

# Student Terms and Conditions

UKPRN: 10088021



## 1. The Contract

- 1.1. These Terms and Conditions have been sent to you with an offer (“the Offer”) of a place with Sarum College (“We” or “the College”).
- 1.2. By accepting the Offer, you confirm your acceptance of these Terms and Conditions and the College’s rules, regulations, policies and procedures as set out in its Student Handbooks and on [www.sarum.ac.uk](http://www.sarum.ac.uk), which together shall form a contract (“the Contract”).
- 1.3. Any amendments made by the College to this Contract will be made available on the College’s website and/or Sarum’s VLE SarumLearn, which you should consult regularly.
- 1.4. In the event that the College makes any significant changes to the Contract, then we shall take reasonable steps to bring these changes to your attention.
- 1.5. In the event of any conflict between a provision in these terms and conditions and the other documents forming part of the Contract, these terms and conditions shall take precedence.
- 1.6. If you have any questions or concerns about these terms and conditions, please contact your course administrator.

## 2. Accepting an offer

- 2.1 When a student is offered a place, they may be invited to indicate informally whether they are likely to take up the offer. This is useful to the College in terms of planning and setting up placements (where relevant) but is not binding.
- 2.2 Acceptance of an offer is indicated by returning an offer acceptance form, paying the non-refundable registration fee, and signing the Student Contract. With these documents, the student may be required to provide the original of their transcript or certificate from their previous highest qualification(s), dependent upon the course requirements. The College may acknowledge receipt of your acceptance of the offer, but confirmation of a place will only be granted once any conditions have been satisfied, including receipt by the College of your transcript or certificate and registration fee, when appropriate.
- 2.3 When the offer acceptance form has been received and the place formally confirmed, the College and you are considered to be entering a contract. The student has the legal right to cancel this contract at any time within fourteen (14) days of the College’s confirmation of your place. Cancellation must be notified to the College in writing, preferably by email to the course administrator or course programme leader.

## 3. Conditions of Admission

Your admission to the College and right to enjoy any of the privileges of membership of the College are subject to your compliance with the terms of the Student Contract. Progression on your programme and your final award are not guaranteed and are dependent upon your academic performance.

## **4. Obligations**

- 4.1. The College shall use its reasonable endeavours to:
  - 4.1.1. Deliver your programme with reasonable care and skill and as far as possible in accordance with the description applied to it in the prospectus; and
  - 4.1.2. Clearly explain the academic requirements of your programme to you.
- 4.2. You shall use all efforts to fulfil all the academic requirements of your programme, including submission of course work and other assignments and attendance at examinations and other required events, on time and in accordance with the relevant policies, rules and regulations.

## **5. The Fees**

- 5.1. Unless your tuition fees are being met by a sponsoring body, you are personally liable to pay them according to the schedule agreed in the Student Contract.
- 5.2. Where you have a sponsoring authority's agreement to pay your tuition fees, in the event of any non-payment by the sponsoring authority or their withdrawal of your sponsorship, you will become personally liable for tuition fees at the standard undergraduate or postgraduate rates if you wish to continue with your course.
- 5.3. If an instalment of your tuition fees has not been paid in full by the relevant payment date, the College shall be entitled, but not bound, to refuse to permit you to continue your programme of study and terminate the Contract without incurring any liability to you.
- 5.4. Notwithstanding the above, you may withdraw from your course by giving written notice to the College at the following intervals:
  - 5.4.1. Within 14 days of accepting the offer of a place with a full refund of any tuition fees already paid;
  - 5.4.2. Until 1 September in any academic year with a full refund of any tuition fees for the coming year already paid;
  - 5.4.3. At any time during the academic year, in which case you shall not be entitled to a refund for the academic year in which the withdrawal occurs or any previous years or additional modules taken. There is, however, an appeals process if you would like to request a refund based on particular circumstances. Please see the Postgraduate Fees and Schedule of Payment made available with your offer letter and in your Student Contract for details.
- 5.5. Although the College may choose to waive all or part of the tuition fees at its sole discretion, the College wishes expressly to bring to your attention the liability it may incur to third parties, such as its accrediting universities, grantmakers, and/or the Ministry Division of the Church of England, if you withdraw after the 1 September in any academic year.
- 5.6. You are responsible for confirming your eligibility for Student Finance (where relevant) and if this is not confirmed, you will remain liable for the payment of your tuition fees.
- 5.7. Any students in receipt of student loans is conditional upon your active and ongoing enrolment and attendance in the eligible programme at the College. If your level of attendance ceases to qualify you for Student Finance, you will remain liable for the payment of your tuition fees.

## **6. Financial Difficulty**

- 6.1. Where there is no payment agreement with the College to manage a student's financial difficulty, the College will have the right to take arrears action against students who do not comply with their obligations to pay tuition fees in accordance with the terms of the Student Contract.

- 6.2. In circumstances of financial hardship, it is your responsibility to discuss your circumstances with a representative of the College as soon as reasonably possible.
- 6.3. If you have financial difficulties prior to beginning your studies, then you must seriously consider delaying the start date until sufficient funds to cover fees are available.
- 6.4. If you experience financial difficulties during your programme of study that have arisen beyond your control, please contact your tutor as soon as possible. We will make every effort to understand your situation and will try to make suggestions that may help you address the financial difficulty.

## **7. Changes to your programme**

- 7.1. The College's liability is to deliver the programme for which the student has applied, and not any given module in particular. The College will therefore endeavour as far as reasonably possible to deliver all programmes named on its website and in other promotional materials. However, if insufficient students enrol on a given programme or if other unforeseen circumstances arise, such as staffing changes, the College may choose to cancel or postpone the programme or part thereof.
- 7.2. In the unlikely event that the College does not provide your programme of study or significantly changes the content of your programme or method of delivery, then the College will notify you as soon as reasonably possible.
- 7.3. Where a programme of study is cancelled or postponed, the College will endeavour to 'teach out' students to the end of their programme in the first instance, or seek to provide a suitable replacement programme. You will be notified you of this as soon as possible.
- 7.4. If 'teaching out' is not possible and you do not wish to take up the replacement programme offered by the College or if the College is unable to provide you with one, then you will have the right to an appropriate refund of tuition fees and registration fees already paid.
- 7.5. Given the programme structure of intensive teaching weeks, College courses do not require residential status in the Salisbury area. The College does not assume any responsibility related to relocation or living arrangements costs incurred by students.
- 7.6. For more information, please see our Student Protection Plan.

## **8. Data protection**

- 8.1. The College holds information about all applicants to the College and all students at the College. The College uses the information from your application:
  - 8.1.1. To process your application, to collect feedback and to send you information about the College and its events;
  - 8.1.2. To deliver your programme of studies, to provide educational and support services to you, to monitor your performance and attendance, to collect feedback and for management activities such as strategic planning, statistical analysis, equal opportunities monitoring and maintaining our IT systems;
  - 8.1.3. Such other activities reasonably required by the College for the provision of its duties under this Contract.
- 8.2. The College is at times required by certain government agencies to disclose student information to third parties. Further information is available on request and, on commencement of their studies, students will be issued with a consent form and details of how to access the Student

Collection Notice about this data on the College's VLE, SarumLearn. If the College wishes to use or disclose your information for other purposes, we will inform you and ask for your consent.

- 8.3. If you do not register as a student of the College, the College will retain your personal information for the rest of the academic year for which you have applied plus one further academic year. Anonymised data about your application will be retained for at least 7 years as required for audit purposes by the Office for Students.
- 8.4. If you do register, your data will be managed as per the Student Contract signed upon registration.

#### **Document Information**

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Approval Date: 21 May 2021

Approved by: Sarum College Leadership Team

Date of Next Review: 21 May 2022