



Standard terms and conditions of your offer for a place on a Higher Education programme

These terms and conditions represent an agreement between you and the College, should you decide to accept our offer of admission. It is your responsibility to read them and make sure you understand them. Please ask if anything is unclear.

1. If you accept our offer of a place, you have the right to cancel your contract with the College within 14 days. This period will be calculated from the date we receive formal notification through the UCAS Applicant Tracker/ email to Admissions of your firm acceptance of your offer whether conditional or unconditional. We will not normally refund any deposits paid unless you: cancel your contract within this period, fail to meet the conditions of your offer or (if applicable) fail to get a visa. You must notify us of your decision in writing (email or letter). If you do decide to cancel your contract with the College, and so decline your offer of a place, you will not be able to change your mind again.
2. If you enrol with the College as a student, you will be required to agree to abide by the statutes, ordinances and regulations of the College for the time being in force.
3. Your place will only be confirmed if you meet all the conditions of your offer. There are circumstances in which the College may vary the conditions already set if they are in your interest e.g. to rectify an error on our part. The College may also consider accepting you in the event you have narrowly missed your offer or to accommodate mitigating circumstances. Further details can be found within the Admissions Policy.
4. You must comply with all requests for information or documentation to support your application by the deadline set. This includes any requests for additional information or documentation relating to a criminal conviction.
5. When you apply you will be required to produce satisfactory evidence of your previous qualifications (including English language qualifications such as IELTS). If requested, this will mean that you must provide the Admissions Team with a clear and legible copy or scan of the original document(s). If you successfully meet the conditions of your offer you will be asked to produce the original documents when you come to register.
6. If you require a visa to study in the UK you must comply, by the deadlines set, with all requests for information and documentation for the College to consider sponsoring your visa application. It is your responsibility to ensure that you have sufficient financial resources to meet Home Office requirements but the College may request evidence of this before agreeing to issue a Certificate of Acceptance for Studies (CAS). The College reserves the right to refuse to issue a CAS when it is not satisfied that your visa application will be successful.
7. You may be required to provide evidence of your identity before, at or after enrolment, as part of our responsibility to ensure that students are entitled to study in the UK. You must comply with all reasonable requests by the deadlines set. If you fail to provide

satisfactory evidence of your entitlement to study in the UK, we reserve the right to withdraw your offer and regard any subsequent registration as null and void.

8. Your offer of a place and any subsequent invitations to enrol are made on the basis that the information supplied in your application papers is true, complete and original (i.e. that you have written key elements such as the personal statement yourself), and that you hold the qualifications that you claim to hold. You must give as an accurate educational history as requested, including all previous study and its location. If you have previously attended another higher education institution, we will always require a reference from that College or college, including previous study at the College. If appropriate, we may also require details of employment and these must be accurate and verifiable. Offers are also based on references being genuine and authored independently by the referee themselves. The offer and subsequent registration will be deemed null and void if you are found at any time to have misrepresented any aspect of your circumstances or we find that any aspect of your application is not your own work or not genuine.
9. If you receive a criminal conviction after an offer is made or a change in your circumstances means that you no longer meet your programme's specific requirements, the College reserves the right to withdraw the offer of a place.
10. If you have particular support needs or disabilities which may affect your ability to undertake all or part of your programme of study, you are encouraged to disclose these and discuss them in full with the College's Student Support Team and the relevant academic department. The College will do what it can to make all reasonable adjustments. Information about the support available are available on our online Study Skill pages. This information will help you consider your offer. The College has a Fitness to Study policy which will apply should you join the College and encounter difficulties with your health or support needs.
11. The information provided in your application may be used during the admissions phase to provide you with details of College services and support and, if your offer of a place is confirmed, communications from the Students' Union and academic school. We will not pass your details to any other external third party in order for them to market products or services to you. We may, however, use third-party email management software to support our own internal communications systems. If your offer of a place is confirmed, your application data will be retained by the College, used for the purpose of processing your registration and added to your student record after you have registered. Any sensitive data (such as medical information or details of any criminal convictions) will be handled and stored only in accordance with the relevant data protection principles and legislation. It may be necessary to share some such information with a limited number of named College staff for administrative purposes or for support with your studies.
12. The College will charge the appropriate tuition fee as advertised for your programme of study. How and when your fees are paid will depend on the payment method or whether you or a sponsor pays the fee. The College reserves the right to operate different charging policies for differently-funded students. If, for any reason, you leave your studies early, or suspend, you will need to check how this affects your liability for fees.
13. If you or a sponsor are paying for your tuition, the fee is payable annually. At enrolment you will be asked either to pay the tuition fee or to provide a satisfactory written undertaking from your sponsor (including the name and address of the person to whom invoices should be addressed) that your fees will be paid. You may choose to pay them in instalments or by direct debit. If your sponsor fails to pay your tuition fees, you will

become personally liable for the costs. The College may revoke your access to library and computing facilities in the event that any agreed payments are not made by the due date. Your access to lectures, email, library and computing facilities may also be limited or delayed by your immigration status (where, for example, you are required to obtain a new visa relating to study at the College rather than a previous UK institution). No reduction or repayment pro rata of tuition fees is made where access to tuition and facilities are limited or removed in this way.

14. If you are awarded any form of financial assistance from the College (such as a bursary or scholarship) you will be provided with detailed terms and conditions for this support. It is your responsibility to read these before accepting any award.
15. When you accept our offer of a place, you accept our decision in relation to your home or overseas fee status. This decision is made on the basis of the available evidence at the time. Once you have enrolled decisions can only be changed in certain specific and exceptional cases. If you think our decision is incorrect, you must query this prior to enrolment.
16. You are responsible for your own living expenses, and you must ensure that you have access to the necessary funding or student loan before the start of your programme of study.
17. The College undertakes to make every reasonable effort to deliver your Programme of study in accordance with the information set out in the relevant prospectus and course/programme handbook. Minor changes to a course or programme will be brought to your attention at the start of the programme. There may be rare occasions where due to unforeseen or unavoidable circumstances (e.g. a key member of staff leaves the College or low recruitment to a programme means it is no longer viable,) it becomes necessary to make significant changes to a programme or to withdraw it completely between the offer of admission and registration. In this unlikely event the College will notify you as soon as possible.
18. No term of the agreement between you and the College is enforceable under the Contracts (Rights of Third Parties) Act 1999 by any person who is not a party to the agreement.
19. The agreement between you and the College is governed by the laws of England and Wales and subject to the exclusive jurisdiction of the Courts of England and Wales.