

# Apprenticeship Student Terms and Conditions

## Accessibility

If you would like a copy of these Terms and Conditions or any related documents in a different format, please refer to <https://www.keele.ac.uk/dds/> for further information about who to contact.

## A. Our Contract with you and how it is formed:

### 1) Definitions

Throughout this document the following words have the meaning defined below:

**Academic Services** : these are the services We will provide to you as part of the Contract as specified in more detail in paragraph 5 of these Terms and Conditions;

**Contract** : the legal agreement between the University and you which comprises the documents detailed at paragraph 2) and which comes into force as detailed in paragraph 3). The Contract will detail Our obligations to you (including Our provision to you of the Academic Services), and your obligations to Us

**Course Information the Programme Specification:** this document is sent to you with your Offer and provides an overview of your Programme. It should be used as the primary source of up-to-date information at the point you are considering Our Offer. If you have applied to study two subjects as part of your Programme (for undergraduate only), you will receive one Course Information Document for each subject;

**Offer** : Our offer of a place on a Programme sent to you as an Offer Letter, together with other important information about the Programme and this Contract;

**Offer Letter** : this will be the letter or email which forms part of the Offer;

**Programme** : programme of study or research leading to a University award or credit;

**University Regulations** : these document the University framework and rules for learning, teaching, research, assessment and other areas of the student experience including conduct and discipline, professional suitability and fitness to study. There are:

- general regulations, available here: <http://www.keele.ac.uk/student-agreement/> (along with guidance about how to find your way around these documents); and
- Programme specific regulations which will be referred to in the Course Information Document if any are relevant to your Programme;

**Terms and Conditions** : this document which forms part of the Contract;

**University / We / Us / Our** : these mean Keele University. We are officially known as the University of Keele, and we are a university established by the University of Keele Act 1962 (10 & 11 Eliz. 2 Ch Xv) and the granting of a Royal Charter in 1962, and based at Keele, Staffordshire, ST5 5BG in the United Kingdom;

**Tuition Fees** : the tuition fees payable in exchange for Us providing to you the Academic Services relating to Our delivery of the Programme, which apply for the duration of the Programme; For

apprentices, you employer is liable for the costs of tuition

**Additional Fees** : additional costs that will need to be paid in connection with your Programme (for example fees for activities that you will need to undertake to successfully complete all of your Programme). For apprentices, the responsibility for additional fees will be outlined in your Commitment Statement. You should not be expected to cover the costs of any mandatory elements of apprenticeship training.

**Other Fees:** any other costs, other than Additional Fees or Tuition Fees, that you may need to pay for any services that we may provide during your time with Us. These fees will relate to optional services We may provide, and which fall outside of the scope of this Contract (e.g. accommodation fees, sports facilities, graduation costs etc).

## 2) What makes up the Contract?

- a) The following documents will form the Contract:
  - the Offer Letter
  - these Terms and Conditions
  - the Course Information
  - University Regulations (for practical purposes these documents wouldn't normally be sent to you in hard copy but are readily available online at the links given in this document and where relevant, in the Course Information Document
  - the Intellectual Property Management Code of Practice(together the "Contract")
- b) The Contract will detail:
  - how we provide the Academic Services to you (including "Our Obligations");
  - details about the Tuition Fees;
  - details of any Additional Fees;
  - the duration of the Contract and how this Contract may be ended by You or by Us;
  - details of any conditions that will apply to you and
  - other important information about your time studying with Us on the Programme.
- c) The Contract becomes binding on you and Us from the time you accept the Offer (as detailed in paragraph 3) below and continues to apply for as long as you remain registered

on your Programme, unless terminated earlier as described in Section E below.

## 3) What is the process of offering a place, accepting the Offer and entering the Contract?

- a) We will send out the Contract documents detailed in paragraph 2) by email (or exceptionally by post, or as otherwise stated in paragraph 2(a) to you when We make an Offer of a place to you.
- b) You are advised to thoroughly read and check through the Contract documents sent to you. If you have any queries you should contact Us as detailed in the Offer Letter.
- c) Our Offer may contain specific conditions and/or requirements for admission onto and/or your continued registration on the Programme, and will either be a "conditional" or an "unconditional" offer. You must provide us with satisfactory evidence of your qualifications, and compliance with any additional conditions, when asked to do so by Us. If you fail to meet or fail to continue meeting any of these conditions, or if you fail to give Us reasonable evidence that you have met these conditions, We may end the Contract as set out in Section E.
- d) It is your responsibility to make sure that all of the information you give Us is true, accurate and complete and is not misleading, and that the same remains true, accurate and complete and not misleading, for the duration of the Programme. We have rights to end the Contract with you as described in Section E if you fail to comply with this requirement.
- e) You should check that you are happy with the contents of the Offer and all the terms identified in the Contract documents before accepting it. If you think there is a mistake in your Offer please notify Us immediately and ask Us to agree changes in writing.
- f) If you have applied to the University through UCAS then the Contract will come into force when you accept the Offer via UCAS by the deadline that UCAS stipulates.
- g) For direct postgraduate applicants and apprentices then the Contract will come into force once you accept via an email to admissions as detailed in your Offer Letter.
- h) In all cases, if you wish to accept the Offer, then you must do so within the time period specified in the Offer Letter or by UCAS as applicable. If you do not accept within this

time period then the offer may be withdrawn by Us. For non-UCAS applicants, We will confirm receipt of your acceptance.

- i) Once you have accepted the Offer then you have a right to cancel the Contract as detailed in Section E. You need to notify your employer if you intend to cancel.

#### 4) Your obligations

As part of the Contract between us, You agree to:

- a) comply with any conditions that are set out in your Offer, and you must comply with the requirements set out in Paragraphs 3(c) and 3(d) above.
- b) take responsibility for reading and complying with University Regulations. If you are in doubt about the obligations contained in these and how they relate to you and your studies, you should seek prompt advice from either relevant University staff or the ASK (Advice and Support at Keele) service in Keele Students' Union (see <https://keelesu.com/advice/> for details);
- c) take responsibility for your own learning, attend learning and teaching events specified by your schools; submit all assessments by the specified deadlines; attend all University examinations;
- d) pay any Additional Fees (where Additional Fees are stipulated to be paid by You in the commitment statement); Other Fees and any fines by the deadlines stipulated;
- e) purchase such equipment and books as needed for study and undertake travel or other requirements where you have been informed they will be necessary. The costs associated with the purchasing of equipment and books will be deemed to be Other Costs for the purposes of these Terms and Conditions unless covered by your employer. ;
- f) be required to enrol at the start of your programme to register with the University and then re-register in each subsequent academic year of your Programme if applicable;
- g) inform your employer first then your academic school in the case of a Leave of Absence (Regulation B.4) or Exceptional Circumstances (Regulation B.3);

- h) comply with Intellectual Property and Confidential Information.

Intellectual property is anything unique that you physically create and you may develop intellectual property as a result of work undertaken during your Programme and/or through the use of University resources. You agree:

- to be bound by the terms of our Intellectual Property Management Policy (see <http://www.keele.ac.uk/student-agreement/> for a copy of this policy)
- that all intellectual property rights in course material provided to you by Us as part of your Programme are owned by Us, or licensed to Us, and you agree to only use such material for your own study purposes in connection with your Programme.

If you are aware that information you receive is confidential or it could be reasonably understood to be confidential, you must not disclose this information to a third party.

- i) Comply with any Fitness to Practice and Professional Standards:
- You must comply with the requirements (including legal and professional requirements) of your Programme, including the disclosure of any spent and unspent criminal convictions and cautions, which may affect your registration status. If this is a requirement of your Programme, compliance with these requirements will be a condition of you remaining on the Programme. Full details of criminal convictions/cautions disclosure are set out in the Disclosure & Barring Service Policy and Procedure.
  - The University has a duty to ensure that Students registered on a Programme which (i) requires them to undertake practical training in a professional role in relation to patients, pupils, clients or service-users, (ii) where the end qualification provides a direct practising licence and /or (iii) the end qualification is a requirement for a licence to practice, meet the required professional standards. If you are studying on one of these Programmes, you will be subject to Regulation B.5 of the Student Regulations.

- If you fail to meet these obligations, we have the right to end this Contract in accordance with Section E.

j) Comply with any applicable Immigration Requirements:

We have legal obligations to comply with the requirements of UK Visas and Immigration (UKVI). International students must ensure that their visa status is up-to-date and assist the University in meeting its obligations to the UKVI. As part of this, we are required to report certain events or activities to the UKVI, including extensions or withdrawals to a Programme and non-engagement in a Programme. Full details about what you are required to do will be set out in Our Offer. If you fail to meet these obligations, We have the right to end this Contract in accordance with Section E.

k) Comply with any requirements related to English as a foreign language:

All non-native English speaking students are required to undertake a diagnostic English language assessment on arrival at Keele, to determine whether English language support may help you succeed with your studies. An English language module may be compulsory for some students during their first year at Keele. If you do not meet the minimum requirements as set out in the Offer by the end of your first year with Us, We have the right to end this Contract in accordance with Section E.

### Disability Support

If you have a disability or a long term health condition (including physical or mental health conditions), we encourage you to tell us as soon as possible, by contacting us at support.dds@keele.ac.uk to enable us to discuss support arrangements with you.

#### If you are experiencing difficulties:

You are responsible for maintaining your own health and wellbeing and taking necessary action if you are experiencing difficulties. This might include:

- seeking assistance from University support services (which includes Counselling and Mental health support; Student welfare; Residence Support; Wellbeing; Study Support;

Sexual Violence; Disability Support; and Bullying and Harassment) and/or

- seeking alterations to your study arrangements (in accordance with the paragraph below).

#### Changes in circumstances:

If your circumstances change and they affect your ability to complete part of your Programme and/or an assessment, you can submit a claim for **exceptional circumstances**. These are circumstances beyond your control which you could not reasonably have foreseen and acted upon and either (i) will prevent you from completing an assessment at or by a specified time or (ii) will have a significant negative effect on your performance in that assessment. If We accept your claim, this may lead to adjustments in deadlines and examination dates. Further details of the procedure to follow are found under Regulation B.3 of the University Regulations.

In serious cases, you may also be able to request a break in studies (called a **leave of absence**). This is a temporary suspension of your studies for up to 12 months' duration and more details are set out in Regulation B.4 of the University Regulations. You are required to talk to your employer in the first instance about such matters before referring to Regulation B.4. We may consider a request to defer your place with Us by one academic year or for you to take a leave of absence for part or all of an academic year. We are not under an obligation to accept any request for a leave of absence, and this is at Our absolute discretion. You should be aware that there may be changes to the Programme and/or these Terms and Conditions and/or the University's Regulations during the intervening period and, therefore, you may be required to join an alternative programme of study and asked to review the revised Course Information and/or a revised set of Terms and Conditions prior to taking up your deferred place or returning to your studies. If there are any changes to the Contract, please refer to Section B for how these could affect you.

#### Complaints and appeals:

We provide opportunities for students to raise concerns with their School(s) and/or University support services and, in serious cases, students are able to submit a formal complaint. You are expected to raise any concerns about your experience as a student and/or as a campus resident at the point you are experiencing difficulties. Details of Our complaints process can be found at Regulation B.7 of

the University Regulations. If you are unhappy with the outcome of your complaint and We have provided you with a "Completion of Procedures" letter, you may be able to refer it to the Office of the Independent Adjudicator (OIA). Full details of how the OIA works can be found here: [www.oiahe.org.uk](http://www.oiahe.org.uk).

We will provide you with opportunities to appeal the decision of University bodies, including decisions relating to your degree by the examination board. Please refer to:

<https://www.keele.ac.uk/sas/studentappealscomplaintsandconduct/> for more information about how We do this.

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## 5) Our obligations to provide the Academic Services

As part of the Contract, We agree to:

- a) deliver the Programme as detailed in the applicable Course Information
- b) provide library, e-learning and computing facilities that are accessible, suitable to students needs and available as advertised.
- c) provide an Exceptional Circumstances process that will ensure that as a student if you are affected by circumstances beyond your control which may affect your ability to submit work or attend an examination, you can submit evidence of such occurrences for fair and equal consideration.
- d) provide an appeals procedure for academic, fitness to practise, fitness to study and disciplinary decisions
- e) provide reasonable support and pastoral care services through the Keele Student Support and Development Services.

## 6) Specific or unusual obligations

Your obligations are contained within these terms and conditions or within the documents referred to in these terms and conditions (e.g. Regulations). We encourage you to make yourself aware of all the obligations but would specifically draw your attention to the following:

- a) Withdrawal from the University: Section E and the University Regulations detail circumstances where You may be required to withdraw from the University. The full list of Regulations can be found at

<http://www.keele.ac.uk/student-agreement/> along with a list of the specific regulations which refer to withdrawal from the University

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## B. How the Contract may change, and how changes could affect you:

### (a) Changes to Your Programme:

Your Programme will be delivered based on the information contained in the Course Information Document.

The University will use all reasonable efforts to deliver the Programme in accordance with the Course Information. However, you should note that the University undertakes a continuous review of its teaching and research provision to ensure Programmes are of a high quality. We always seek to balance flexibility within Our programmes with the effective management of Our resources across a diverse range of programmes. As a result of this ongoing review, where necessary and reasonable, We may need to make changes to the Course Information and so to your Programme from time to time. Where a change involves a change to the Course Information, We will refer to these as Major Modifications. Major Modification may include:

- Change of programme or Award title (even if the content remains the same);
- Core (compulsory) module(s) removed or added;
- Core (compulsory) module title changes;
- Changes to Programme assessment method listed in the Course Information ;
- Compulsory placement introduced or withdrawn;
- Removal or addition of an additional year (e.g. Placement year)
- Changes to credit requirements
- New compulsory Field trip introduced;
- Changes to additional costs that are within School or University control;
- Changes to specific course regulations.

(Note this list is not exhaustive)

Where changes are made that do not require a change to a Course Information, We refer to these as Minor Modifications. Minor Modifications may include the introduction of a non-compulsory

placement, or changes to individual assessments for example.

Examples of where it may be deemed necessary to make Major and Minor Modifications include but are not limited to:

- where it is necessary to reflect changes in the currency of knowledge in an area or practices around a subject or its delivery;
- as a result of decisions taken by external accrediting bodies or placement providers;
- where it is necessary to comply with a change in the law or government policy or to comply with any changes required by our regulators or by a professional, statutory or regulatory body;
- to improve the provision of Our services;
- to incorporate good practice;
- as a result of student feedback or performance;
- as a result of external examiner feedback;
- the departure or absence of a key member of staff;
- to accommodate and react to refurbishment and development work taking place at our campus facilities;
- following events beyond the University's control, as described in **Section E**.
- You should also note that choice of subjects may be limited by considerations of timetable, staffing or available places.

If We make Major Modifications in accordance with this section B, We will aim to keep the changes to the minimum necessary and will notify you of the change as soon as possible and, if you have any questions, work with you to understand the effect on your position.

We will take reasonable steps to minimise the impact of any Major Modification by providing reasonable and proportionate support which could include helping you find an alternative programme or institution or by offering you the chance to withdraw from the Programme. Should you withdraw from your studies during the course of an academic year, then you may be eligible for a refund of tuition fees in accordance with the arrangements described in **Section D** below.

If we need to make Minor Modifications, we will look to give you as much notice as possible, but we would not expect these changes to impact significantly on your Programme

## **(b) Changes to University Regulations:**

The University Regulations are living documents and are updated from time to time to reflect academic and sector good practice. We will notify you of any changes to University Regulations, at least on an annual basis, before you re-register for the next academic year.

We may need to make more significant changes to our Regulations which affect how your degree is awarded, such as changes to the academic thresholds that determine whether students have successfully completed each year of the Programme or the way that degree classification is calculated. If We need to make these types of changes, we will either:

- (i) only apply these to new entrants on to degree programmes and those students required to repeat a level of study, (either owing to failure at that level of study or following an approved period of leave), or
- (ii) apply to existing students as well as new students, if considered of benefit to existing student. In these cases we will consult with existing students before making any significant change.

In the case of i) above, if in these circumstances you are deciding whether to repeat a level of study, We will advise you of the revised University Regulations to help inform your decision-making.

## **(c) Other types of changes**

Please refer to **Section D** for information about changes to Tuition Fees and Additional Fees.

We may make changes to these Terms and Conditions, or to any other document referred to within them, at any time if:

- it is necessary to comply with a change in the law or government policy or to comply with any changes required by our regulators or by a professional, statutory or regulatory body;
- to improve the provision of our Academic Services;
- to incorporate good practice;
- to reflect changes in University processes.

Revised terms will normally be brought into effect from the following academic year, unless it is necessary or in the interests of the majority of students to do so earlier. The University will notify students as early as reasonably practicable of the changes and will assist students as much as is

reasonably possible to reduce the impact of any Major Modification changes made.

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## C. University Life

### Your accommodation:

If you have secured a place in University accommodation, this is subject to your continued registration with the University, and your rights to occupy University accommodation will end if this Contract ends. The specific terms and conditions regarding the provision of accommodation, the payment of accommodation fees and the responsibilities of both parties are detailed in a separate contract.

### Our campus:

We continuously invest in the quality of our campus facilities. Improvement works may be ongoing on campus during your time at the University. Redevelopment and refurbishment may cause some disruption, though We will undertake to minimise this wherever possible. Where any such redevelopment and refurbishment work will impact directly on the Academic Services we will deal with any change needed in accordance with Section B.

### Car Parking:

The University does not provide any guarantee of car parking as part of the Contract. Car parking is made available on a purely discretionary basis by the University and may be withdrawn at any time. Other Fees may apply to these services.

### Communication:

To make sure you are kept up to date by Us from time to time, you will need to review your University email account regularly, and use it as your primary means of communication with Us. Email will be used, for example, to advise you of practical arrangements associated with your classes, as well as formal communications such as confirmation of your module results, progression outcome and final award. If We need to formally communicate with you in relation to these Terms and Conditions, We will use your University email address.

You are responsible for providing the University with up-to-date information including your home address

and contact details. You will be required to use the on-line student portal, known as eVision, to amend your records. Prior to enrolling at the University, you will be provided with the required details to enable you to access the eVision system.

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## D. Financial Matters

### Fees:

Your employer will be responsible for paying the Tuition Fees in connection with your Programme, as outlined in your commitment statement. If any Additional Fees apply then these will normally be payable by your employer unless your commitment statement details otherwise.

### Leave of absence:

Students taking a break in studies approved and agreed by their employer and the University will maintain their registration status providing they communicate with the University according to stated timescales and provide the necessary documentation requested by the University to re-engage with their studies.

Apprentices wishing to take a break from studies must notify their employer. The University requires written confirmation from your employer to agree any changes to programme attendance and registration.

### Payment terms:

#### For apprentices:

Your employer will pay tuition fees on a monthly basis using their digital account (Levy paying employers) or a combination of digital account and invoicing (non-levy paying employers).

### Tuition Fees do not include the following:

- Additional Fees, which are those additional costs associated with your studies, which are mandatory, further details on which are included in the Course Information Document or Offer Letter as applicable. As an apprentice we would normally expect your employer to cover Additional Fees. Details of this will be included in your Commitment Statement.

- Other Fees, which include (this is not an exhaustive list):
  - Printing and photocopying
  - Accommodation fees
  - Costs that you may agree to pay to the University or third party providers operating concessions or providing other services at the University, including, for example, leisure activities, clubs, sporting activities, shops
  - Expenses associated with graduation e.g. gown hire, refreshments, your travel expenses.

Costs associated with other optional services are not part of this contract

**Debts:**

In accordance with our Regulations, we shall be entitled to withhold or delay the conferment of academic awards, withdraw facilities from, terminate the registration of or refuse to enrol or re-register persons who owe academic-related monies. Our response will always be proportionate to the level of debt you owe to the University, and will only be taken where Our attempts to recover those debts using Our debt recovery processes have failed. We will always look to apply our own processes before engaging with any third party debt recovery service.

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## E. Legal Provisions

**Liability:**

We will be liable to you for any loss or damage you suffer that is a foreseeable result of Our breach of this Contract or if We fail to carry out Our obligations under this Contract to a reasonable standard, but not to the extent that such failure is attributable to your own fault or the fault of a third party that is not within our control. We will not be liable for loss or damages which were not foreseeable. Losses are foreseeable if they were an obvious consequence of Our breach or if they were contemplated by you and Us at the time We entered into this Contract. Such losses or damages do not extend to any element of the Tuition Fee or Additional Fees which have been paid by or or due to be paid by the Employer.

1. We do not exclude or limit in any way Our liability for:
  - death or personal injury caused by Our negligence or the negligence of Our employees, agents or subcontractors;
  - fraud or fraudulent misrepresentation; or
  - any other matter which We are not permitted to exclude or limit Our liability for by law.

Whilst the University takes reasonable care to ensure the safety and security of its students whilst on the University's campus and/or whilst using the University's services, the University cannot accept responsibility, and expressly excludes liability, for:

- any damage to your property (including to vehicles and bicycles parked on campus or at other parking locations as designated by Us and to personal equipment such as mobiles, tablets and laptops) unless caused by Our negligence. You are advised to insure your property against theft and other risks;
- work submitted for assessment that is not returned, unless otherwise expressly agreed at the time of submission;
- personal injury or death except in so far as it is caused by Our negligence;
- loss of opportunity and loss of income or profit, however arising.

For the avoidance of doubt, the University shall not be held responsible for any injury to you (financial or otherwise), or for any damage to your property, caused by another student, or by any person who is not an employee or authorised representative of the University.

**Events outside Our control:**

We will not be liable to you for events outside Our control which We could not have foreseen or prevented even if We had taken reasonable care. Events outside of Our control include:

- industrial action;
- over or under demand from students;



- staff illness;
- significant changes to Our funding or to government direction to higher education;
- severe or adverse weather including flooding;
- fire;
- terrorism;
- civil disorder;
- political unrest;
- government restrictions;
- the actions of your employer
- concern with regard to the transmission of serious illness.

In such circumstances, We reserve the right to change or cancel parts, or all, of your Programme, but the University will assist students where reasonable to reduce the impact of the event.

### **Ending this Contract:**

#### *Our rights to end this Contract*

We may end this Contract with immediate effect in writing to you and your employer and withdraw you from your Programme (or be entitled to refuse to register /re-register you on your Programme), in any of circumstances listed below.

**Withdrawal** from your Programme means that you will no longer be registered as a student and you shall be required to stop studying on your Programme and leave the University immediately (but you may still be liable for Fees). Reasons for withdrawal include:

- You do not meet (or continue to meet during your attendance on the Programme) any conditions for your Programme as set out in Our Offer;
- You provide Us with fraudulent information or information which is untrue, inaccurate, incomplete and/or misleading;
- If, in Our reasonable opinion, you have failed to supply Us with all the relevant information relating to your application;
- If, in Our reasonable opinion, any qualification or status has been obtained by fraud;
- You do not register or re-register within prescribed timescales provided to you in advance;
- Between accepting an offer and starting your Programme, there is a change of your circumstances which, in Our reasonable opinion, makes it inappropriate for you to study on your Programme;
- We become aware of information about you which We did not previously know and which,

in Our reasonable opinion, makes it inappropriate for you to study on the Programme;

- As permitted by the University Regulations, including in accordance with Our disciplinary or fitness to practise procedures or by a decision of an examination board based on your academic performance;
- You fail to comply in a material way with any of your obligations set out in these Terms and Conditions and in Our Regulations;
- You are expelled from, refused admission or membership to, or fail to maintain any mandatory membership with any organisation with which you are required to attend or be a member of as part of your Programme;
- If you are convicted of an indictable offence in the UK or an equivalent offence in any other country;
- Where your behaviour, in Our reasonable view, represents a significant risk to the health, safety or welfare of yourself or others;
- Your continuing registration with the University puts Us in breach of any of Our legal obligations to comply with UK immigration or other requirements;
- Your employer has persistently failed to pay your tuition fees
- You do not, in the case of being offered a repeat year, confirm your wish to repeat the year by the specified deadline.

If We end this Contract for one or more of the reasons listed above, this will not restrict Our ability to take any action against you that We have a right to take.

#### *Your right to end this Contract*

This Contract may be ended by you at any time if you wish to leave the University and these Terms and Conditions will cease to apply – subject to the agreement of the employer.

### **Your legal right to cancel:**

After you have accepted the Offer (as detailed in Section A), you have a legal right to cancel the Contract by informing Us within 14 days (the “Cancellation Period”).

***Prior to cancelling you must discuss your decision with you employer and your employer must confirm to us the decision that has been reached.***

If you wish to cancel the Contract within the Cancellation Period, you must notify Us by either sending to Us the cancellation form at Appendix 1 of these terms, or by making any other clear statement to Us stating your decision to cancel the Contract. You may also email Us at admissions@keele.ac.uk and entitle your e-mail "cancellation". Please provide your Keele ID number and your Programme details.

To meet the cancellation deadline, it is sufficient for you to send your communication before the Cancellation Period has expired. Unless you are due to start your course within the Cancellation Period, if you cancel the Contract within this Period, We will refund you any Fees that you may have paid to Us as soon as possible, but in any event, no later than 14 days of you notifying Us of your wish to cancel the Agreement. We will refund you any sums due using the same payment method that you used to pay the Tuition Fees.

We may start to provide you with your Programme before the end of the Cancellation Period if, for example you are only applying to Us very soon before the Programme is due to start. If you have started your Programme before the end of your Cancellation Period this will not prevent you from cancelling the Contract during that Cancellation Period. However, if you decide to cancel the Contract once We have started to provide these Services to you, then We will be entitled to deduct from any refund a fair amount to reflect the benefit of the Programme you will actually have received until you notified Us of your wish to cancel.

Further details about how you can cancel your Contract within this 14 day cancellation period is set out in the Offer.

#### **General legal provisions:**

These Terms and Conditions, the University Regulations and the Course Information and the Offer are intended to be mutually explanatory. In the event of a discrepancy, then the order of precedence shall be (1) these Terms and Conditions; (2) the University Regulations; (3) the Course Information ; (4) the Offer.

This Contract is personal to you. You cannot transfer it to a third party. A person who is not a party to this contract (including, without limitation, any third party responsible in whole or in part for payment of your

tuition fees) shall not have any rights under or in connection with it.

Each of the paragraphs of these Terms and Conditions operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.

If We fail to insist that you perform any of your obligations under this Contract, or if We do not enforce Our rights against you, or if We delay in doing so, that will not mean that We have waived Our rights against you and will not mean that you do not have to comply with those obligations.

We may transfer Our rights and obligations under this Contract to another organisation, and We will always notify you in writing if this happens, but this will not affect your rights or our obligations under this Contract.

#### **Law and Jurisdiction:**

Contract shall be governed by English law. You and We both agree to submit to the non-exclusive jurisdiction of the English courts. However, if you are a resident of Northern Ireland you may also bring proceedings in Northern Ireland, and if you are a resident of Scotland, you may also bring proceedings in Scotland.

**Appendix 1**

Model Cancellation Form

To Keele University Admissions Department

I hereby give notice that I cancel my Contract in connection with the following programme:

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Offer letter dated:

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Name of student:

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UCAS and/or Keele ID number:

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Signature of student:

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Date:

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