

**TERMS & CONDITIONS**  
**ENGLISH FOR ACADEMIC PURPOSES**  
**For Bookings from October 2024**

When applying for our English for Academic Purposes (EAP) course, this agreement sets out the terms and conditions between the University Centre for Academic English (hereafter referred to as UCAE) and you (the student) on continuing professional development courses commencing in the 2024-2025 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 and may be made up of several terms.

*“Term”* refers to the four terms that UCAE English language courses operate around. 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 and fees](#) section for details. Applications received after 5pm GMT on the deadline date will not be considered.
- 1.2 Offer letters and/or a Certificate of Acceptance to Study (CAS) for a course can only be issued on receipt of the non-refundable course deposit/certified letter of sponsorship guaranteeing payment for an English language course for the period indicated on the application form.
- 1.3 You must be 18 years old or over on commencement of your English language 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, UCAE 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 Standard Visitor Visa for Study or a Dependant visa, you must have full Immigration permission to cover the length of the course at the UCAE. You are expected to apply for a Student Route visa (previously known as Tier 4) at the end of the Standard Visitor visa period should you wish to continue to study at the UCAE.
- 2.3 If you are in the UK with a Standard Visitor visa, you may be required to return to your home country to apply for a Student Route visa. For further information on visa requirements you contact our [Student Immigration Team](#) or visit the UKVI [website](#) (please also refer to 6.1).

## **3. Fees and Payment**

- 3.1 A course deposit equal to 4 weeks course fee is required to secure admission. The balance of the tuition fee for the first term of study must be paid in full at least 20 working days before the published course start date. For subsequent terms, the balance of the tuition fee for the full term of study must also be paid in full at least 20 working days before the published course start date.
- 3.2 If you are sponsored, a certified letter of sponsorship 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 UCAE 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 each term start date. Failure to provide the Financial Guarantee within the first 5 days of term will result in you being responsible for the full term payment. Failure to provide a Financial Guarantee or provide payment within the deadline may result in exclusion from the course and may result in 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 Withdrawals

- 4.1 Fees for a course, or part of a course, less the course deposit, 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 deposit will only be refunded, less an administration fee of £245, within 20 working days of the course start date in exceptional circumstances e.g. a medical condition that the UCAE 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.

#### 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 or in response to a global situation such as COVID-19.
- 5.2 UCAE 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. UCAE will make every effort to provide you with early notification to minimise any potential impact. UCAE where possible will seek to suggest suitable alternative arrangements, such as an alternative course of study or institution. UCAE will consider reimbursement of tuition fees where we consider it fair to do so.
- 5.3 Should you expect to arrive 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. UCAE 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. Attendance on the course will also be affected as stated in point 7.5 of the booking conditions.
- 5.4 Students will be placed in classes according to their current level of English. UCAE reserves the right to make changes to classes including classroom location, teaching staff and number of students per class during a term if necessary.
- 5.5 In the event you do not arrive at the day/time specified on the course joining instructions, you may not be permitted to start the course.

#### 6. Leave of Absence

- 6.1 Should you need to reduce your study period within a term, you must notify the UCAE Welfare Team in advance and complete a leave of absence request form at least 20 working days before the required leave date. Completing a leave of absence form does not guarantee leave being authorised/approved.
- 6.2 In the event you need to take a leave of absence due to unforeseen circumstances, documentary evidence must be provided to support your request, which will be authorised at the discretion of UCAE Management.
- 6.3 In the event that a leave of absence is agreed with UCAE, tuition fees for the term of study from which you will be absent will not be refunded. Tuition fees for any subsequent term of study will only be refunded if the conditions outlined in 4.1 are met.

#### 7. Progression and Conduct

- 7.1 You may be asked to undertake a placement test on arrival and if you are not able to demonstrate the level of English shown in the documents supplied to secure admission, you will not be permitted to join the course. Should you demonstrate a level significantly higher or lower than the evidence used for admission, you may not be permitted to join the course. The UCAE does not accept any liability for costs incurred by the student as a result of being refused entry on these grounds.
- 7.2 You will be periodically assessed throughout the course. You must meet the progression requirements of the EAP course to progress onto the next term of study. See our [entry requirements](#) webpage for information about the required English language level for each term of study. Failure to meet the required standard of academic progression may result in exclusion from the course and may result in your visa being cancelled.
- 7.3 You will receive an individual course report at the end of each term of study via email. Financial sponsors/overseas universities will also be sent a copy.

- 7.4 You must attend the whole course in order to meet the progression requirements. The UCAE has a policy of an absolute minimum of 90% attendance. Should you fall below this attendance level, the UCAE Director will consider whether you can continue to study.
- 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](#)
- 7.6 Progression on to a degree course is not guaranteed by attending the EAP course. Applicants should check with the academic school they wish to progress to for full information on the entry criteria for their chosen programme.

## **8. Accommodation**

- 8.1 Details on the accommodation available can be found on the [EAP webpages](#)

## **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](mailto:dass@manchester.ac.uk).

## **10. Criminal Convictions**

- 10.1 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.

## **11. Insurance**

- 11.1 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](#) (UCAE is unable to arrange insurance cover).

## **12. Data Protection**

- 12.1 The university holds and processes your personal data for the purposes of the application and registration process and in relation to your academic progress.
- 12.2 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.

## **13. Complaints**

- 13.1 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 UCAE Admissions Team and to request feedback on your application.

## **14. General Matters**

- 14.1 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.