

Terms and Conditions of Distance Learning Offer:

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.

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 Visas

If you are not a UK national but intend to study a distance learning programme whilst in the UK you will need to ensure that you have the appropriate entry clearance to allow you to do this.

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 study on a distance learning programme.

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. Your application

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.

By proceeding with your application you are consenting to your data being processed by Northumbria University (as Data Controller) and Hobsons PLC (acting as Data Processor). Your data will be used for the purposes of handling your application and sending you information about Northumbria University relevant to your application. Neither Northumbria University nor Hobsons PLC will pass your details on to any third party except for any intermediary as referred to above. As a Data Subject you can opt-out of communications from Northumbria University and Hobsons PLC at any point by writing to International Development, Northumbria University, Room 4.18 4th Floor, Sandyford Building, Newcastle upon Tyne NE1 8QE or emailing 'international@northumbria.ac.uk'.

7. Tuition Fees

Tuition fees for your programme(s) are stated in your offer letter. 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/vc/leservteam/stud_reg_handbk/ . 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

Paying Fees on Time

If you are unable to pay your fees by the due date, unfortunately you will be excluded from the University, however, the University's aim is to allow students to undertake their studies without any unnecessary disruption, therefore if you are concerned that you may have problems paying by the due date, please do not leave it until this date but contact our Finance Department for advice as early as possible.

Withdrawing from your course

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.

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/vc/leservteam/stud_reg_handbk/)

If you cancel your place on the course/programme within 14 days of accepting your offer you will be entitled to a **full refund** of any payments already made. If you cancel outside of the 14 days any payments made are subject to the rules stated in the previous paragraph.

To cancel your place on the course, within 14 days of acceptance, please complete the cancellation form at www.northumbria.ac.uk/cancellation. Alternatively there is a copy of the form attached to this document (Appendix 2); please complete and return to us as per the instructions on the form. If you have any questions on this or wish to cancel your offer by telephone please call international admissions on 0191 243 7906.

Please note: this form is only to be completed if you wish to cancel your acceptance to a course *within 14 days* of accepting and making payments – please do not complete if you are simply declining our offer.

Refund of Overpayments

If you overpay your fees for the year any refund due will be processed. However, due to financial regulations refunds cannot be paid to the student directly if the overpayment is more than £500. Any refund due of more than £500 would be paid to the original account from which it was received.

Bank Transfers

Please use the information below when making a Bank Transfer payment and **always quote your Student Reference Number and your name**. Please note, if your Bank Transfer is made in the name of another person for example a relative, this can cause considerable delays in processing.

Bank	Barclays Bank PLC
Branch	City Office, Percy St, Newcastle upon Tyne, NE1 4QL
Account Name	University of Northumbria at Newcastle, No. 1 A/C
Sort Code	20-59-42
Account Number	00909297
IBAN Code	GB63 BARC 2059 4200 909297
SWIFT Code	BARC GB22
BIC Code	8030

Debit Card Payments

If you wish to **pay by debit card** please go to the Pay Online link on the University's home page <http://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.

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.

Appendix 2



CANCELLATION FORM

I hereby give notice that I would like to cancel the following service:

Name of Service : Ordered/Received on*:
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*please include date of last correspondence from the University

Personal Details	
Name:	
Address:	
Signature:	Date:

Please return this form to:

**Admissions
Northumberland Building
Northumberland Road
Newcastle upon Tyne NE1
8ST**

Alternatively you can also cancel by one of the following methods:

Telephone:

You can confirm your wish to cancel by telephoning Admissions on 0191 227 3341.

Email

If you would prefer to email us then you can write to er.admissions@northumbria.ac.uk.

Please include your name, student ID and date of birth.

This form is also available on our website at www.northumbria.ac.uk/cancellation.