

TERMS AND CONDITIONS OF YOUR OFFER AT NORTHUMBRIA UNIVERSITY

Our offer is made subject to the terms and conditions set out in 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, details of which can be found on our website at www.northumbria.ac.uk/handbook .

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 business efficiency, 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 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. The Northumbria Admissions Policy can be found at www.northumbria.ac.uk/adpolicy.

Additional terms for courses involving a professional placement and/or access to children and vulnerable adults.

Please note that it will be clearly identified to you in your course information if your programme includes a professional placement and / or access to children or vulnerable adults. It is your responsibility to ensure that you comply with any additional terms of your offer in advance of the start of your programme. Failure to do so could prevent you from enrolling on the programme.

DBS Enhanced Disclosure

We will ask you to submit a disclosure request with the DBS which must satisfy clearance requirements. Further details will be sent to you by the DBS Team who will carry out the check on your behalf. It is your responsibility to submit your application in good time to ensure your clearance is received prior to registration for your course. For further details on the DBS Policy at the University please visit <https://www.northumbria.ac.uk/about-us/university-services/academic-registry/registry-records-and-returns/dbs-policy-and-procedures/dbs-information-for-students-and-applicants/> .

Occupational Health Clearance

You will need occupational health clearance prior to registering for your course. The Occupational Health Team at the University will contact you once you have accepted your place and provide you with further information on how to meet this condition. For healthcare courses you will be required to undertake a series of vaccinations to enable you to be fit for placement. It is your responsibility to ensure you attend relevant appointments to ensure you are clear prior to your first placement date.

Self-Declaration form

You will need to meet suitability and character requirements of the regulatory body that approves your programme of study. If you accept your offer, we will send you a self-

declaration form that you will need to complete and return. In a small number of cases applicants may be required to attend a fitness to practice panel to determine suitability for training.

APPEALS, COMPLAINTS AND THE COMMUNICATION OF PROGRAMME CHANGES

The University has an applicant appeals and complaints policy which can be found at www.northumbria.ac.uk/acpolicy. This is relevant where an applicant has concerns about how their application was managed.

The offer of place and your subsequent registration are made on the basis that the information supplied in your application is true and complete and that you hold the qualifications you have listed on your application. The University reserves the right to withdraw an offer of a place or to terminate your enrolment if information comes to light that an applicant/student has given false information on their application or has omitted to declare information requested. This also applies if your circumstances change after you have been made an offer which means that you no longer meet the programme's specific requirements.

In our drive to provide programmes that are academically excellent, professionally relevant and up to date with current research we do, on occasion, make changes to our courses following the production of the printed prospectus and other printed materials. Our pre-entry information is always intended as a guide to inform choice, with our most up to date information being available on our website.

If there are any important changes to the programme for which you have received an offer, we will communicate these to you in writing. We will always provide you with any relevant information that may inform your decision on which offer to accept, and will continue to do so up until enrolment. We will in particular highlight to you any important changes from the prospectus or other course promotional materials. If these changes are significant (for example a change of course title, significant change in course content or professional validation) we will ask for your express agreement to the change. If you are unhappy with our changes we will offer you the opportunity to be considered for an alternative programme or to withdraw your application.

RIGHT TO CANCEL

You have the right to cancel your acceptance of a place and enrolment contract within 14 days without giving any reason. The cancellation period will expire after 14 days from the day of the conclusion of the contract (ie 14 days following the date upon which you accept our offer of a place for your pre-enrolment contract or 14 days following the date of online enrolment for your enrolment contract).

If you have not yet enrolled on your course and you wish to exercise the right to cancel, you must inform the University of your decision to cancel this contract by completing the cancellation form at www.northumbria.ac.uk/cancellation or by sending a clear statement to bc.applicantservices@northumbria.ac.uk including your full name, date of birth and UCAS/UTT/University ID in the communication. Alternatively, this decision can be communicated by post to:

Applicant Services
Northumbria University

Pandon Building
NEWCASTLE UPON TYNE
NE2 1XE

If you have enrolled on your course and you wish to exercise your right to cancel, you must inform the University of your decision to cancel this contract by a clear statement as specified above, and you should communicate your decision via one of the methods stipulated.

To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

FEE LIABILITY

If you cancel (withdraw from your course) more than 14 days after online enrolment you will be liable for a proportion of the Annual Tuition Fee as set out in Section 13 of the Handbook of Student Regulations www.northumbria.ac.uk/handbook .