suspension or Expulsion

In the event that a student is suspended or expelled for disciplinary reasons or non-payment of fees, tuition fees for the current academic year remain fully payable. All outstanding tuition fees, including those for the remainder of the academic year and any unpaid balances from previous years, must be settled immediately.

c) Medical Interruption

If a student is required to interrupt their studies for certified medical reasons, and provides a doctor's certificate stating that they are unable to continue their studies, tuition fees already paid for the current academic year will be retained by Forward College and applied as payment for the following academic year when the student returns.

If the student's medical condition does not allow them to resume studies the following year, the refund policy will be as follows:

- Interruption before 1 December: refund equal to the tuition fees already paid minus 30% of the annual tuition fees;
- Interruption before 1 March: refund equal to the tuition fees already paid minus 60% of the annual tuition fees;
- Interruption after 1 March: no refund will be granted.

Fees increase

5.8 Fees for subsequent years will be subject to an annual increase of approximately 5%, to account for inflation and to maintain and enhance the quality of the programmes over time.

6. CHANGES TO THE FORWARD COLLEGE'S PROGRAMMES - BEFORE THE START OF STUDIES

6.1 In the time period between the publication of marketing materials and students' registration, circumstances may change due to factors beyond Forward College's control and therefore it may sometimes be necessary to vary the content of the Programmes or services as they are described in the prospectus.

6.2 All reasonable efforts will be made to ensure that changes are kept to a minimum, but if we are required to make any material changes to your Programmes (as described in the Offer and marketing materials) before students register with Forward College, will communicate these as soon as possible. If a student reasonably believes these changes may impact them adversely, they should inform the [Head of Admissions](#).

7. CHANGES TO THE BACHELOR'S, BACHELOR's+ AND DOUBLE DEGREE PROGRAMME - AFTER THE START OF STUDY

7.1 Once the applicant has registered as a Student on one of the Forward College Programmes, Forward College will make all reasonable efforts to deliver the Programme as per the Terms & Conditions.

7.2 Forward College reserves the right to make minor variations to the contents or methods of delivery of the Programmes from those described in the marketing materials. These will be made to improve the quality of the educational services, to meet the latest requirements of a commissioning or accrediting body, or in response to student feedback.

Changing a Programme

7.3 Any request to change programmes (Bachelor's, Bachelor's+ and/or Double Bachelor's) before the start of the first academic year must be submitted to the Admissions Officer before the 30th of June 2026. Where the request for change is possible, the tuition fees will be adjusted accordingly. Beyond that deadline, tuition fees are locked for the academic year and will not be adjusted, even if a programme change is approved. The fees will only be adjusted in subsequent academic years.

7.4 After the beginning of the academic year, a switch in degree or programme is only possible by the second week of classes with the approval of the local Teaching and Learning Coordinator and the Registrar. If a student switches to a more expensive programme, they will be liable to pay the additional fees.

If a student switches to a less expensive programme, they will still be required to pay the original fees for the current academic year, and the adjustment will be made for the following academic years.

Cancellation of Programme

7.5 Forward College will use all reasonable efforts to deliver all Programmes described in the marketing materials. However, if there are insufficient student numbers either to make a Programme viable or to deliver a quality student experience, it may be cancelled. If an applicant has received an offer for any Programme described in the marketing materials, but a Programme is cancelled **prior to registration** with Forward College, the student will be notified as soon as possible and, where possible, an alternative programme for which the student is qualified will be recommended. If Forward College is unable to provide a suitable alternative programme, or if the student does not accept the recommended alternative programme, they may withdraw or defer their application. When an application is withdrawn in these circumstances, any Deposit paid will be refunded.

Force Majeure

7.6 Forward College shall not be liable for any failure or delay in performing its obligations under these Terms and Conditions if such failure or delay results from events, circumstances, or causes beyond its reasonable control (including but not limited to natural disasters, acts of government, war, pandemic, strikes, or failure of internet or communication systems).

7.7 In such cases, Forward College will make reasonable efforts to continue programme delivery through alternative means or to minimise disruption. No refund will be due where teaching continues through adapted delivery methods.

8. DEFERRING YOUR STUDIES

8.1 A deferral of studies means that an applicant wishes to enrol on their chosen degree and programme at the beginning of the next academic year, the following September.

8.2 Deferral must be requested via the applicant portal and can be made at any point in the admissions cycle up to 1st September 2026.

8.3 Any conditions that are attached to an offer for deferred entry must be fulfilled by 31 August of the year of application to qualify for deferred entry.

8.4 Applicants can defer once for up to a maximum of one academic year. Any further requests for deferral will be treated as an application withdrawal and deposits paid will be retained by Forward College. In all cases, entry cannot be deferred for more than one year.

8.5 Students wishing to defer their place to the following intake must pay a deposit of €2,000 to secure their deferral.

8.6 There is no refund of a deposit payment in cases of deferral. All deposits and additional payments will be retained by Forward College and credited toward tuition fees upon enrolment on the chosen programme the following academic year.

8.7 The conditions of an offer and any Financial Aid offer attached are made for an initial application intake. This means that a deferred offer may not necessarily carry the same requirements and/or financial aid offer.

8.8 In exceptional circumstances where UoL programme entry requirements change in the following application cycle and an applicant cannot fulfil these conditions, they will be eligible for a full refund as per the conditions in 5.3.

8.9 If Forward College makes changes to the programme after an applicant has deferred but before they have enrolled, the applicant will be informed as per 6.2. If an applicant believes that the changes significantly alter the nature of the programme, they may request a refund. Any claims for refunds will be considered on a case-by-case basis by the Head of Admissions and the Registrar.