

Proposed



Student Terms And Conditions

2025 – 2030

*Distance and flexible
learning programmes*

***31 – 33 Bode Thomas,
Off Shyllon Street, Palmgrove ,
Oni Panu, Lagos, Nigeria.***

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Lumina Open University
Admission Department

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Foreword

Dear Students,

Welcome to Lumina Open University!

As an institution dedicated to academic excellence, innovation, and lifelong learning, we are committed to providing you with a flexible and enriching educational experience. Whether you are beginning your journey with us or continuing your studies, we want to ensure that you have the support and resources needed to succeed.

This **Student Terms and Conditions** document outlines the key policies and responsibilities that govern your time at Lumina Open University. It serves as a guide to help you understand the expectations for academic integrity, financial commitments, student conduct, and the use of university resources. By adhering to these terms, you contribute to a positive and respectful learning environment for yourself and your fellow students.

We encourage you to read this document carefully and reach out to the university's **Admissions Office, Student Support Services, or Administrative Team** if you have any questions. Your success is our priority, and we are here to support you every step of the way.

On behalf of the entire Lumina Open University community, I extend my best wishes for a rewarding and inspiring academic journey.

Sincerely,

Prof. Fapetu Awosika Abiola
Vice-Chancellor
Lumina Open University

1. Introduction

1.1 Overview

Lumina Open University is committed to providing accessible, high-quality education to students worldwide. Our admission process is designed to be transparent, fair, and inclusive, ensuring that all applicants meet the necessary academic and ethical standards required for enrollment. This **Terms and Conditions for Admission** outline the rights, responsibilities, and expectations of prospective students who wish to join our academic community.

By applying for admission, students agree to abide by the policies and regulations set forth by Lumina Open University, ensuring a smooth transition into their chosen program of study.

1.2 Purpose of the Terms and Conditions

The purpose of these Terms and Conditions is to:

- Clearly define the admission process, including eligibility criteria and required documentation.
- Establish the financial obligations of students, including tuition fees and refund policies.
- Outline the responsibilities of students regarding academic integrity, conduct, and participation.
- Ensure compliance with university policies, data protection regulations, and academic standards.

These terms serve as a legally binding agreement between the student and Lumina Open University, ensuring mutual understanding and adherence to institutional policies.

1.3 Acceptance of Terms

By submitting an application for admission to Lumina Open University, applicants acknowledge and accept these Terms and Conditions. Acceptance of an offer of admission further signifies agreement to comply with university policies, academic regulations, and code of conduct.

Students who do not agree with any part of these Terms and Conditions should refrain from completing the admission process. The university reserves the right to update these terms periodically, and continued enrollment implies acceptance of any modifications.

2. Eligibility for Admission

2.1 General Admission Requirements

To ensure academic excellence and maintain the integrity of its programs, Lumina Open University has set specific admission requirements for prospective students. Applicants must:

- Meet the minimum academic qualifications for their chosen program.
- Submit all required documents, including transcripts and identification.
- Adhere to the university's code of conduct and ethical standards.
- Fulfill any additional program-specific criteria, if applicable.

The university reserves the right to review each application individually and request further documentation if necessary.

2.2 Academic Qualifications

Admission into Lumina Open University requires applicants to meet specific academic standards based on their chosen level of study:

- **Undergraduate Programs:** Applicants must have a recognized secondary school certificate or its equivalent, with satisfactory grades in relevant subjects.
- **Postgraduate Programs:** A bachelor's degree or equivalent qualification from an accredited institution is required. Some programs may have additional prerequisites.

- **Certificate and Diploma Programs:** Specific academic requirements vary by program and will be outlined in the program description.

All academic records must be authentic, and the university reserves the right to verify submitted documents. Any fraudulent or altered documents will result in disqualification.

2.3 Age Requirements

- **Undergraduate Programs:** Applicants must generally be at least **16 years old** at the time of admission. Exceptions may apply for exceptional students who meet academic and maturity standards.
- **Postgraduate Programs:** There is no strict age limit, but applicants must have completed the required prior education.
- **Continuing Education & Short Courses:** Age requirements vary by course and will be specified in the program details.

2.4 Language Proficiency

Since English is the primary language of instruction at Lumina Open University, applicants must demonstrate proficiency through one of the following methods:

- A minimum required score on an approved English proficiency test (e.g., TOEFL, IELTS, or equivalent).
- Completion of previous education in an institution where English is the primary language of instruction.
- A university-approved language assessment for students who do not have formal test scores.

Applicants who do not meet the English proficiency requirements may be required to complete a language preparation course before full admission.

3. Application Process

3.1 Submission of Application

Prospective students must submit their applications online through the official Lumina Open University admissions portal. The application process includes the following steps:

1. **Create an Account** – Applicants must register on the university's admissions platform.
2. **Complete the Application Form** – Provide personal details, academic history, and program preferences.
3. **Upload Required Documents** – Submit scanned copies of academic records, identification, and other necessary files.
4. **Pay the Application Fee** – Payment must be made through the approved methods.
5. **Submits the Application** – Once all sections are complete, applicants must review and submit their applications.

Incomplete applications will not be processed, and applicants are advised to double-check all information before submission.

3.2 Required Documents

All applicants must provide the following documents to be considered for admission:

- **A completed application form**
- **Academic transcripts and certificates** (certified copies)
- **Proof of identity** (passport, national ID, or birth certificate)
- **Proof of English proficiency** (if applicable)
- **A personal statement or statement of purpose** (for certain programs)
- **Recommendation letters** (for postgraduate applicants, if required)
- **Additional program-specific documents** (e.g., portfolios for creative courses)

Documents must be in English or accompanied by a certified translation. Any falsified or incomplete documents will result in disqualification.

3.3 Application Deadlines

Lumina Open University operates on a structured academic calendar with multiple intakes per year. Applicants must adhere to the specified deadlines for each intake:

- **Fall Intake:** Application deadline – January 31st Every Year
- **Spring Intake:** Application deadline – April 30th Every Year
- **Summer Intake:** Application deadline – September 31st Every Year

Late applications may be considered on a case-by-case basis but are subject to additional processing time.

3.4 Application Fees and Payment

A non-refundable application fee is required to process all applications. The fee structure is as follows:

- **Undergraduate Programs:** #5,000
- **Postgraduate Programs:** #10,000
- **Certificate & Diploma Programs:** #2,500

Payment Methods:

- Online payment (credit/debit card, PayPal, or university payment gateway)
- Bank transfer (with proof of payment uploaded)
- Other approved payment options as indicated on the admissions portal

Failure to pay the application fee will result in automatic rejection of the application. Applicants should keep a receipt of payment for reference.

4. Admission Decisions

4.1 Evaluation Criteria

All applications to Lumina Open University are carefully reviewed by the admissions committee based on the following criteria:

- **Academic Performance:** The applicant's previous academic records and qualifications must meet the program's minimum requirements.
- **English Language Proficiency:** Applicants must demonstrate adequate language skills if English is not their first language.
- **Personal Statement & Recommendations:** For certain programs, the applicant's personal statement and recommendation letters may be assessed for suitability.
- **Program-Specific Requirements:** Some programs may require additional criteria such as entrance exams, interviews, or portfolio submissions.

The university reserves the right to conduct further verification of submitted documents and may request additional information if necessary.

4.2 Notification of Admission

Once an application has been reviewed, applicants will receive one of the following admission decisions:

- **Offer of Admission:** The applicant has been accepted into the program. The admission letter and further enrollment instructions will be provided.
- **Conditional Offer:** The applicant must fulfill specific conditions (e.g., submission of missing documents, language proficiency improvement) before final admission is granted.
- **Waitlist Notification:** If a program is highly competitive, the applicant may be placed on a waitlist and informed if a seat becomes available.
- **Rejection Notification:** The application has not met the admission requirements. Applicants may reapply in future admission cycles if they meet the necessary criteria.

Admission decisions are communicated via email and the university's admission portal. Applicants should regularly check their email and account for updates.

4.3 Acceptance and Confirmation of Admission

To secure a place at Lumina Open University, accepted students must complete the following steps:

1. **Confirm Admission Offer:** Log into the admissions portal and accept the offer within the specified deadline.
2. **Pay the Enrollment Deposit:** A non-refundable deposit may be required to confirm enrollment. This amount will be deducted from the tuition fees.
3. **Complete Additional Requirements:** Submit any remaining documents, register for courses, and attend any required orientations.

Failure to confirm admission within the given deadline may result in the withdrawal of the offer.

4.4 Deferral and Re-application

- **Deferral:** Admitted students who are unable to start their program as planned may request a deferral for up to one academic year, subject to approval. Deferral requests must be submitted before the start of the semester, along with a valid reason.
- **Re-application:** Applicants who were not admitted or did not accept their offer in time may reapply in the next admission cycle. A new application and fee payment may be required unless otherwise stated.

The university reserves the right to approve or deny deferral requests based on availability and academic policies.

5. Tuition and Fees

5.1 Tuition Structure

Lumina Open University follows a transparent and structured tuition fee system based on the program and level of study. Tuition fees are determined based on the following factors:

- **Program Type:** Undergraduate, postgraduate, diploma, or certificate courses.
- **Course Load:** Full-time, part-time, or per-credit-hour basis.
- **Residency Status:** Domestic and international students may have different fee structures.

A detailed breakdown of tuition fees for each program is available on the university's official website. Students are responsible for reviewing the current fee schedule before enrollment.

5.2 Payment Methods

Students can pay their tuition and fees through the following approved methods:

- **Online Payment:** Credit/debit card, PayPal, or university payment portal.
- **Bank Transfer:** Payments can be made directly to the university's designated bank account. Proof of payment must be submitted for verification.
- **Installment Plans:** Eligible students may apply for a structured installment payment plan, subject to approval.
- **Scholarship or Sponsorship Coverage:** Students receiving financial aid, scholarships, or external sponsorships must provide official documentation before fee deadlines.

Late payments may incur penalties, and failure to settle tuition fees on time could result in restrictions on course registration or access to university resources.

5.3 Refund and Withdrawal Policy

Students who wish to withdraw from a course or program may be eligible for a partial refund based on the university's refund policy:

- **Before the semester starts:** Full refund, minus administrative fees.
- **Within the first two weeks of classes:** 75% refund of tuition fees.
- **Between weeks 3-5:** 50% refund of tuition fees.
- **After week 5:** No refund will be issued.

Refund requests must be submitted in writing through the official university portal. Processing times may vary, and refunds will be issued through the original payment method.

5.4 Scholarships and Financial Aid

Lumina Open University is committed to supporting students through various financial aid options, including:

- **Merit-Based Scholarships:** Awarded to students with outstanding academic achievements.
- **Need-Based Financial Aid:** Available for students facing financial difficulties.
- **Work-Study Programs:** Opportunities for students to work while studying to offset tuition costs.
- **External Sponsorships and Grants:** The University accepts funding from third-party sponsors, subject to verification.

Students interested in scholarships or financial aid must submit applications before the specified deadlines and meet eligibility criteria.

6. Student Responsibilities

6.1 Code of Conduct

All students at Lumina Open University are expected to uphold the highest standards of behavior, both academically and socially. The university promotes an inclusive, respectful, and professional learning environment. Students must:

- Treat faculty, staff, and fellow students with respect.
- Engage in ethical and responsible behavior in all academic and extracurricular activities.
- Avoid any form of discrimination, harassment, or misconduct.
- Follow the university's policies regarding online interactions and communication.

Violations of the **Code of Conduct** may result in disciplinary action, including warnings, suspension, or expulsion.

6.2 Academic Integrity

Academic honesty is fundamental to the university's reputation and student success. Students must:

- Submit original work and properly cite all sources.
- Avoid plagiarism, cheating, fabrication, or unauthorized collaboration.
- Follow examination and assessment rules.
- Report any observed academic dishonesty to the appropriate authorities.

Any breach of **academic integrity** will result in serious consequences, including failing grades, disciplinary hearings, or expulsion.

6.3 Attendance and Participation

Lumina Open University values active participation in both in-person and online learning environments. Students are required to:

- Attend scheduled classes, lectures, and tutorials regularly.
- Engage actively in discussions, assignments, and group work.
- Meet all deadlines for coursework and assessments.

- Inform faculty of any valid reasons for absence and provide necessary documentation if required.

Excessive absences without valid reasons may lead to academic penalties, including loss of course credits.

6.4 Compliance with University Policies

Students must comply with all university policies, including but not limited to:

- **IT and Online Learning Policies:** Appropriate use of university-provided platforms and technology.
- **Library and Research Policies:** Ethical use of academic resources.
- **Health and Safety Regulations:** Adherence to safety protocols on university premises.
- **Financial Policies:** Timely payment of tuition and other fees.

Failure to comply with university policies may result in disciplinary action or restriction of university services.

7. Use of University Facilities and Resources

7.1 Online Learning Platforms

Lumina Open University operates through a robust online learning management system (LMS) that provides students with access to:

- **Course Materials:** Lecture notes, video tutorials, and reading lists.
- **Discussion Forums:** Platforms for academic discussions and peer interactions.
- **Assignment Submission Portals:** Secure systems for uploading coursework.
- **Virtual Classrooms:** Live and recorded lectures, webinars, and interactive sessions.

Students must use their official university credentials to access the LMS and are prohibited from sharing login information with unauthorized individuals. Misuse of the platform may lead to disciplinary action.

7.2 Library and Research Resources

The university provides extensive digital library services, including:

- **E-books and Journals:** Access to academic publications and research databases.
- **Research Tools:** Citation managers, plagiarism checkers, and online repositories.
- **Library Assistance:** Support from librarians for research-related queries.

Students must follow copyright laws and ethical guidelines when using library resources. Unauthorized distribution of materials is strictly prohibited.

7.3 IT and Technical Support

To ensure a smooth learning experience, students have access to:

- **Technical Assistance:** Help with accessing the LMS, email accounts, and other university systems.
- **Cybersecurity Guidelines:** Protection of student data and best practices for online security.
- **Software and Applications:** Licensed tools for coursework, such as word processors and data analysis programs.

IT support is available via email, chat, or phone during specified hours. Students experiencing technical difficulties must report issues promptly.

7.4 Student Support Services

Lumina Open University offers a range of student support services to enhance academic and personal well-being, including:

- **Academic Advising:** Guidance on course selection, study plans, and academic performance.
- **Career Services:** Job placement assistance, resume-building workshops, and internship opportunities.
- **Mental Health and Counseling:** Confidential support for personal and emotional well-being.

- **Disability Support Services:** Accommodations for students with special needs.

Students are encouraged to seek support when needed and to engage with university-provided resources responsibly.

8. Termination of Admission

8.1 Grounds for Termination

Lumina Open University reserves the right to terminate a student's admission under the following circumstances:

- **Academic Violations:** Persistent failure to meet academic performance standards, including failing multiple courses or exceeding the maximum study duration.
- **Academic Misconduct:** Plagiarism, cheating, falsification of documents, or any breach of academic integrity policies.
- **Behavioral Misconduct:** Harassment, discrimination, violence, or any other actions that violate the university's code of conduct.
- **Non-Payment of Fees:** Failure to pay tuition and other mandatory fees within the stipulated deadlines.
- **Unauthorized Leave of Absence:** Prolonged absence from studies without prior approval from the university.
- **Legal or Ethical Violations:** Engaging in activities that bring the university into disrepute, including criminal offenses.

Students whose admission is terminated will receive written notification detailing the reason for the action.

8.2 Appeal Process

Students have the right to appeal a termination decision if they believe it was made unfairly or in error. The appeal process involves the following steps:

1. **Submission of Appeal:** The student must submit a written appeal within **14 days** of receiving the termination notice, including relevant supporting documents.
2. **Review by the Appeals Committee:** The university's appeals committee will assess the case and may request additional information or a formal hearing.
3. **Decision Notification:** A final decision will be communicated to the student within **30 days** of appeal submission.
4. **Finality of Decision:** The decision of the appeals committee is final, and no further appeals will be entertained.

During the appeal process, students may be allowed temporary access to academic resources until a final decision is reached.

8.3 Reinstatement Policy

Students whose admission was terminated may apply for reinstatement under the following conditions:

- **Academic Termination:** Students must complete remedial coursework or meet specific academic improvement requirements before reapplying.
- **Financial Termination:** Full payment of outstanding dues is required before reinstatement consideration.
- **Misconduct Termination:** Students must demonstrate rehabilitation and provide evidence of corrective actions taken.

Reinstatement applications are subject to university approval and must be submitted through the official student services portal. The university reserves the right to approve or deny reinstatement requests based on individual circumstances.

9. Data Protection and Privacy

9.1 Collection and Use of Personal Data

Lumina Open University is committed to protecting student privacy and handling personal data responsibly. The university collects and processes personal data for the following purposes:

- **Admission and Enrollment:** Name, contact details, academic history, and identification documents for application processing.
- **Academic Records Management:** Course enrollments, grades, and academic progress tracking.
- **Student Support Services:** Access to counseling, career guidance, and disability support.
- **Communication:** Notifications, updates, and official university correspondence.
- **Compliance with Legal Obligations:** Verification of student identity, financial transactions, and compliance with government regulations.

Personal data is collected through application forms, online portals, and direct interactions with university officials. The university does not collect unnecessary personal data or use it for purposes beyond academic and administrative requirements.

9.2 Confidentiality

All personal data is handled with strict confidentiality and is only accessible to authorized personnel. The university ensures:

- **Data Encryption:** Protection of digital records through secure encryption methods.
- **Limited Access:** Student data is only accessible to faculty, administrators, and service providers who require it for official purposes.
- **Non-Disclosure:** Student information is not shared with third parties without consent, except where required by law or for academic verification.

- **Retention Policy:** Personal data is retained only for the duration necessary for academic and administrative purposes and is securely deleted thereafter.

Any breach of data security will be investigated, and necessary corrective actions will be taken.

9.3 Student Rights Regarding Data

Students have the following rights concerning their personal data:

- **Right to Access:** Students may request a copy of their personal information held by the university.
- **Right to Correction:** If any data is incorrect or outdated, students may request an update.
- **Right to Deletion:** Under certain conditions, students may request the removal of their personal data.
- **Right to Restrict Processing:** Students can request limitations on how their data is used.
- **Right to Data Portability:** Students may request to transfer their data to another institution.

Requests related to data access, correction, or deletion must be submitted to the **Data Protection Office** through the university's official portal. The university will process such requests in accordance with applicable data protection laws.

10. Amendments and Updates to Terms

10.1 University's Right to Amend Terms

Lumina Open University reserves the right to modify, update, or amend the **Terms and Conditions for Admission** as necessary. Changes may be made due to:

- Updates in university policies and procedures.
- Compliance with new legal or regulatory requirements.
- Enhancements to academic programs, tuition structures, or student services.

- Adjustments based on institutional needs and best practices.

All amendments will be implemented in a fair and transparent manner to ensure students remain informed of their rights and responsibilities.

10.2 Notification of Changes

When changes are made to these Terms and Conditions, the university will notify students through:

- Official email communication.
- Announcements on the university website and student portal.
- Updates in student handbooks or university policy documents.

Students are responsible for regularly reviewing university communications to stay informed of any changes. In cases of significant modifications, the university may require students to acknowledge receipt of updated terms.

10.3 Continued Enrollment Agreement

By continuing enrollment at Lumina Open University after changes to the Terms and Conditions has been communicated, students:

- Acknowledge their understanding of the updated policies.
- Agree to comply with any new or modified terms.
- Retain the right to seek clarification or express concerns through official university channels.

If a student disagrees with an amendment, they may contact the university's administrative office for further discussion or consider alternative academic arrangements.

11. Contact Information and Support

11.1 Admissions Office Contact Details

For inquiries related to admissions, application status, or enrollment procedures, students can contact the **Admissions Office** through the following:

- **Email:** admissions@luminaopenuniversity@gmail.com
- **Phone:** 07033854692
- **Office Hours:** Monday – Friday, 9:00 AM – 5:00 PM (Local Time)

- **Website:** <https://luminauniversity.com.ng/>
- **Physical Address:** 31 – 33 Bode Thomas, Off Shyllon Street, Palmgrove, Oni Panu, Lagos, Nigeria.

The Admissions Office is available to assist with questions regarding application submissions, document requirements, and deadlines.

11.2 Student Support Services

Lumina Open University provides various support services to enhance student success, including:

- **Academic Advising:** Guidance on course selection and academic progress.
- **Technical Support:** Assistance with online learning platforms and university email access.
- **Mental Health & Counseling:** Confidential support for students facing personal or emotional challenges.
- **Career Services:** Internship placements, resume writing workshops, and career counseling.

Students can access these services by visiting the **Student Support Center** through:

- **Email:** support@luminaopenuniversity.edu
- **Phone:** +[Support Services Contact Number]
- **Online Portal:** www.luminaopenuniversity.edu/support

11.3 Grievance and Dispute Resolution

Students who experience issues or disputes related to university policies, academic matters, or administrative concerns may file a formal grievance through the **Grievance and Dispute Resolution Process**:

Steps for Filing a Grievance:

1. **Informal Resolution:** Students are encouraged to first discuss concerns with the relevant faculty member, advisor, or administrative office.

2. **Formal Complaint Submission:** If unresolved, a formal complaint must be submitted in writing via the university's online grievance portal or emailed to grievance@luminaopenuniversity.edu.
3. **Review Process:** The University's **Grievance Committee** will investigate and provide a resolution within **30 days**.
4. **Appeal Process:** If a student is dissatisfied with the outcome, they may appeal within **14 days** for further review by the **University Appeals Board**.
5. **Final Decision:** The decision from the Appeals Board is final and binding.

All complaints are treated with confidentiality and handled fairly. The university is committed to resolving disputes in a professional and timely manner.