

University of Wolverhampton

Admissions Terms and Conditions

1. Introduction

In accepting an offer at the University of Wolverhampton (hereafter “the University”), a legal contract is formed between you (the applicant/student) and the University and the following terms and conditions (as well as course specific information provided at the time of your offer) forms the basis of this contract. This document therefore contains important information which you need to read carefully prior to accepting the offer to ensure that you understand its contents.

2. Regulations

In accepting this offer, and as a pre-condition of enrolment, you will abide by the University’s Regulations and associated policies as detailed at <http://www.wlv.ac.uk/about-us/governance/legal-information/policies-and-regulations/>

It is a requirement of continued study with us that, subject to satisfactory academic progression, you must re-enrol at the start of each stage of study. A pre-condition of re-enrolment is that you will abide by the University’s Regulations and associated policies as detailed at <http://www.wlv.ac.uk/about-us/governance/legal-information/policies-and-regulations/>

3. Right to cancel

In accordance with the Consumer Contracts (Information, Cancellation and Additional Charges Regulations) 2013 you have 14 calendar days from the date the University receives your acceptance of our offer in which to cancel your acceptance.

4. Complaints procedure

Applicants to the University, and those who have accepted their offer but have yet to enrol at the start of their period of study, may submit complaints via the Admissions Complaints Procedure <https://www.wlv.ac.uk/study-here/how-to-apply/about-admissions-/admissions-policies-and-regulations/complaints-procedure/>

Following enrolment, complaints may be submitted using the Students Complaints Procedure <http://www.wlv.ac.uk/current-students/conduct-and-appeals/complaints/>

5. Criminal convictions

Your offer may be subject to specific conditions relating to disclosure of criminal convictions. If you receive a criminal conviction after an offer is made, the University reserves the right to withdraw the offer. If the University establishes that you did not declare any convictions at a later date, it reserves the right to withdraw you.

For some courses, your offer may be subject to specific conditions relating to disclosure of criminal convictions and establishing Fitness to Practise. These will be detailed in the Entry Requirements. Fitness to practise has been defined as suitability to be recommended for entry onto the professional register without restrictions. Before you are made an offer you will be asked to make declarations about your health and your criminal record. These declarations allow us to give fair and reasonable consideration to your application. For these specified courses, under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 you are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974. Therefore you are not entitled to withhold information about

convictions which for other purposes are spent under the provisions of the Act. Please ensure that you make a full disclosure.

6. Disabilities

The University is committed to supporting applications and opportunities to study from all sections of the community, and is proud of its support for students with a range of disabilities and specific learning requirements. The University will support students with inclusive practices and reasonable adjustments as required through Student Support and Wellbeing (SSW): <https://www.wlv.ac.uk/study-here/student-support/student-support-and-wellbeing-ssw/>. In order to provide this support, the University requires that any student who has a disability should declare their disability as part of the application process and respond to reasonable requests from SSW to activate their support in a timely way.

7. Visa requirements

If you are a national of a country outside the European Union, European Economic Area or Switzerland and subject to UK immigration control, you may apply to the University for a Confirmation of Acceptance for Studies (CAS). The University will require documentation to demonstrate that you are in a position to make a valid visa application prior to a CAS being issued and this documentation must be provided prior to the advertised last CAS issuing date. The University reserves the right to refuse to issue a CAS when it is not satisfied that your visa application will be successful. You will need to demonstrate at the point of enrolment that you have valid leave to enter or remain in the UK and that this leave entitles you to study at the University of Wolverhampton.

8. Fees and payment

Fees are charged in each academic year based on the course and the number of credits registered and mode of study.

Applicants are responsible for checking their eligibility for tuition and maintenance fee loans. This information is available here: <https://www.gov.uk/student-finance>

Once you have completed all stages of enrolment, you are irrevocably confirming a place with the University and your liability to meet the standard tuition fees. Tuition fee liability commences on 14 calendar days after the start of your course.

Each student is required to ensure that all tuition and other academic fees due to the University are paid at the appropriate time as detailed at: <http://www.wlv.ac.uk/study-here/money-matters/how-to-pay/fee-liability-refunds-and-debtor-policy/#d.en.244434>

The University reserves the right to increase fee levels on an annual basis (in most circumstances this will broadly be in line with inflation). If any such sums remain unpaid by the required deadlines, the University reserves the right to withdraw the provision of any or all of the University's academic services and facilities, to prohibit progress to the next stage on a course of study or the award of a qualification until such debts have been paid in full.

Any failure to pay such debt to the University will result in the suspension or withdrawal of the service and the instigation of debt recovery proceedings. The University reserves the right to refuse admission to another course or entry into a new contract with any debtor.

9. Data Protection

The University uses your personal data as set out in its Data Protection Policy <https://www.wlv.ac.uk/about-us/governance/legal-information/corporate-compliance/data-protection/>

10. Courses and modules

The University will make all reasonable efforts to deliver the course (including its constituent modules) as described in our prospectus. It may be necessary for the University to vary the content or delivery of courses and modules, including teaching location, from time to time. Potential reasons include (the list is not exhaustive): changes in requirements of professional, statutory and regulatory bodies; changes in primary or secondary legislation; availability of suitably qualified staff; loss of funding; or insufficient student numbers.

The University will communicate all potential changes to applicants and current students as soon as practicable.

11. Termination

Subject to completion of any internal appeals or complaints procedure, this agreement is terminated and you will be withdrawn from the University if:

- a) You fail to meet requirements for academic progression on your programme of study
- b) Action is taken against you in accordance with the University disciplinary and academic misconduct procedures (including Fitness to Practice)
- c) You failed to meet other statutory or professional requirements deemed as pre-requisite for your study
- d) You provided the University with incomplete, false or misleading information, as part of your application
- e) You do not pay any relevant outstanding academic debts in accordance with clause 8 above
- f) You fail to engage with the academic requirements of your course of study, within 50 days of the course start date, following repeated and reasonable attempts by the University to contact you.

Upon termination, you will remain liable for any outstanding fees in accordance with the Fee Liability, Refunds and Debtors Policy (<http://www.wlv.ac.uk/study-here/money-matters/how-to-pay/fee-liability-refunds-and-debtor-policy/#d.en.244434>)

12. Intellectual property

The University has an IP Policy dealing with intellectual property created whilst you are a student at the University. Such IP will normally be owned by you. In certain limited circumstances such IP will be owned by the University, for instance to allow the University to protect and commercialise the IP from a project as a whole or to protect its charitable status. By accepting a place at the University, you are formally accepting the University's rights of ownership and rights to use and copy, as well as its policy on commercialisation and revenue sharing, as set out in its IP Policy.

<http://www.wlv.ac.uk/media/wlv/pdf/Intellectual-Property-Policy---Version-2---15-July-2013.pdf>

13. General matters

Neither you nor the University shall be liable for inability or delay in undertaking respective obligations if caused by circumstances beyond your or the University's control including but not limited to industrial action, weather events, or power failure.

This agreement between the applicant/student and the University of Wolverhampton is governed by English law and subject to the jurisdiction of the English courts. Only these two parties can enforce the agreement between them and Contracts (Rights of Third Parties) Act 1999 shall not apply.

