

TERMS & CONDITIONS PRE-SESSIONAL COURSES 2019

When applying for our Pre-sessional courses, this agreement sets out the terms and conditions between the University Language Centre (hereafter referred to as ULC) and you (the student) on Pre-sessional courses commencing in the 2019 academic year.

It is very important that you review these terms and conditions, and the documents detailed within them, carefully before submitting an application to the University.

“Course” is used to refer to a student’s period of study (10, 6 or 3 weeks). See [Dates & Fees](#) for details.

“Working days” is used to refer to the university working week of Monday to Friday and excludes public holidays in the UK.

1. Application Process

- 1.1 Deadlines for applications apply. See the [Dates & Fees](#) section for details. Applications received after 5pm GMT on the deadline date will not be considered.
- 1.1 Offer letters and/or a Certificate of Acceptance to Study (CAS) for a course can only be issued on receipt of the full course fee or certified letter of sponsorship guaranteeing payment for a Pre-sessional course for the period indicated on the application form.
- 1.2 You must be 18 years old or over on commencement of your Pre-sessional course.

2. Visas and Immigration

- 2.1 In the event you do not commence the course on your given start date or should you leave your course early, ULC will pass your details on to the UK Visas and Immigration Department (UKVI). In these cases, your immigration permission could be affected.
- 2.2 If you are already in the UK with a Short Term Study visa, and you wish to go on to study on a Pre-sessional course in the summer, you will be required to return to your home country to apply for a Tier 4 visa. For further information on visa requirements you can contact our [Student Immigration Team](#) or visit the UKVI [website](#).

3. Fees and Payment

- 3.1 Payment of the full course fee is required to secure admission. This must be paid by the deadline given by the Admissions Team and at least 20 working days before the published course start date. Applicants who have not paid the full tuition fee by the given deadline may have their application withdrawn.
- 3.2 If you are sponsored, a certified letter of sponsorship for the **full duration of the course** must be provided by the deadline given by the Admissions team and at least 20 working days before the published start date of the course. Places on the course can only be guaranteed if ULC is in receipt of a certified letter of sponsorship in advance.
- 3.3 If you are sponsored, you must also provide a copy of your Financial Guarantee no later than 5 working days after the course start date. Failure to provide the Financial Guarantee within the first 5 days of the course start date will result in you being required to pay the course fee in full by the end of the 5th day. Failure to provide a Financial Guarantee or pay the full course fee within the deadline may also result in exclusion from the course and your visa being cancelled.
- 3.4 All bank charges incurred in the payment of fees by bank transfer must be paid by the transferees.

4. Cancellation and Transfer Requests

- 4.1 Fees for a course, less an administration fee of £210, can only be refunded if ULC receives notification of cancellation in writing at least 20 working days before the published start date of the course. The administration fee is not refundable under any circumstances.
- 4.2 Fees for a course, less an administration fee of £210, can only be refunded within 20 working days of the course start date in exceptional circumstances and upon receipt of satisfactory documentary evidence.
- 4.3 Fees for a course, less an administration fee of £210, can be transferred to the balance of a new undergraduate or postgraduate course within the University of Manchester, provided the course starts in the same calendar year as the Pre-session course and ULC receives notification of cancellation in writing at least 20 working days before the published start date of the Pre-session course.
- 4.4 Applications to transfer to a shorter Pre-session course will not be considered after the application deadline of the course to which you originally applied. Should you wish to transfer to a shorter course, you must contact the school that administers your undergraduate or postgraduate course to obtain their permission to do so. Should the admitting school and ULC agree to a transfer to a shorter Pre-session course, any remaining balance of tuition fees can be transferred to the balance of your new undergraduate or postgraduate degree programme, less an administration fee of £210. If you have been issued a CAS for your Tier 4 visa, you will need to contact your admitting school to request a revision or a replacement CAS.

5. Changes to your Course of Study

- 5.1 Information set out on the university website is accurate at the date of publication. However, changes to courses, modules, and university accommodation and services may be necessary.
- 5.2 ULC will use all reasonable endeavours to deliver the course in accordance with published course details and the course handbook. It may however be necessary to make changes to or cancel programmes, including after you have accepted an offer, in certain circumstances. Please refer to paragraph 5.1 of the university's [Student Terms and Conditions Policy](#) for further information. ULC will make every effort to provide you with early notification to minimise any potential impact. ULC where possible will seek to suggest suitable alternative arrangements, such as an alternative course of study or institution. ULC will consider reimbursement of tuition fees where we consider it fair to do so.
- 5.3 Tuition fees will not be refunded if you arrive later than the Pre-session course start date indicated on your offer letter. ULC reserves the right to refuse entry onto the course should you not arrive on the specified course start date.

6. Interrupting your Studies

- 6.1 In the event you need to interrupt your studies due to unforeseen circumstances, this may affect your progression on the Pre-session course (see 7.4). You must provide satisfactory documentary evidence to support your request to interrupt your studies, which will be considered by ULC.
- 6.2 Tuition fees for any period of study from which you will be absent will not be refunded.

7. Progression and Conduct

- 7.1 You will be continually assessed throughout the course. Failure to meet the required standard of academic progression may result in exclusion from the course and may result in your visa being cancelled.
- 7.2 Your academic school will receive your Pre-Sessional results at the end of the course. Your admitting school will decide if you have met your offer conditions for your undergraduate or postgraduate course.
- 7.3 Should you fail to meet the academic conditions specified in your undergraduate or postgraduate course offer whilst you are studying on your Pre-session course, you must notify ULC Admissions team as soon as practically possible. In the event that you fail to meet the academic conditions specified in your undergraduate or postgraduate course offer, the tuition fee for your Pre-session course will not be refunded.

- 7.4 You must attend the whole course in order to meet the progression requirements. Should your attendance fall below a level deemed satisfactory, ULC will consider whether you can continue to study. ULC will discuss any concerns with the relevant admitting school, which may affect admittance onto your undergraduate or postgraduate course.
- 7.5 The University of Manchester expects all interaction between applicants, representatives of applicants, students and staff to be conducted with courtesy and respect. Further information can be found in our [Conduct and Discipline of Students Policy \(Regulation XVII\)](#). You must be aware of the university policy concerning fraud, omission and plagiarism, as outlined in our [Student Recruitment, Selection and Admissions Policy](#)

8. Accommodation

- 8.1 Summer residential accommodation will only be confirmed on receipt of the fees in full. Please see our [accommodation office website](#) for hall booking conditions.

9. Applicants with a Disability

- 9.1 We are committed to providing equality of opportunity through the best possible level of support to prospective and current disabled students. If you have a disability or medical condition, or you require additional support, we encourage you to disclose it in your application form. This information will enable us to contact you to identify what adjustments can be made and what support you require once you arrive.
- 9.2 Practical support and advice for current students and applicants is available from the Disability Advisory and Support Service (DASS). If you have a disability or medical condition, we strongly advise that you contact DASS at the earliest available opportunity in the application process: dass@manchester.ac.uk.

10. Insurance

- 10.1 You should arrange your own insurance to cover medical treatment, personal risks, damage to and loss/theft of personal property (ULC is unable to arrange insurance cover). The University of Manchester cannot accept responsibility for any personal belongings lost or stolen during your period of study. Full details on Healthcare available in the UK and charges can be found on the University of Manchester [website](#).

11. Data Protection

- 11.1 The university holds and processes your personal data for the purposes of the application and registration process and in relation to your academic progress.

Our [Prospective Students, Applicants and Offer Holders Privacy Notice](#) explains how we collect, maintain and use your personal data, throughout your time as a student.

12. Complaints

- 12.1 The University's [Appeals](#) and [Complaints](#) procedures have been established to safeguard the interests of prospective students. You are advised to raise concerns firstly with ULC Admissions Team and to request feedback on your application.

13. General Matters

- 13.1 For all general policy, procedures and guidance please refer to our [Student Terms and Conditions Policy](#) and our [Student Recruitment, Selection and Admissions Policy](#). Acceptance of these terms and conditions is indicated by submitting an application.