

FLSC Terms and Conditions and Entry Requirements for CISCO Professional and Short Courses

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All Faculty of Computing CISCO professional and short courses are subject to the following standard terms and conditions:

1. London Metropolitan University reserves the right to cancel courses where there are insufficient numbers of participants.
2. Payment for short courses must be made in full via eShop at least two weeks before the start of the course. (Please note that deadlines vary from one course to another.) If we made an option available to you to split the payment, you are still committed to pay the full fee when asked to do so.
3. Once the course started, you have committed yourself to make the full payment even if you leave the course for any reasons.
4. You must confirm that you meet the standard entry requirements of our Cisco courses listed below.
5. Cancellations by the participant must be received in writing two weeks prior to the start of the course.
6. There will be no refunds for cancellations received less than 2 weeks prior to the Commencement of the course, or once a course has started.
7. Any reimbursement of fees is at the discretion of London Metropolitan University subject to verifiable evidence, proving change of circumstances that may prevent engagement with the course, beyond the control of the student. If we cannot refund your fee due to non-satisfactory evidence, we may offer at our discretion to defer your course to another semester or to change your mode of study (Part and Full time) subject to receive the full payment of your course. Please see the deferral condition below.
8. If the participant starts the course late for any reasons, he/she is still responsible for paying the full course fee.
9. Discounted fees are only available to previous or our current DEGREE students. Anyone ineligible to pay the discounted fee will be responsible to pay the remaining balance and needs to make sure that the full fee was paid before commencing the course.
10. If you have any disability, you must mention this in your application form so the University can provide you with necessary supports.

Deferral Condition:

- Students are entitled to only one deferral for any Cisco courses and it must be requested by student subject to meet the following conditions:
 - 1- Verifiable evidence of extenuation circumstances i.e. proof of a serious illness,
 - 2- Student must pay the full fee before his request can be considered,
 - 3- No more than four sessions of the course should have been elapsed,
 - 4- Request must be made in written no later than four weeks of the start of the course.
- If student's request for deferral is accepted and he/she misses the chance of retaking the course then he/she will not be entitled for any refunds and request for further deferral will be rejected.

Cisco Academy Courses Entry Requirements

Entry Requirements for the Cisco Networking Academy Programme at London Metropolitan University

Prerequisite for the CCNA course

- Students should have Reading Age Level (RAL) of 13.
- Basic computer literacy and awareness of the Internet.
- Prior experience with computer hardware, cabling, binary math and basic electronics desired but not required.

Prerequisite for the CCNA Security course

- Pass the CCNA award and have a certificate registration number with Cisco or
- Have completed at least CCNA 1 and 2 with Cisco networking academy

Prerequisite for the CCNP courses

- Pass the CCNA award and have a certificate registration number with Cisco or
- Have completed CCNA with Cisco networking academy or
- Equivalent CCNA level industry experience.

CCNP courses can be taken in any order, however it is recommended to take the CCNP ROUTE and SWITCH before CCNP TSHOOT.

International Students:

Minimum English Prerequisite for CCNA and CCNP course

- A minimum English qualification as illustrated below (or equivalent):

IELTS 5.5 with all components 5.0 or above 550 with 4 in TWE (Test of Written English) or 213 in the computer based test (essay rating 4)

For more information about how to take an IELTS exam (the preferred qualification) look at the British Council's Website.

It may be possible to be exempt from formal English qualifications if:

- you have high grades in English throughout your education
- your education has been undertaken in the medium of English

Minimum System Requirements for CCNA and CCNP courses

- Students are required to have a Windows based PC or laptop with Internet connection if they wish to study the material outside University premises.

Retakes of Cisco courses:

- The course fee covers a maximum two assessments for any Cisco courses. If a student cannot pass the exam after the second attempt he/she must take the course again. This could be taking the whole course again or just attempting an additional assessment. This will be decided by your instructor. There would be a fee for retaking the courses.

I confirm that I read and understood the content of FLSC Terms and Conditions and Entry Requirements for CISCO Professional and Short Courses.

Student name:

ID number:

Signature:

Date: