

TERMS & CONDITIONS OF ENROLMENT FOR 2022/23

TERMS & CONDITIONS OF ENROLMENT FOR UNDERGRADUATE, POSTGRADUATE & ALL OTHER STUDENTS ENROLLING WITH THE UNIVERSITY OF BOLTON (INCLUDING AT FRANCHISE CENTRES)

Important Notice: Set out below are the University of Bolton's Terms & Conditions of Enrolment for all students who wish to study at the University. These Terms & Conditions of Enrolment together with the University's Student Admissions Policy, Course Fees Policy, other Rules, Regulations, other provisions and requirements and other policies and procedures of the University which apply to students, will form an essential part of the contract between the University of Bolton and you (the student). If you are a continuing student, you will be required to make yourself aware of the most recent version of these documents and to read and accept for each year of your study the current version of these Terms & Conditions of Enrolment, which will be an update to your continuing contract.

As part of the enrolment process, you will be asked to carefully read and understand each condition below; please note that after reading each condition you will be asked to tick an acceptance box to indicate your agreement to that condition. The enrolment process will be concluded once you have ticked each and every acceptance box to indicate your agreement to these Terms & Conditions of Enrolment and the University will then confirm to you completion of your enrolment to study. If you decline to accept each condition of enrolment you will not be considered as enrolled and you will be considered as wishing to terminate your contract with the University – in which case you will not be entitled to attend classes and/or have access to the University's services and facilities.

Please be aware that it is your responsibility to apply to Student Finance England for a tuition fee loan to pay for your course fees at the University, if this is the method by which you choose to pay. To ensure your funding arrangements are in place, you are advised to promptly submit your application to Student Finance England as soon as you know the details of the course you are to study. You do not have to wait until you have received your offer to study from the University. The University is not able to make an application to Student Finance England on your behalf. Further information on tuition fee loan funding can be found at:

www.direct.gov.uk/studentfinance

Cancellation – At enrolment the University agrees to provide educational services and you will become liable to pay tuition fees. You are entitled to cancel this contract, without reason, any time up to 14 calendar days after enrolment and can use the [Enrolment Cancellation Form](#) to do so. The 14 calendar days is calculated from the day after the student completes enrolment or 14 calendar days from the day after the published start date of the course, whichever is the latest.

If you cancel within 14 calendar days of enrolment in accordance with above, the University will refund any monies paid by you or your sponsor at enrolment. The University will make the refund using the same means of payment as you used for the initial transaction and the money will be sent to the same person or organisation who made the initial payment to the University.

In the event that you do not cancel your enrolment within the 14 calendar days in accordance with the above then you will be deemed to have read and accepted these Terms & Conditions of Enrolment. If you commence attendance on a course of study prior to enrolling or during the cancellation period you will be liable to pay the University an amount in accordance with the Course Fees Policy 2022/23 until you communicated cancellation to the University.

Below are the statements that you will be asked to read and accept as conditions of your enrolment at the University of Bolton ('the University') which form an essential part of the contract between us for your course of study at the University.

if I am adversely affected by any change to my course.

6. I understand and accept that external factors such as a pandemic, industrial action or other circumstances beyond the control of the University, may make it impossible for the University to provide those education services offered. For this reason, the University may have to make variations and will make every effort to minimise any disruption that may result from such changes and will seek to provide fair and reasonable remedy to those adversely affected by such disruption.
7. I understand and accept it is a condition of my entry on to the course, and my subsequent continuation in each Academic Year, that I formally enrol for each year of study using the University's on-line enrolment process.
8. I understand and accept that as a student of the University I will be required to pay various fees for the relevant Academic Year as set out in the University's Course Fees Policy. The first year's course fees and total fees for the normal duration of my course are as set out in my offer letter.
9. I understand and agree to comply with the University's Course Fees Policy which is reviewed and updated each Academic Year and is available in the Student Information – Policy Zone (accessible via: <https://www.bolton.ac.uk/about/governance/policies/student-policies/> and will pay all fees due by the dates specified by the University. **I accept that it is my ultimate liability to pay for all fees incurred by me for each Academic Year I study at the University irrespective of any sponsorship or other support that I may have.**
10. I understand and accept that it is my responsibility to pay my course fees and I understand that I must apply promptly to Student Finance England for a tuition fee loan up to the amount charged by the University if this is the method by which I choose to pay. If I fail to apply, am ineligible to receive a tuition fee loan, or choose to pay my course fees myself, then I understand that the course fees incurred in each Academic Year of study will need to be promptly paid by me in full by the dates specified by the University.
11. **I understand and accept that, as set out in the Course Fees Policy (available in the Student Information – Policy Zone at: <https://www.bolton.ac.uk/student-policy-zone/> if my course fees are not fully paid then I may be subject to a range of actions up to and including being withdrawn from my course, being prohibited from attending the University's Degree Congregation and having my final results transcript and award certificate withheld.**
12. I understand and agree that should I enrol on a course with an industrial placement year

special category and criminal convictions and offences personal data, contained in my student record, obtained from me or other people or agencies whilst I am a potential, current or past student of the University as set out in the current Data Protection Policy and Student Privacy Notice that explain how the University collects, processes and uses personal data, available in the Student Information – Policy Zone (accessible via <https://www.bolton.ac.uk/student-policy-zone/>). I understand and I am fully aware of the University's policies relating to data protection.

I understand that in some circumstances, it may be necessary for the University to transfer my personal data to a country outside the UK and European Economic Area (for example, if I undertake a course in such a country, or that is my country of origin) and that by completing this on-line enrolment I consent to the transfer of data in these circumstances and for those purposes.

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of study at the University, then I will need the University's consent to do so which will be provided on the basis that I satisfy all the new eligibility criteria for the course and that I accept that I will need to enter into a new contract with the University to facilitate my transfer. I understand and agree that I will not be entitled to a 14 calendar day "cooling off period" when transferring to a new course, level or mode of study at the University. I further confirm that I have made myself aware of all relevant information relating to my proposed new course, level or mode of study prior to requesting the transfer.

25. I understand and agree that if I am withdrawn from my course of study at any time then my contract with the University will cease.
26. I understand and agree that by completing this on-line enrolment I declare my intention to commence study and I will immediately inform the University if I subsequently cease to attend at the University.
27. Finally, I accept and agree that these Terms & Conditions of Enrolment shall be governed by English law and jurisdiction.

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