TERMS AND CONDITIONS RELATING TO YOUR OFFER

This information is important, please read it carefully. This document supersedes any previously sent information regarding the terms of your offer.

Terms and Conditions relating to your offer establish the basis of an agreement between the University and its applicants (and future students) as to the rights, roles and responsibilities of both parties. This document is also available on the University’s website at: www.manchester.ac.uk/study/undergraduate/applications/after-you-apply/receiving-offer

The following documents provide a framework through which the University and its students work together to create a positive environment for learning and academic achievement:

- the Offer Letter;
- the University’s Royal Charter, Statutes, Ordinances and General Regulations, available at www.manchester.ac.uk/aboutus/governance/;
- the Student Charter available at http://www.studentnet.manchester.ac.uk/enhancing-my-experience/charter/;
- the Undergraduate and Postgraduate Prospectuses, and other student information available at www.manchester.ac.uk;
- student-related Policies, and

Courses of Study

The University will make all reasonable endeavours to deliver your course as described in the relevant prospectus or in your Offer Letter, subject to updates and improvements in content or delivery for educational purposes. However, very rarely, unforeseen circumstances may force the University to alter, combine or discontinue a course. Should this happen, we will tell you at the earliest possible opportunity and will make every effort to offer suitable alternative provision.

Fees and Costs

The University charges different levels of tuition fees depending on whether a student is classified as Home/EU or International. You are bound by the University's Ordinances and Regulations on the payment of fees and the consequences of non-payment (Ordinance XVI; General Regulation XII). If you are a sponsored student and your sponsor fails to pay your tuition fees, you will become responsible for payment. Once you register with us as a student, your fee status cannot change during the academic year, and can only change at the next registration point if your changed circumstances meet specific criteria. It is your responsibility to register at the University each academic year and to ensure that your tuition fees and all other expenses relating to your course are paid on time. Please note that Home/EU fees are reviewed each academic year. International fees are set for the duration of the course, with the exception of Foundation programmes.

For some courses, a non-refundable deposit is required. You will be informed of this in your offer letter. In these cases, the amount paid will be deducted from the total tuition fee due at the start of the academic programme.
In addition to the annual tuition fees, you may be required to pay other charges or fees e.g. for residential accommodation, travel/field trip expenses or other course costs. An indication of these costs is provided on the University website.

**Tier 4 (Student) visa**
If you are not a British citizen, or a citizen of one of the European Economic Area (EEA) countries, you will need a visa to study in the UK. For more information see [www.manchester.ac.uk/international/apply/visas/](http://www.manchester.ac.uk/international/apply/visas/) and [www.gov.uk/browse/visas-immigration/student-visas](http://www.gov.uk/browse/visas-immigration/student-visas).

**Academic Technology Approval Scheme (ATAS)**
To study certain courses in the UK, international applicants are required to obtain an Academic Technology Approval Scheme (ATAS) certificate before starting their course. If this applies to you, we advise that you begin the online ATAS application process as soon as possible. If you will be studying on a Tier 4 visa, you must obtain your Academic Technology Approval Scheme (ATAS) certificate before making your visa application. Further information is available at [www.manchester.ac.uk/study/international/admissions/visa-guidance/atas](http://www.manchester.ac.uk/study/international/admissions/visa-guidance/atas).

**Admissions related policies and procedures**
Policies and procedures relevant to the University’s admissions process, including the Student Recruitment, Selection and Admissions Policy and the Appeals and Complaints Procedure for Applicants, can be found at [www.manchester.ac.uk/study/undergraduate/applications/how-to-apply](http://www.manchester.ac.uk/study/undergraduate/applications/how-to-apply) and, for postgraduate study, at [www.manchester.ac.uk/postgraduate/howtoapply/policies.](http://www.manchester.ac.uk/postgraduate/howtoapply/policies.)

**Information and Guidance for Applicants with a Criminal Conviction**
If you have a relevant criminal conviction that is not spent, you are required to declare this on your application. If you are offered a place on a course that involves working with children or vulnerable adults, you will be asked to complete a Disclosure and Barring service check before you start the course.

**Procedure for Admitting Applicants for Courses Requiring Medical Fitness Assessment**
If you are offered a place on a vocational or professional course, you will be required to demonstrate medical fitness prior to admission in order to comply with the requirements of relevant professional bodies. This may also include evidence of immunisation against certain diseases. You may not be able to undertake your course if you have not met these requirements.

**Information about fraudulent or plagiarised applications**
The University reserves the right to terminate the application or registration of an applicant or student who is found to have omitted relevant facts or information in connection with their application for admission or who has falsified or plagiarised any part of their application.

**Data Protection**
The information provided as part of your application to study at the University will be processed to form part of your student record. The information held
(including amendments) is stored on a database and will be made available to Schools in the University. All data held is processed in accordance with the requirements of the Data Protection Act 1998 and within the limits agreed with the University’s Data Protection Officer. Full details of the University of Manchester’s notification to the Information Commissioner can be viewed on the public register of data controllers, www.ico.org.uk. You have the right to check the information held about you and to correct it if necessary. Please see http://www.dataprotection.manchester.ac.uk/ for further information on how your data will be used by the University, when the data may be disclosed to a third party and what information is on your student record, and other information held by The University of Manchester about you, will be sent to the Higher Education Statistics Agency (HESA).

**Distance Selling Regulations**
The University’s admissions process is subject to the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013. After accepting an offer, you have a right to cancel your acceptance of the offer by informing us in writing within fourteen working days after your acceptance, provided that the only communication between you and the University has been by distance, i.e., up until your acceptance of the offer, there has been no face-to-face contact between you and the University and you have not visited the University. If you cancel within the relevant period, you will be entitled to a refund of any deposit/fees that you have paid prior to the cancellation.

**General matters**
The agreement is between the University and the applicant and only these two parties can enforce the agreement between them and the Contracts (Rights of Third Parties) Act 1999 shall not apply. The agreement between the applicant and the University is governed by English Law and the University and applicant agree to submit to the non-exclusive jurisdiction of the English courts.