

**TERMS & CONDITIONS
ENGLISH SUMMER PROGRAMME
SUMMER 2021**

When applying for our English Summer Programme, this agreement sets out the terms and conditions between the University Language Centre (hereafter referred to as ULC) and you (the student) on continuing professional development courses commencing in the 2020-2021 academic year (summer 2021).

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 stud.

“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 and fees](#) section for details. Applications received after midnight on the deadline date will not be considered.
- 6.2 Offer letters for a course can only be issued on receipt of a completed application form with evidence of English language level.
- 6.3 You must be 18 years old or over on commencement of your English language course.

2. Visas and Immigration

- 2.1 As the course will be offered online in 2021 with students studying remotely, visas will not be required.

3. Fees and Payment

- 3.1 Fees must be paid in full by the deadline given to secure a place on the course. Upon receipt of an application form you will be sent details of how to complete payment online.
- 3.2 If you are sponsored, a financial guarantee for the **full period booked** must be provided at least 20 working days before the published start date of the course. Places for the period booked can only be guaranteed if ULC is in receipt of a financial guarantee in advance.
- 3.3 All bank charges incurred in the payment of fees by bank transfer must be paid by the transferees.

4. Cancellation and Withdrawals

- 4.1 Fees for a course can only be refunded if cancellation in writing is received at least 20 working days before the published start date of the course.
- 4.2 The course fee will only be refunded, less an administration fee of £210, within 20 working days of the course start date in exceptional circumstances e.g. a medical condition that the ULC has not previously been

notified of, and upon receipt of documentary evidence. **The administration fee is not refundable under any circumstances.**

- 4.3 If you wish to extend or reduce your course after you have commenced your studies, you should note that the above booking conditions still apply for the entire term of study. Fees will not be refunded if you arrive later or leave earlier than the course of study you originally applied for.

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, for example, to meet the requirements of an accrediting body.
- 5.2 ULC will use all reasonable endeavours to deliver the course in accordance with published course details. 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 Should you expect to start the course later than the start date indicated on your offer letter, you must provide notice in writing at least 10 working days before the course specified start date. ULC reserves the right to refuse entry onto the course should you not arrive on the specified course start date. Fees will not be refunded if you arrive later than the start date indicated on your offer letter.

6. Attendance and conduct

- 6.1 You will be given an attendance certificate at the end of the course, if you have attended over 80% of the live learning classes.
- 6.2 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](#)

7. Applicants with a Disability

- 7.1 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.

8. Criminal Convictions

- 8.1 You are asked whether you have any 'relevant and unspent' convictions as part of your application. If you indicate 'yes' the university will contact you for further information. Applications should always first be assessed against the standard entry criteria and the assessment must not take into account any reference to the declared criminal conviction.

9. Insurance

- 9.1 You should arrange your own insurance to cover medical treatment, personal risks, damage to and loss/theft of personal property. Full details on Healthcare available in the UK and charges can be found on the University of Manchester [website](#) (ULC is unable to arrange insurance cover).

10. Data Protection

- 10.1 The university holds and processes your personal data for the purposes of the application and registration process and in relation to your academic progress.
- 10.2 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.

11. Complaints

- 11.1 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 the ULC Admissions Team and to request feedback on your application.

12. General Matters

- 12.1 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.