

DEGREE STUDIES AT WEST SUFFOLK COLLEGE

GENERAL TERMS AND CONDITIONS FOR OFFER FOR APPLICANTS

Information You Provide

1. You will engage in a contractual relationship with West Suffolk College upon acceptance of an offer of a place.
2. An offer from Degree Studies at West Suffolk College, on behalf of a partner validating body or awarding organisation and any subsequent enrolment is made on the basis that the information supplied by you is accurate and complete. You must disclose any relevant information relating to current or previous study and circumstances, it is your responsibility to provide full and accurate information and to notify the College of any changes, within a reasonable time frame. The information provided in your application will form part of your student record whilst enrolled.
3. Degree Studies at West Suffolk College will communicate with you by email, letter, phone or text, depending on the contact information you provide on your application. You must regularly check your correspondence and inform Degree Studies at West Suffolk College if there are any changes to this information. It is your responsibility to comply with deadlines/communication associated with your application.
4. Unless your results are transmitted to Degree Studies at West Suffolk College via UCAS or a partner HEI of the college or confirmed by your school or college when you apply, you will be required to produce satisfactory evidence of your qualifications. You must provide us with an original transcript or certificate; or by agreement with the Degree Studies Office a clear and legible copy that has been authenticated by the issuing organisation or other authorised person.
5. If you are transferring credits to Degree Studies at West Suffolk College from prior study, we will require evidence of a satisfactory original or certified copy of any transcripts prior to your enrolment. Consideration for admission will be given in accordance with the Recognition of Prior Learning Policy.
6. As part of your application, you will be required to declare any relevant criminal convictions as defined by the Criminal Convictions Policy. If a criminal conviction is not declared and subsequently becomes known, this will be treated in accordance with Degree Studies at West Suffolk College Criminal Convictions Policy and could result in withdrawal of an offer or from the course.

Amendment to Offer

7. Degree Studies at West Suffolk College reserves the right to withdraw your application, if you fail to make contact or respond to the institution by the stated deadlines in the Degree Studies at West Suffolk College Admissions Policy; provide requested information; and/or fail to attend interview/portfolio review.

This information is provided for the reference of students considering entry to Degree Studies at West Suffolk College in 2020-21, and who are applying during the 2019-20 Admissions Cycle (from 1 September 2019)

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8. Degree Studies at West Suffolk College reserves the right to withdraw or amend the offer of a place or terminate, without liability, the enrolment of applicants who falsify, plagiarise or misrepresent their application details in any respect. Degree Studies at West Suffolk College may convene a panel to consider the suitability of applicants at any stage of the admissions process. We follow the Universities and Colleges Admissions Service (UCAS) procedures on fraudulent statements and omissions.

9. Degree Studies at West Suffolk College reserves the right to amend or withdraw the offer of a place or terminate, without liability, your enrolment if unsatisfactory references are received or if you fail to meet any of the conditions specified in your offer.

10. If you wish to withdraw your application or terminate your acceptance of an offer, you must inform Degree Studies at West Suffolk College as soon as possible. If you do not communicate your decision in writing, Degree Studies at West Suffolk College will contact you to request written confirmation of your decision.

11. Degree Studies at West Suffolk College may withdraw or suspend a course in the circumstances set out in the relevant Admissions Policy. Students affected will be contacted as early as possible and will be given the right to withdraw their acceptance of the offer and receive a refund. More information about the reasons for the withdrawal or suspension of a course, and how applicants will be supported, is available in the Degree Studies at West Suffolk College Admissions Policy.

Accepting an Offer

12. If you accept our offer of a place you are confirming that you agree to fulfil the attendance requirements of the programme.

13. Any offer of a place on a course which leads to professional status is for a programme of study only and does not guarantee eventual registration to practice or registration with the relevant professional body.

14. You agree, as a condition of accepting the offer and enrolling at Degree Studies at West Suffolk College, to be aware of, and comply with, Degree Studies at West Suffolk College's policies, rules, regulations and procedures ('the Regulations'), as amended and approved from time to time. Applicants should note that information about Intellectual Property is contained within Degree Studies at West Suffolk College General Regulations.

15. Degree Studies at West Suffolk College has a duty to enrol any applicant who has accepted an offer and fulfilled relevant entry conditions, delivery of the chosen programme of study in accordance with the description provided, and provision of relevant facilities and assessments/award in accordance with Degree Studies at West Suffolk College Policies. Any changes to courses required during the course of study, will be made in consultation with current students.

16. Unless alternative, written agreements have been made between an individual and Degree Studies at West Suffolk College, this Agreement will be interpreted in accordance with

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English Law.

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