

Bury College
Terms and Conditions for the Provision of Higher
Education Courses for Consumers



Scope

This document sets out the terms and conditions for higher education courses delivered at Bury College University Centre which are validated by one of the following awarding bodies:

- The University of Bolton
- The University of Cumbria
- Pearson

Accepting a place on a higher education course has a cost implication and creates a financial commitment in terms of tuition fees and any other loans an applicant may access. Applicants must therefore understand:

- Bury College's higher education admissions policy
- The implications of accepting a place on a higher education course at Bury College
- Bury College's fees policy
- Bury College and awarding bodies policies and academic regulations

1. Bury College Higher Education Admissions Policy

- 1.1 The Higher Education Admissions policy covers applications to all HE courses, both full and part time at Bury College, including HNC, HND, Foundation Degrees, Undergraduate Degrees and Postgraduate courses.
- 1.2 The admissions process will ensure all applicants receive the appropriate advice, guidance and information that they need to apply for and enrol on the appropriate programme.
- 1.3 All prospective students will have access to impartial pre-entry advice, guidance and information about programmes, including fees and funding so that informed decisions can be made.
- 1.4 Bury College is unable to accept applications from students who are classed as International students due to funding regulations.
- 1.5 All applications for full time programmes should be made through UCAS. Part time applications are made directly to Bury College
- 1.6 Bury College's Higher Education Admissions policy can be accessed here: <http://www.burycollegeuniversitycentre.co.uk/sitefiles/files/HE%20Admissions%20Policy.pdf>

2. Confirmation of a place on a higher education course

- 2.1 A conditional or unconditional offer is made through UCAS for full time courses and directly to the applicant for part time courses. Conditions of offers for full time courses are clearly stated on UCAS with deadlines for applicants to meet the conditions of their offer. Applicants for part time courses are informed directly regarding conditions of offer and the deadlines in which the conditions must be met. All conditions must be met before enrolment.
- 2.2 The contract, and any applicable 'cooling off period', between applicants and who have applied via UCAS and Bury College will commence upon receipt of their acceptance. The applicant's place will be confirmed automatically. Acceptance of an offer must be confirmed on UCAS Track
- 2.3 Insurance acceptances are binding. If the applicant does not meet the conditions of their firm acceptance but does meet the requirements of their insurance place their place will be confirmed automatically. If an applicant is placed at another institution but wishes to take up their insurance place instead they are responsible for liaising with both institutions to ensure they can be placed
- 2.4 Applicants who are made an offer through clearing will only have their place confirmed upon receipt of their acceptance on UCAS track
- 2.5 Bury College will hold a place for applicants who are eligible to pursue alternative places through Adjustment in line with guidance set out by UCAS. It is the applicant's responsibility to ensure they are aware of Adjustment arrangements and key deadlines
- 2.6 Bury College will accept requests from offer holders to defer a place for one academic year. The request should be made to Bury College in writing. Please note that changes may be made to the course for subsequent years of entry. Course information and details of any significant change will be detailed on the course description
- 2.7 If an applicant accepts an offer from Bury College but no longer wishes to take the place they must contact the College in writing and request to be withdrawn. If the applicant has applied through UCAS, Bury College will change the acceptance accordingly
- 2.8 Bury College reserves the right to reject applicants who do not meet the relevant entry criteria and the Programme Leader is not satisfied the applicant will be academically able to complete the course, also, if a criminal conviction means the applicant will be unable to complete the compulsory elements of the course. If a different course which is more suited to the applicant can be offered this will be discussed with the applicant.

- 2.9 Rejected applicants receive feedback through UCAS (full time applicants) or directly from Bury College (part time applicants).
- 2.10 Where an application has been rejected, the applicant may appeal in writing following the Bury College Complaints Procedure. Bury College's Complaints Procedure can be accessed here:
<http://www.burycollegeunicentre.co.uk/sitefiles/files/Complaints%20Procedure%20-%20incorporating%20appeals%20V2.0.pdf>
- 2.11 Bury College reserves the right to cancel or withdraw any offer made on the basis of an application that has been found to contain fraudulent, false or misleading information or which is supported by fraudulent documents including references and qualification certificates.
- 2.12 Any student who has been admitted on the basis of a fraudulent, false or misleading application may have their enrolment cancelled.
- 2.13 The College will require proof of an applicant's qualifications relevant to the offer before enrolment.
- 2.14 Admissions records for unsuccessful or non-enrolled applicants will be held for 4 months after the start of the academic year.
- 2.15 Admissions records for successful applicants become part of current student records. Disposal of records will be held for 6 years after a student's graduation or withdrawal from the course.

3.0 Entry Requirements

- 3.1 All course entry requirements are based on the UCAS tariff points system and are detailed on the Bury College website, UCAS search facility and in the HE prospectus. Additional entry requirements, for example the requirement to attend an audition or interview, are clearly detailed.
- 3.2 Bury College courses which require a DBS check state this clearly in the course information.
- 3.3 Applicants who declare a criminal conviction will be contacted by the HE office to request further information prior to making an offer. All information disclosed is confidential and will be held in accordance with the Data Protection Act 1998 and the Bury College Data Protection Policy.
- 3.4 It is the responsibility of the applicant to explore whether a spent or unspent criminal conviction will affect their future study or career progression.

4.0 Discontinuation or suspension of courses

- 4.1 The College reserves the right to discontinue or suspend a course for which offers have already been made, but undertakes to do this in exceptional circumstances only. Where a course is discontinued, applicants holding offers will be informed as soon as possible and where possible and appropriate are offered a place on an alternative course offered by the Bury College.

5.0 Changes to HE Courses

- 5.1 Higher education course content, assessment and teaching and learning methods are reviewed through both the College's internal quality assurance processes and the awarding body's internal subject review and validation process. Applicants will be informed of significant changes to a higher education qualification in writing prior to enrolment. Significant change is categorised as:

- 5.1.1 A change to the course title
- 5.1.2 A change to the awarding body
- 5.1.3 A change which alters professional recognition or the accumulation of exemptions from professional examinations
- 5.1.4 A change of mode of study, duration, guided learning hours
- 5.1.5 The removal or replacement of course modules
- 5.1.6 A change which results in teaching and learning methods or assessment methods altering by 15% or more of the published data

6.0 Bury College and Awarding body's Policies and Academic Regulations

- 6.1 At enrolment, the applicant will accept and agree to be bound by and comply with:
- 6.1.1 All Bury College published policies
 - 6.1.2 All rules concerning academic regulations published by Bury College
 - 6.1.3 All rules concerning academic regulations published by the awarding body
 - 6.1.4 All learning contracts, where applicable.

7.0 Bury College's Fees Policy

- 7.1 Higher Education courses which are categorised as indirectly funded will have a fee set in agreement with the awarding body which will also take responsibility for collecting the fee from either the Student Loan Company (SLC) for students financing their course through a tuition loan or from the student if they are self-funding.

9.0 Hardship Loans

- 9.1 The above may also apply to any student who has not repaid any other monies owed to the college.

10.0 Course Transfer

- 10.1 A course transfer, in which a student transfers to another course or mode of study, is not available on all courses and there is no automatic right to transfer
- 11.2 In instances where it is possible to transfer, tuition fee liability will be re-calculated

11.0 Withdrawal from a course

- 11.1 A student may request to withdraw from a course. This should be done in writing
- 11.2 Bury College may withdraw a student if they fail to attend/communicate with Bury College regarding the absence for a period of one month or more and do not submit any formative assessments by the agreed deadlines.
- 11.3 A student may be withdrawn from a course in line with Bury College's Student Behaviour Policy

12.0 Suspension of Studies

- 12.1 A student may suspend their studies for personal, medical or financial reasons
- 12.2 A student must abide by the relevant awarding bodies policy for suspending studies

13.0 Cancellation after Enrolment

- 13.1 A student's enrolment may be cancelled once they have enrolled if:

- 13.1.1** They do not attend classes for the first two weeks of study
- 13.1.2 They do not attend classes or communicate with Bury College regarding the absence for a period of one month or more
- 13.1.3 They do not engage in assessment or do not make expected academic progress
- 13.1.4 They are required to engage in a placement or work based learning as part of their course and do not make expected progress.
- 13.1.5 They have contravened Bury College's Student Behaviour Policy
- 13.1.6 The student, their sponsor or the SLC fail to pay the tuition fees in line with Bury College's fees policy
- 13.1.7 The student has given false or inaccurate information at the application or enrolment stage

