



Terms and Conditions of Offer: Entry in the 2011/12 Academic Year

In addition to any conditions stated in your offer letter, the following terms and conditions apply to all offers of admission to Distance Learning programmes offered by Northumbria University in the UK.

1. Your Offer

Your offer letter specifies information relating to the programme on which you have been offered a place, including the term dates, duration and the tuition fees. It is only valid for the intake stated.

2. Fee Status

Northumbria University regards you as an overseas student for fees purposes and your offer has been made to you on this basis. Places for UK and EU students are restricted and fill quickly. Please note that should your fees status change before you begin your course, it may not be possible to offer you a place as a home fee payer if there are none available.

3. Progression

If your programme comprises more than one level or year, progression from one level of your programme to the next is subject to your completing and passing the programme assessments for each level.

4. UK Student Visa

If you are not a UK national and require a student visa to study in the UK, you need to be aware that enrolment on this Distance Learning course will not enable you to obtain such a visa.

Please note: As there is no requirement for students to enter the UK to study this course, Northumbria University will not issue a Confirmation of Acceptance for Studies (CAS) for the purpose of visa applications for students enrolling on it.

5. Enrolment

Online enrolment instructions will be emailed to you near the specified start date of the programme, as detailed in your offer letter. If you have not already provided an email address on your application form, please contact the International Admissions Team to do so.

6. Role of Agents

If you applied to the University via an agent or institution the University will normally communicate with you about your admission via the agent/institution. The University reserves the right to pass information about your admissions and enrolment status and about your programme attendance to the agent / institution which referred your application.

7. Tuition Fees

Tuition fees for your programme(s) are stated in your offer letter for the 2011/12 Academic Year. For further information about our fees payment conditions please read Appendix 1.

8. Latest Enrolment

You must enrol online at the University website no later than the enrolment deadline date stated in your offer letter and enrolment instructions. If a date has not been specified in your offer letter, please contact the International Admissions Team for guidance. If for any reason you think you may not be able to enrol by the deadline please contact the International Office urgently for advice. In the unlikely event that you are given permission to enrol on the course after the start of term, the University is not responsible for any difficulties you may experience as a result of late enrolment.

9. Withdrawal, Suspension and Interruption

If you withdraw, suspend or otherwise discontinue your studies you must follow the University's relevant procedures. For details of the fees payable in these circumstances please see Appendix 1.

10. Handbook of Student Regulations

In addition to these terms and conditions, all applicants and students are required to abide by the Handbook of Student Regulations which explains students' rights and obligations. It covers areas such as enrolment, disciplinary rules, credit control and complaints procedures. Please note in particular the Student Enrolment Conditions which form the basis of your contract for tuition with the University. The Handbook can be found on our website at this URL (http://www.northumbria.ac.uk/sd/central/uso/stud_reg_handbk/?view=Standard). If you cannot access the Handbook on our website please request a copy from the International Office or the relevant Regional Office. In the event of any conflict between the Handbook and these Terms and Conditions, the Terms and Conditions take precedence.

11. Disclaimer

The University cannot guarantee to provide the programmes and services described in offer letters and in its publicity material. In the very unlikely event that your course is cancelled the University will make all reasonable efforts to inform you in good time.

Appendix 1

How to Pay

You may pay your deposit by bank draft, or by credit/debit card via the Northumbria on-line payment facility.

If you received your offer from one of the University's Regional Offices (in Delhi, Kuala Lumpur, Bangkok or Beijing) you should contact that office for advice on payment and you will be issued with a receipt from that office.

If paying by **bank draft** the draft must be in Pounds Sterling, drawn on a UK bank and made payable to "Northumbria University". If you have applied via the University's Regional Office or via an authorised Northumbria representative they will accept your draft on the University's behalf. A list of our Regional Offices and authorised representatives can be found on the Northumbria website: (www.northumbria.ac.uk/international).

If you wish to **pay by credit/debit card** please go to the Pay Online link on the University's home page (<http://www.northumbria.ac.uk/sd/central/finance/epayments/>). You will receive an e-mail acknowledgement containing an Order Number. When you send your **Deposit Payment Form** (see below) please include the order number on the form and your applicant reference number.

Late Payment

If you are unable to pay your fees by the due date, unfortunately you will be excluded from the University permanently and will not be allowed to rejoin the programme even if your fees are paid in full. 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 contact our Finance Department for advice as soon as possible before the deadline.

Refund Policy

Please note that under the University's policy on refunds a minimum of 50% of your tuition fees for the academic year are payable by you if you withdraw between four weeks after the start date of your programme and the end of the first semester. If you withdraw after the end of the first semester, the full fees for the academic year are due. For further details please refer to the section "Withdrawal from a programme of study" in the Credit Control and Debt Management Policy in the Handbook of Student Regulations (available at http://www.northumbria.ac.uk/sd/central/uso/stud_reg_handbk/?view=Standard).

Insurance for Loss of Fee Payments

Please note that you should consider taking out insurance in advance of making any payment if you wish to insure yourself against unforeseen circumstances which may result in the loss of your fee payment. Endsleigh Insurance (www.endsleigh.co.uk) is one company which provides student insurance or you may wish to use an alternative company.

Payment by Sponsor

If you have arranged for your fees to be paid in whole or in part by a 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.

Handbook of Student Regulations

In addition to this Appendix please also refer to the Credit Control and Debt Management Policy in Northumbria University's Handbook of Student Regulations.