

Contractual Terms and Conditions of Lite Regal Education Medical and Shadowing Programme in UK Hospital / Doctors Clinic and Clinics

Lite Royale College Ltd t/a Lite Regal Education a company registered in England and Wales Company Registration number 09433176 and Registered Offices is Berkeley Square House, Berkeley Square, Mayfair, London, UK W1J6BR (hereinafter referred to as "Lite Regal Education") And the Student who has enrolled for this Programme (hereinafter referred to as the "Student") hereby, for the purposes of ensuring professional work experience for pupils or students within the framework of the study programme "UK Hospital / Doctors Clinic and Clinic Placements" (hereinafter referred to as the "Lite Regal Education Medical Placement Programme") or ("LREMPP") enter into the following contract (hereinafter referred to as the "Contract"):

I. Subject Matter of the Contract

1. Lite Regal Education will enable the implementation of student placements within the framework of the LREMPP program, which aims to facilitate student learning and training, to enable them to understand and observe "first hand" the work of doctors and other medical personnel by shadowing them in their daily work in a healthcare environment as their mentors, and under the terms and conditions stipulated in this Contract (hereinafter referred to as the "Placement").
2. The place of performance of the Placement shall be a Hospital / Doctors Clinic or other medical facility in the UK and in particular in London UK which is authorized to provide health care (hereinafter referred to as the "Hospital / Doctors Clinic") in the period which the Student has reserved by paying the full price of the Placement (the Administration fee for the processing of documentation, and a supplementary charge for the Placement itself), and after the conclusion of the application process, and submission of all necessary documents by the Student through the information system, which is the information system for the functioning and course of the LREMPP programme. This term for the Placement is confirmed in writing to the Student by the organizational and Internship team of the Lite Regal Education and LREMPP Program after checking all submitted documentation and checking the payment of the amount of the entire price of the Placement.
3. The scope of the weekly Placement at the Hospital / Doctors Clinic is a minimum of 30 hours per week and takes place from Monday to Friday from 10am to 5pm every day. Extra hours can be agreed between the Doctor and Student with prior agreement between the student and the mentoring Doctor.

II. : Lite Regal Education and LREMPP

1. Shall provide for the Student a contact person on the part of LREMPP along with a mentoring team and department at the Hospital / Doctors Clinic.
2. Shall accommodate the Student in an accommodation facility. In this accommodation facility, students of the LREMPP program are accommodated in bedrooms for students of the LREMPP program of the same sex. The students shall be accommodated within the University of London Intercollegiate University accommodation or any other suitable student accommodation. For security reasons, it is not permitted to invite into the accommodation facility any other persons who are not on a Placement within the LREMPP Program. Exceptions to this rule may be granted only by an authorized employee of LREMPP.
3. Lite Regal Education does not provide food or transportation as part of the programme. Students are responsible for covering their own meals and travel costs during the placement.
4. LREMPP shall not be held responsible for any illness or injury to the Student suffered during a Placement, except when the illness or injury results from serious negligence on

the part of LREMPP. The Student explicitly states that he/she is participating in the LREMPP Program at his / her own risk. Furthermore, the Student acknowledges that LREMPP is not liable for any damage caused to the property of the Student, whether it was made by the Student himself, or by third parties, irrespective of the place where such damage has occurred (in the Hospital / Doctors Clinic, accommodation facility, during the Student travel, etc.), and at the same time agrees to insure himself/herself against any such injuries or damage at his / her own costs.

5. LREMPP reserves the right to refuse to include any person in the Medical programme, or to require their exclusion at any time, if it considers that this is in the interest of health, safety, and success during the LREMPP Program, the good reputation of Program, or in the interest of any individual student.

III. Student:

1. Hereby agrees to the processing and use of his / her personal data for the purposes of the Placement and the LREMPP programme.
2. The Student hereby agrees to pay an administration fee for participation in the Placement (hereinafter referred to as the "Administration Fee") and a supplementary charge for the Placement (hereinafter referred to as the "Supplementary Charge") in an appropriate amount corresponding to the chosen length of the term of the Placement as stated in the price list on the web site of the LREMPP Program www.literegal.co.uk or www.litecollege.co.uk. The Booking Fee is amounts to 15% of the total programme placement fee which will vary according to the duration of the Placement. Placements will be a minimum of 1 week and a maximum of 4 weeks. Prices for all durations for the programme are in the price list of the School Website. In the case of a 1 week full residential programme being chosen the total price of the programme would be £2250 and this would consist of a 15% booking fee of £337.50 and the remainder a Supplemental fee in this case would be £1912.50. In the case of a 1 week Non Residential programme being chosen the total price of the programme would be £1750 and this would consist of a 15% booking Fee or £262.50 and the remainder a Supplemental fee in this case would be £1487.50. In its most recent version as at the date of payment of said Administration Fee (hereinafter together referred to as the "Price of the Placement"). The Supplemental fee is calculated by subtracting the booking fee or deposit payment from the total Medical Internship price. The Student shall pay the Price of the Placement by bank transfer to Lite Regal Education Bank Account or by payment card online. The Booking Fee primarily serves for the processing of the documentation connected with the Placement, is non-refundable, even if the Student fails to pay the Supplementary Charge. The Student shall pay the Supplementary Charge or remainder of the placement fees by bank transfer or by payment card online, to the account number generated no later than 2 months before the date of commencement of the Placement or earlier if wished. If the Student fails to make the Supplementary Charge in time, his / her participation in the Placement may be cancelled, and he/she will have no entitlement to any refund of any monies paid to date towards the Price of the Placement, nor shall he/she have any entitlement to any other form of compensation. The moment of payment of any amounts, according to the terms of this Contract, is considered to be the moment that the funds are credited to the account of LREMPP.
3. The Student undertakes to submit a CV, a personal doctors statement and copy of the passport for the Placement before his / her arrival, to the Lite Regal Education Internship Team. This information will be for the Doctors to suitably tailor the programme according to the students wishes and capabilities and will be necessary, for the acceptance of his / her application for the Placement; the certificate may not be older than two months prior to the commencement of the Placement, and must contain the explicit text in the doctor's statement: "The Student (name and surname, date of birth) is medically able to participate in a Placement in the area of health care at a medical facility in the United Kingdom UK, in the month and year..... The Student agrees to prove valid travel insurance for the entire period of the Placement."

4. The Student is fully responsible for applying for and for obtaining a proper visa to pursue the Placement in accordance with the laws of the United Kingdom and the European Union, and for being provided with a valid passport (with a minimum of 6 months validity after the expiry of his / her Placement). The Administration Fee and Supplementary Charge shall not include costs related to visas or any other official documents. LREMPP shall not bear any control over the execution of the Student visa and no refund shall be given in case.
5. The Student is responsible for his / her own transportation to the United Kingdom. If booked at extra cost, a representative of LREMPP can pick him / her up and accompany him / her directly to the accommodation facility.
6. The Student, by signing this Contract, also undertakes to:
 - a. respect what will for him/her be binding rules, regulations, and procedures of the LREMPP Program and Hospital / Doctors Clinic, as well as the instructions of LREMPP and / or Hospital / Doctors Clinic employees, as related to the Placement,
 - b. respect the principle of confidentiality of all patient records and any sensitive information which he/she may learn in the course of the Placement,
 - c. understand that the professional functions and responsibilities of a mentor and the Hospital / Doctors Clinic, as well as the patient, will take precedence over his / her Placement, and therefore planned activities for him / her may be delayed, transferred to another period, or even cancelled,
 - d. be aware that the primary mission of the Hospital / Doctors Clinic and the mentors is the provision of health services to patients,
 - e. behave as expected of a responsible adult, be respectful and considerate of other people and to property, and especially to refrain from consuming alcohol or other addictive substances throughout the course of the Placement,
 - f. respect the instructions and decisions of his / her mentors and other medical professionals as final and binding,
 - g. be aware that the patient may express disapproval and refuse his / her presence,
 - h. adequately care for himself and others during his / her Placement, and not take part in any activity for which he / she does not have the appropriate qualifications,
 - i. express his / her agreement with the audio-visual recording of his / her own person for marketing purposes of the LREMPP Program,
 - j. understand that he/she will not be considered as an employee of the Hospital / Doctors Clinic, and will not benefit from any of the rights or privileges stemming from employment with the Hospital / Doctors Clinic (for example, salary or any other benefits).
 - k. be responsible for damage caused by him/her towards LREMPP or any third parties in connection with the performance of the Placement, and is properly insured by LREMPP against such damage for the whole duration of the Placement, where the insurance must cover, in particular:
 - i. the residence period of the Student while carrying out his / her Placement in the Hospital / Doctors Clinic,
 - ii. damage to the Hospital / Doctors Clinic property,
 - iii. damage to property belonging to third parties,
 - iv. damage to any third parties or persons in connection with the performance of the Placement at the Hospital / Doctors Clinic,
 - v. damage that the Student, within the framework of carrying out the Placement at the Hospital / Doctors Clinic, caused to himself/herself (e.g. a result of injury) or to his / her property,

- vi. for emergency medical treatment and repatriation in case of need, with an insurance limit of at least 100,000. (EUR, GBP, USD)
- l. bear in mind that the United Kingdom, as well as other countries, have public holidays, some of which are fixed and some variable. The Student will be informed in advance by LREMPP of the exact dates of these holidays. During public holidays, the Hospital / Doctors Clinic operation is limited,
- m. maintain the duty of confidentiality about all facts which he / she may learn in the performance of his / her Placement at the Hospital / Doctors Clinic. The Student, at the same time, will have no access to patients' medical records, and patients can always express their opposition to his / her presence during the provision of health services,
- n. be, during the performance of his / her Placement at the Hospital / Doctors Clinic and on Hospital / Doctors Clinic premises, wearing a white coat, scrubs in white or light colour, and shoes with closed toecaps of a crocs type. If the Placement takes place in healthcare workplaces / Hospital / Doctors Clinic wards or departments where specific or special personal protective clothing or equipment is required (hereinafter referred to as "PPE"), the Hospital / Doctors Clinic, or the specific medial workplace/department or ward as the case may be, shall provide said PPE for the Student in accordance with the internal regulations of the Hospital / Doctors Clinic, and at its own costs. In connection with the aforementioned, the Student will be advised by his / her mentor, and made aware of the fact that he/she shall be responsible for the loss of said PPE, and that upon completion of the Placement at the specific healthcare workplace/department or ward, he/she is obliged to return said PPE to the Hospital / Doctors Clinic (except in the case of one-off, disposable PPE).

IV. Common and Final Provisions

1. This Contract shall become effective after the Student pays LREMPP the Administration Fee.
2. The contractual relationship established by this Contract expires when the period of the Placement ends.
3. If the Student, in connection with the performance of the Placement, by his / her actions or demean or poses a risk to himself/herself or others, insults or endangers others, causes damage to property, or his / her behaviour adversely affects the reputation or activities of LREMPP and the LREMPP Program, or violates generally binding regulations, internal Hospital / Doctors Clinic regulations, terms and conditions, internal regulations of the LREMPP Program, or ignores the instructions and advice of mentors or representatives of LREMPP, then LREMPP has cause for the immediate termination of the Student's placement on the Placement, with immediate exclusion from the LREMPP programme without compensation of any kind for the Student for the unrealized Placement or part thereof. In the event of any exclusion of the Student from the LREMPP programme and termination of Student placement in the Placement, the Student must leave the Hospital / Doctors Clinic and accommodation facilities as soon as possible, so as not to endanger his / her own safety. Any costs for the return journey from the United Kingdom Republic shall be borne by the Student, without entitlement to any refund or replacement for any part of the Placement.
4. Any legal relations that are not regulated in this Contract shall be governed by the provisions of the Civil Code of the United Kingdom Republic. For this Contract, United Kingdom law and United Kingdom courts shall govern.
5. Changes or cancellations to the Placement from the Student's side must be notified in writing to LREMPP; for every single change, LREMPP shall charge 100 GBP plus any and all costs that may arise in this connection. No refund of the booking deposit will be made under any circumstances.

6. All refunds shall be net of any foreign exchange losses and net of any credit card or other banking or transfer charges and of any similar expenses incurred by LITE Royale College Limited.
7. Where a cancellation or termination of a course occurs on or after the start date for any reason and whether by the Student or by LITE Royale College Limited the Student shall receive no refund of any course fees already paid or incurred.
8. Cancellation before the course for medical reasons: In the event of the Student becoming ill before the start date of the course and being unable to attend the course or any part of it in consequence thereof, no refund of any fees will be made
9. For cancellations which must in written notice given to LREMPP by email or post to the London Address given on the website before your placement start date the remainder of the placement fee less the deposit or booking fee will be proportionately refunded as per the table below :

• 120 Days+	100 %
• 90 - 199 Days	50%
• 45 – 80 Days	10%
• 0 - 44 Days	0%

10. If the Student is interested in postponing the Placement to a later date and LREMPP provides written consent with this procedure, LREMPP will charge a cancellation fee according to the original date of the Placement. Exceptions are the full responsibility of LREMPP. If the Placement is shortened by the Student, he/she will not be entitled to any refund for the unused portion of his / her Placement, and LREMPP will not pay the Student any costs in connection with this.
11. If the Student falls ill during the Placement and misses days during his / her Placement, no entitlement arises for any refund or other form of compensation.
12. In the event that the Placement is cancelled by LREMPP, the Student will be informed of this fact, and will be reimbursed all the fees for the Placement that he/she has paid in favour of Lite Regal Education. LREMPP will not accept liability for any extra costs that may arise for the Student, as, for example, ticket / transportation cancellation fee. If the placement is cancelled due to circumstances beyond the control of LREMPP, such as security threats, terrorist acts, political instability, or natural disasters, LREMPP is not obliged to refund any fees to the Student for the Placement.
13. If the Student has any complaints on the Placement, it is his / her responsibility to immediately inform the representative of LREMPP on the spot, who will endeavour to be of assistance to the Student. If the Student is not satisfied with the resolution of the situation, he / she shall make a complaint in writing, and send it by email and to the address of LREMPP no later than 30 days after the date of completion of the Placement.
14. The parties hereto unanimously declare that this Contract is a manifestation of their own true and free will, and is concluded with the payment of the Administration Fee, and that qualifying for the Placement arises only after confirmation from LREMPP of payment of the Supplementary Charge.
15. This Contract has been drawn up in English and governed by UK Courts and Laws.
16. Students younger than 18 years of age must provide the agreement of their parent or legal guardian for their participation in the Placement and for this Contract.
17. This Contract is concluded the moment the Student confirms his / her agreement to the Contractual Terms and Conditions of the LREMPP by clicking on the button "I Agree to the Terms and Conditions " listed on the payment stage on the website or on the booking application form.