



**Northumbria  
University**  
NEWCASTLE

## Terms and Conditions of Offer 2020/1 - Online Pre-sessional Summer School

**Handbook of Student Regulations:** In addition to any conditions stated, your offer is also subject to the terms and conditions set out in this document and the University's [Handbook of Student Regulations](#). It is important that you read these in advance of accepting your offer. Your attention is particularly drawn to the Student Enrolment Conditions at Section 2. The Handbook of Student Regulations is updated annually, and the University may need to make changes to its rules, regulations, policies and academic standards for, improvement, legal or compliance reasons which may affect you. Where any change affects you, the University will use its reasonable endeavours to draw these to your attention. You will have the opportunity to read the Handbook of Student Regulations to review any changes to rules and regulation prior to enrolling.

By making this offer of a place at Northumbria University to you, we are initiating a contract for education services. If the offer is accepted by you, a contract has been made between yourself and Northumbria University. This means that we agree to reserve a place for you at the University for the Course specified in your offer and that we will allow you to enrol on this course if you meet our specified entrance requirements and any other conditions of enrolment as detailed in your offer letter.

**Admissions Policy:** The Northumbria Admissions Policy can be found at [www.northumbria.ac.uk/adpolicy](http://www.northumbria.ac.uk/adpolicy).

**Criminal Conviction Policy:** Your offer is made in line with the University and further details can be found in your offer letter and our [Criminal Conviction Policy](#).

**Your offer:** Your offer specifies information relating to the programme on which you have been offered a place, including the term dates, duration and tuition fees and is only valid for the intake stated. The offer has been issued on the basis of the information you provided, and the University reserves the right to withdraw an offer or a Confirmation of Acceptance for Studies (CAS) if it is found that:

- You have either provided false or misleading information; or
- You have omitted relevant information in your application; or
- You are unable to provide evidence/documentation to support information provided

**Your fee status:** Northumbria University regards you as an overseas student for fees purposes and your offer has been made to you on this basis. Please refer to the [finance section](#) for further information relating to fees.

**Your data:** At Northumbria we are strongly committed to protecting the privacy of personal data. To view the University's Privacy Notice please click [here](#). If you applied to the University via an intermediary such as an agent or sponsor, the University will normally communicate with the intermediary regarding your admission. The University reserves the right to pass information about your admissions and enrolment status and about your programme attendance if appropriate.

**Withdrawal, Suspension, and Interruption:** If you wish to withdraw, suspend or otherwise discontinue your studies you must follow the [Change of Circumstance process](#). The University does not allow students to defer their place once they have arrived in the UK. For details of the fees payable in these circumstances please see the Finance Section below.

**Disclaimer:** The University will use reasonable action not to make any changes to the Programme either before you start or during the academic year for which you enrol. However, there are occasions where some changes may be necessary to assist and support the proper delivery of educational services. Please refer to Section 2: Provision of the Programme in the [Handbook Student of Regulations](#) for further information

**Progression:** If your offer comprises more than one stage, level or year, progression from one level or year of your programme to the next is subject to your completing and passing the programme assessments for each level. If your offer includes a Pre-sessional English language programme you must attend the programme and obtain the relevant grades for progression to your target programme.

**Late Arrival:** Students should aim to arrive at the University in time to attend their enrolment and induction. You must enrol by the enrolment date specified in your letter. Students will not be allowed to enrol after the last enrolment

date. Details of how to enrol on your programme will be sent to you in advance of your programme starting and will inform you of any alternative arrangements that may be in place at that time.

## **Finance**

**TUTION FEES:** Tuition fees for your programme(s) are stated in your offer letter.

**Payment terms for Pre-sessional English Programmes:** Tuition fees for these Programmes are payable in full for each semester before or on enrolment. This payment is made in addition to the £5,500 deposit for your academic programme.

**Tuition Fee Refund Policy:** If you withdraw between four weeks after the start date of your programme and the end of your first semester a minimum of 50% of your tuition fees for the academic year are payable by you. If you withdraw after the end of your first semester, the full fees for the academic year are due.

**PAYING FEES:** If you wish to **pay by credit or debit card** please go to the University's Paying your Fees page <http://northumbria.ac.uk/sd/central/finance/epayments/>.

If you are unable to pay your fees by the due date, unfortunately you will be excluded from the University and the University will be obliged to report your non-attendance to UKVI. However, the University's aim is to allow students to undertake their studies without any unnecessary disruption. If you are concerned that you may have problems paying by the due date, please do not leave it until this date but contact the Ask4Help Team by e-mailing [ask4help@northumbria.ac.uk](mailto:ask4help@northumbria.ac.uk), as early as possible.

**Payments restrictions from countries with Economic Sanctions:** Due to economic sanctions the University has restrictions on receiving payments from the following countries:

- **Iran and North Korea** the University is unable to accept direct or indirect financial transactions into our university bank account any payments will be declined/returned.
- **Cuba, Venezuela, South Sudan, Syria and Crimea** the University is unable to accept financial transactions into our university bank account from the above countries without prior notification to the University. If you are planning on making a direct/indirect payment from one of the above countries, it is essential you inform the University prior to making the payment to avoid them being declined or returned. We will contact you to let you know once the payment can be made, so you do not encounter any problems.

**Joining a later intake:** If you are unable to join the University in the expected intake but are accepted for a subsequent intake your deposit and any additional payment of tuition fees you have made for the academic year will be carried over to the relevant intake and credited against your tuition fees.

**Sponsored Students:** If you have arranged for your fees to be paid in whole or in part by a recognised governmental or commercial sponsor you must provide proof of the sponsorship on or before enrolment to the University's Finance Department. In the event of a sponsor defaulting on payment it is your responsibility to pay the fees. In such a case you would be advised in writing that the liability had passed to you. If your financial sponsor is not recognised by the University, they will be required to pay your deposit before the University will issue any CAS.

**CANCELLATION AND REFUNDS:** You may cancel your place on the course/programme within 14 days of acceptance of your offer. If you cancel within this time period, you will be entitled to a **full refund** of any payments already made. If you cancel outside of the 14 days any deposit payments made are final and **non-refundable** except in any of the circumstances listed above. To cancel your place on the course please complete the cancellation form at [www.northumbria.ac.uk/cancellation](http://www.northumbria.ac.uk/cancellation). **Please note:** this form is only to be completed if you wish to cancel your acceptance to a course *after* accepting and making payments, please do not complete if you are simply declining our offer.

**Requesting a Deposit or Fee Refund (outside of the 14 days from acceptance):** If you meet any of the conditions set out above which mean that your deposit is refundable and subject to the University's agreement, you would receive a full refund of the deposit amount and of any additional tuition fees you had paid in advance for the academic year. To request a refund, you would need to provide details of why you are requesting a refund and attach the required documents/evidence to the University Office from which you received your offer.

Further, if you overpay your tuition or accommodation fees for the year a refund will be processed on your request. To request a refund, you would need to provide details of why you are requesting a refund and attach the required documents/evidence to the Ask4Help Team by e-mailing [ask4help@northumbria.ac.uk](mailto:ask4help@northumbria.ac.uk).



**Northumbria  
University**

NEWCASTLE

## YOUR NEXT STEPS

[Read all the important information \(All Students\):](#) It is important that you read all information regarding your offer to ensure that you understand offer and your responsibilities.

- Please read your offer letter in full and ensure you are aware of any actions that are required
- Please read the University's Terms and Conditions of your offer which can be found [here](#):

### Ensure your details are up to date (All students)

- The university must always hold up to date contact details for you, including a personal email address and up to date home/contact addresses.
- If any of your details change during your application, you must notify us immediately via the Applicant Portal.
- If you change your passport you should upload an updated copy as soon as possible via the Applicant portal.

[Accepting your Conditional Offer \(Conditional Offer holders\):](#) If you wish to accept your conditional offer, please do so via one of these methods

- Via the applicant portal using the Respond to Offer Button

By accepting the offer, you are confirming that you intend to study at Northumbria University and that you agree to the Terms and Conditions of offer.

**Provide evidence you have met the conditions (Conditional Offer holders):** Please ensure you provide us with relevant evidence to demonstrate that you have met the conditions set out in the offer letter as soon as possible. You can do this by:

- Uploading the required evidence to the Applicant Portal

Once the conditions have been met, we will be able to provide you with an **Unconditional** offer.

**Accept your Unconditional Offer (All offer holders):** If you have received an **Unconditional** offer and wish to accept it, you can do so via one of these methods:

- Via the applicant portal for non UCAS applicants

**By accepting your offer, you are confirming that you intend to study at Northumbria University and that you agree to the Terms and Conditions of offer.**

### Pay your Fees

- You are required to pay the full fee for your English Programme in advance of enrolment.
- You should pay in good time and allow time for the payment to clear before the enrolment date.
- The preferred and quickest method is to pay online [here](#)
- If you pay via an alternative method, you MUST include your full name and date of birth
- We advise you pay your deposit in one single payment.

### Sponsored students (If applicable)

- You should provide a valid sponsor letter as soon as possible.
- All sponsor letters must meet the university requirements listed [here](#)
- This letter should be uploaded to the Applicant Portal when prompted

### **Complete online Enrolment**

- You will need to enrol on your programme online.
- You will be sent details of how to complete these activities near to the start of your course.



**ACADEMIC TECHNOLOGY APPROVAL SCHEME (ATAS)**

Having an ATAS clearance certificate is a mandatory UK government requirement for **some** students who need Entry Clearance to study in the UK.

This affects you if:

- You plan to undertake **postgraduate** research in **certain science, engineering or technology disciplines**

**OR**

- You are applying for an Undergraduate course that leads to a Postgraduate qualification such as an enhanced MEng undergraduate degree.

To confirm whether you need an ATAS certificate, you will need the relevant CAH3 code that applies to your course. If your course at Northumbria requires ATAS, this will be indicated in your offer letter, along with the relevant code that you require.

**Please do not contact the ATAS Unit to ask which CAH3 code applies to your course. Only your HEI will be able to tell you this information.**

You **DO NOT** need an ATAS certificate if:

- You are a national of one of the following: - EU countries, the European Economic Area (EEA), Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland or the United States of America.

You **DO** need an ATAS certificate if:

- You require a Student Visa or Entry Clearance to study in the UK and are not a national of one of the above countries.

**You can find more information on ATAS, including the application form and what information you need to provide at:**

<https://www.gov.uk/guidance/academic-technology-approval-scheme#what-you-need-to-apply>

**BEFORE YOU APPLY FOR AN ATAS CERTIFICATE YOU MUST BE IN POSSESSION OF AN OFFER LETTER FROM A UK HIGHER EDUCATION INSTITUTION**

**IF YOU NEED AN ATAS CERTIFICATE AND YOU DON'T HAVE ONE YOUR STUDENT VISA APPLICATION WILL BE REFUSED.**

**IT IS YOUR RESPONSIBILITY TO CHECK IF THIS SCHEME APPLIES TO YOU.**