MANCHESTER 1824
The University of Manchester

TERMS & CONDITIONS
Cert PT in Teaching EAP
For Bookings from October 2026

When applying for our Cert PT in Teaching 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 2026-2027 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 for a course can only be issued to applicants who meet the course entry requirements and payment requirements.

1.3 You must be 18 years old or over on commencement of the Cert PT course.

2. Fees and Payment

2.1 You must pay the course in full at least 20 days before the published course start date.

2.2 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.

2.3 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.

2.4 All bank charges incurred in the payment of fees by bank transfer must be paid by the transferees.

3. Cancellation and Withdrawals

3.1 Fees for the course, or part of the course, can only be refunded if cancellation in writing is received at least 20 working days before the published start date of the course.

3.2 The course fees will only be refunded, less an administration fee of £250, 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. Course delivery

4.1 The course is delivered collaboratively between The University of Manchester and Goldsmiths, University of London.

4.2 The course is delivered online, based on 6 hours per week for a period of 10 weeks.

4.3 The course is intensive and you are expected to complete self-study tasks outside of the online learning hours.

4.4 The cost of any supplementary materials to support learning are covered by the applicant.

4.5 The CertPT course is awarded by Trinity

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 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 In the event you do not attend on 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 6.2 are met.

7. Assessment and Conduct

7.1 All assessment is in accordance with the Trinity CertPT assessment criteria and follow the CertPT assessment pass bands.

7.2 You must attend the whole course in order to fulfil the course 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.

7.3 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. Applicants with a Disability

8.1 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 my require.

8.2 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

9. Data Protection

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

9.2 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.

9.3 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.

10. General Matters

10.1 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.