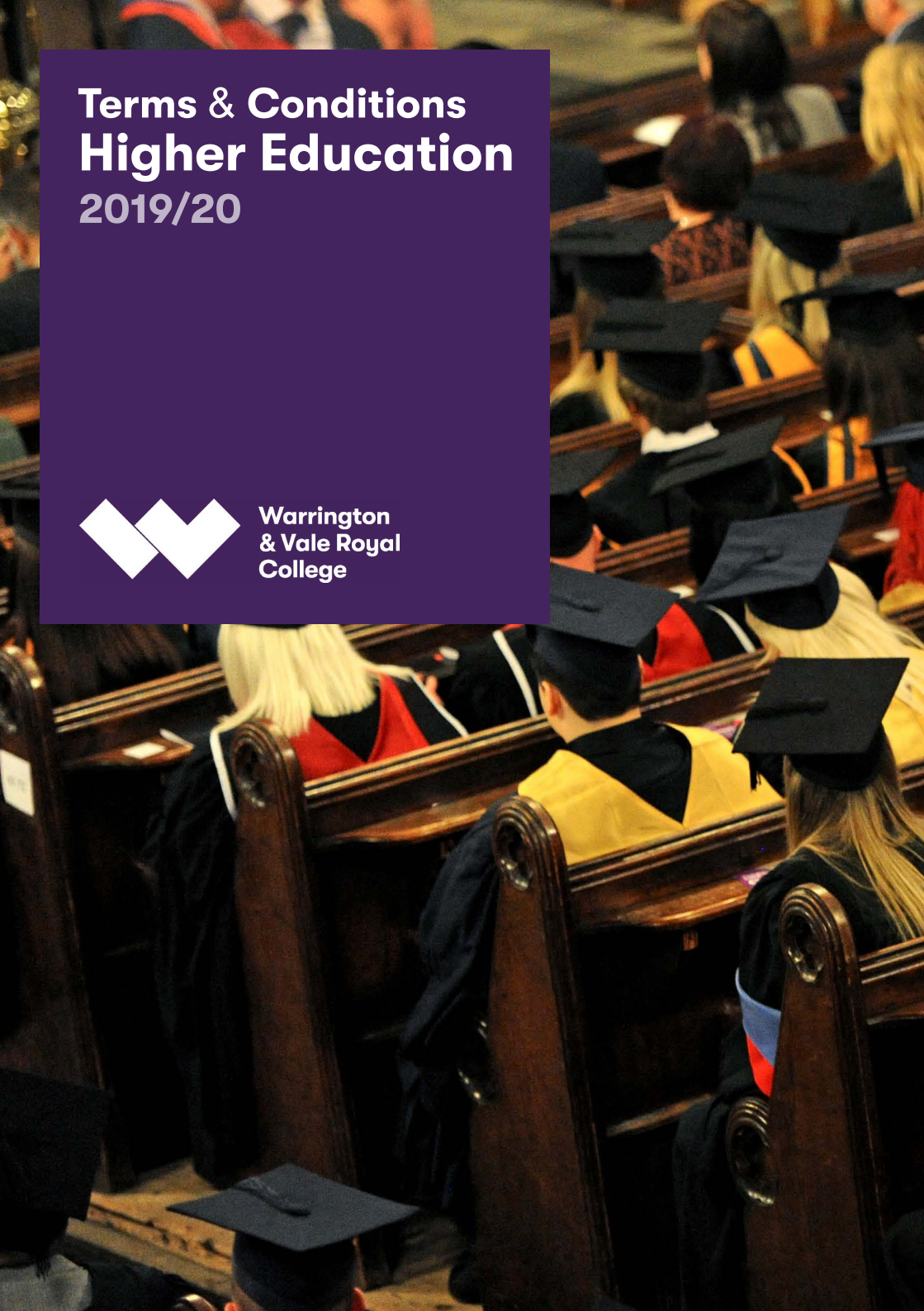


# Terms & Conditions Higher Education 2019/20



Warrington  
& Vale Royal  
College



## Accompanying Information and Conditions of Offer

You form a contract with the college when you accept your offer of a place. This contract is based upon the college's terms and conditions. The terms and conditions set out the responsibilities of the College and the expectations of the students.

We recommend you read the terms and conditions, prior to accepting our offer and again before enrolling with us.

It is not possible to provide the full detail of every policy or procedure that may apply to your studies or the services offered by the college within these terms and conditions. You will find a number of links included or the documents referred to within them that will allow you to access more detailed information on particular areas.

## Course Information

Each year, a Higher Education and Professional prospectus is produced. Our printed prospectus is intended to provide an overview of our programmes of study and the College. It is developed well in advance of the start of the academic year and therefore the information within the printed prospectus reflects the courses as they are at that time.

Our online factsheets contain the most up to date information on our courses so please check before you apply for a place and again before you accept your offer. We update our factsheets so that our published course information is accurate and up to date.

## Conditional and Unconditional Offers

If your offer is 'unconditional' it has been made on the basis of the academic qualifications presented to the College either on your application or at interview. You must provide documentary evidence of the qualifications on which the decision to offer a place has been based.

If your offer is 'conditional' you must meet the conditions set out on your offer. Failure to meet the requirements or produce documentary evidence of your qualifications, the offer may be withdrawn, and your contract with the College may be terminated.

## Payment of Fees

Tuition fees relate to a single academic year only. Students undertaking courses of more than one year duration will be required to pay further fees at the start of each academic year. Tuition fees are set at the start of the course and will not increase for the duration of your course.

### The tuition fees for UK/EU students will be:

- Full Time Fees – £5995
- Part Time Fees – £2997 per year

Course fees may be subject to an inflationary increase and/or an increase due to changes in government requirements.

You are personally responsible to ensure that the tuition fees for your course and any other charges for your studies are paid in each academic year of your programme.

Where a third party, such as a sponsor or the Student Loans Company (SLC), is responsible for payment on your behalf, you must ensure that they pay. If the third party fails to pay all or part of the tuition fee, you remain responsible for the payment of any shortfall.

It is your responsibility to ensure that, where applicable, a copy of the appropriate documentation as referred to below is submitted at enrolment:

- Financial support via Student Loans Company (SLC)
- If you are being sponsored, you will be required to provide written confirmation. The confirmation is required to be on your sponsor's official letter headed paper or a recognised training voucher which must include a purchase order, your full name, title of the course and the maximum amount they will pay.
- If you are self-funding, payment can be made full by credit/debit card, cash or by cheque made payable to 'Warrington & Vale Royal College'. There is also an option to spread the cost of the course in instalments, a monthly standing order can be set up at enrolment.

## Liability of Course Fees

The tuition fee charge for the academic year will be based on the number of terms attended. Where a student withdraws, their tuition fees will be charged in accordance with the following, please see below:

September starts - Liability points	Amount charged of total fee	Amount refunded of total fee
Withdrawals made within the first 2 weeks (14 days) of the start date of the course.	0%	100%
Withdrawals made after the first 2 weeks (15 days) to the end of semester 1 - end of December.	25%	75%
Withdrawals made in semester 2 – January until the end of the Easter break.	50%	50%
Withdrawals made in semester 3 - after the Easter break.	100%	0%

For further information on our Tuition and Exam Fees and Appeals Procedures please refer to our [HE Tuition & Fees Policy](#).

## Your contract with the college

The college agrees to provide educational services and the facilities for you to study and you agree to progress those studies at the college. Successful provision of the services does however rely upon a partnership between you, staff and the college.

Underpinning the partnership are a number of policies and procedures, which you will find within the College's guide on [Policies, Regulations and Procedures for Students](#).

Please carefully read these terms and all other information provided to make sure you understand what the college agrees to provide and what you will need to comply with.

The contract between you and the college is formed when you accept our offer of a place, although in order to commence your programme of study you may need to satisfy certain conditions or admission requirements, as notified to you during the recruitment and admissions process.

**Your student contract is made up of a number of key documents. These are:**

- Your offer and any other document referred to within. Your offer may be conditional or unconditional (if you need to satisfy any conditions). You will only be able to enrol with us if you meet both the academic and non-academic admission requirements. The college **Admissions Procedure** provides further information on the student recruitment process, and if you have a complaint about our recruitment or admission process, how to make a complaint.
- The college's policies and procedures applicable to your year of study.

A pre-enrolment contract is formed between you and the College when you accept the offer of a place. If you do not enrol at the college your pre-enrolment contract will automatically expire.

When you enrol at the college, your pre-enrolment contract automatically expires and a new enrolment contract is formed between you and the college. This is when you (or a third party on your behalf) become responsible for paying tuition fees.

### Changes to Courses

Please note that our programmes are subject to review and development on an ongoing basis. The college makes all reasonable efforts to deliver the programmes of study described in publications and other college documents. However, the college in some circumstances may be required to make changes, which may include but are not limited to:

- The course curriculum/module – reviewing and refreshing optional modules. Optional modules listed are indicative and may be subject to change. We do not guarantee that an optional unit will always run in any given academic year, as options may be dependent on student choice, numbers and staff expertise.
- Additions/changes to mode(s) of delivery; altering the location of the course. For example, following campus consolidation to allow the college to provide the best facilities and academic provision to students.
- Suspension or cessation of a course.

In making any changes, the college will aim to keep them to a minimum in order to achieve the required quality of experience and will usually notify and/or consult with affected students/offer holders (as applicable) about changes that are required.

The college will only close courses when it is not financially viable to run them or if the student experience is compromised.

The college will inform applicants and students at the earliest opportunity of any significant changes to, or suspension/cessation of a course, particularly when this occurs between the offer of admission and enrolment.

### Cancellation Rights

You have a 14-day statutory cancellation period during which you can change your mind about accepting an offer to study at the college. Even after this period, you can cancel your pre-enrolment contract at any time without incurring any fees to the college.

You are required to enrol in person, therefore there is no statutory cancellation period. However, if within the first two weeks of your course starting you change your mind about studying at the college we will refund any tuition fees paid in full.

Two weeks after your course starts, you may withdraw from the college. Depending on when you withdraw; you may be liable for your fees (or a proportion of them). You are strongly advised to discuss the implications in advance with relevant college staff and any sponsor/employer/funding body, since such decisions can have significant implications.

Further information on our **tuition and fees policy is available here.**

To exercise the right to cancel, you must inform the college in writing at: Warrington & Vale Royal College, Winwick Road, Warrington, WA2 8QA or by email to [applications@wvr.ac.uk](mailto:applications@wvr.ac.uk), of your decision to cancel your contract by providing a clear statement. You may use the model cancellation form attached to your offer but it is not obligatory. The college will acknowledge your correspondence via an email.

### Complaints

The college recognises there may be occasions where students wish to raise legitimate complaints relating to their course, or the facilities and services provided by the college. It is important for both students and staff to know that such complaints will be dealt with seriously and transparently, and without fear of recrimination. To ensure that this happens, the college has in place a **Complaints and Compliments Policy**, which details procedures for making a complaint, alongside what action may be taken in response to complaints.

If having exhausted all stages of the college's internal complaints procedure, and the student feels the college has failed to consider and respond to their complaint appropriately, they can refer their complaint to the Office of the Independent Adjudicator for Higher Education that provides an independent scheme for the review of student complaints.

If you have a complaint about our recruitment or admission process, please see our Admissions Procedure for further information.

### Changes to Terms and Conditions

Any modifications to the college's policies and procedures will be made available on the college website.



## Useful contacts

### **Warrington Campus**

Winwick road  
Warrington  
WA2 8QA  
Tel: 01925 494 494

### **Learner Services**

Email: [Learner.services@wvr.ac.uk](mailto:Learner.services@wvr.ac.uk)  
Tel: 01925 494 400

### **IT Services**

Tel: 01925 494401

### **Winsford Campus**

Weaver Street  
Winsford  
Cheshire  
CW7 4AH  
Tel: 01925 494 494

### **Longridge Training Centre**

Brown Street Mill  
12-16 Bromstreet  
Burnley  
BB11 1PJ  
Tel: 01772 786668

Warrington & Vale Royal Quality Team

[Quality@wvr.ac.uk](mailto:Quality@wvr.ac.uk)

01925 494 494

[wvr.ac.uk](http://wvr.ac.uk)



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