

## Conditions of Enrolment

In consideration of your acceptance of the offer of a place and subsequent enrolment as a student at Bishop Grosseteste University ("the University") you agree to the following:

### Payment of fees

1. It is your obligation to make arrangements at the beginning of your course for the payment of your fees.
2. You will be invoiced by the University for the full amount or remaining portion of your fees for each year of the course, unless (for each year of your course) you have either:
  - financial support via Student Finance England, Wales, Northern Ireland or SAAS; or
  - an official letter from an employer or a sponsor indicating responsibility for the payment of your fees in full or part; or
  - you have applied for and obtained a discount or remission of fees.
3. It is your responsibility to ensure that where applicable, a copy of the appropriate funding documentation as referred to above, is submitted to the Finance Office at enrolment or as soon as possible thereafter.
4. If you are enrolling on the basis that you are or will be applying for tuition fee waiver (full or part –time), bursary or other University funding source, you will be obliged to pay the full amount due if the application is not approved.
5. If you are self-funding and have to pay your own fees, payment can be made through the Finance Office by using the web address: <https://payments.bishopg.ac.uk>. Queries can be made by calling 01522 563811

### Accuracy of information

6. By signing the declaration at the end of this form you confirm and declare that the information you have provided in support of your admission to and enrolment with the University is accurate and complete to the best of your knowledge.
7. The provision of false or misleading information may render your admission and enrolment invalid and will entitle the University to terminate its contract with you.

### Communications to and from the University

8. On enrolment, you will be allocated a University email account. All email communications from the University will be sent to that account and you are expected to use that account for all communications with the University. You are expected to check your University e-mail account regularly.

### University Regulations

9. You agree to comply with the provisions of all the University's Regulations, Rules, Codes, Policies and Procedures that apply to enrolled students from time to time. These regulations can be found here: <http://www.bishopg.ac.uk/policies>.
10. The rules and regulations of which you should be aware include:
  - (a) the University's expectations as regards student attendance, academic due diligence, academic conduct and academic progress, as set out in the Regulations for the level of your programme of study. Failure to meet these expectations may mean that you are not permitted to progress on your course.
  - (b) the University's rules regarding academic misconduct, including plagiarism and the processes the University utilises to detect plagiarism, which can be found in the University's Code of Practice for Assessment of Students and Code of Practice on Academic Misconduct. Breach of these rules may result in a disciplinary process and the imposition of academic penalties and/or expulsion.
  - (c) the University's rules regarding payment of sums due to the University, which can be found in the Tuition Fee Register, Charges and Student Debt Policy. If you do not pay money that you owe to the University, the University reserves the right to withdraw its services and/or your right to use its facilities

where it is necessary and proportionate to do so. In deciding whether to do so, the University will consider all the circumstances of your case.

- (d) the University's expectations of student behaviour, as set out in the Student Disciplinary Procedure. Breach of these rules could result in a disciplinary process and the imposition of sanctions, including expulsion from the University.
- (e) the University's Fitness to Study Procedure, which describes the steps the University may take if there are concerns about your health and wellbeing that raise concerns about your fitness and suitability to continue to study.
- (f) the University's rules covering fitness to practise and professional standards, which apply to students on professionally regulated courses leading to or satisfying the conditions of a professional qualification or conferring a licence to practise in a particular profession. A failure to observe these requirements may call into question a student's fitness to practise and result in an investigatory or disciplinary process which may involve the termination of studies on the professionally regulated course or in the imposition of sanctions, including expulsion from the University.
- (g) the requirement that applicants to professionally regulated courses and other courses where appropriate undergo an enhanced Disclosure Barring Service check (organised by the University) before they can be enrolled on these courses, and the statutory requirements regarding disqualification by association. Depending on the outcome of these checks, you may not be eligible to enrol on these courses.
- (h) the obligation to notify the University immediately if you receive any criminal convictions at any point from acceptance of the offer until the completion of your course, or if your circumstances in relation to paragraphs 10(f) and/or 10(g) change. Failure to notify could result in termination of the University's contract with you or disciplinary action against you.
- (i) the University's requirements and expectations regarding the organisation of, responsibility for and conduct during any placement that may form part of your course, as set out in the Partnership Manual (School of Teacher Development) and the Placement Operational Handbook (School of Humanities and School of Social Sciences). Students undertaking independent preliminary visits to placement settings or independent research visits in pursuit of their studies do so at their own risk.

### **Changes to University Regulations**

- 11. The University reserves the right to add to, delete or make reasonable changes to the Regulations, Rules, Codes, Policies and Procedures where in the opinion of the University this will assist in the proper delivery of education. Changes are usually made for one or more of the following reasons:
  - (a) To review and update the Regulations, Rules, Codes, Policies and Procedures to ensure they are fit for purpose;
  - (b) To reflect changes in the external environment, including legal or regulatory changes, changes to funding or financial arrangements or changes to government policy, requirements or guidance;
  - (c) To incorporate sector guidance or best practice;
  - (d) To incorporate feedback from students;
  - (e) To aid clarity or consistency of approach.
- 12. The University will consult with the Students' Union (SU) before making any substantive changes to the Regulations.
- 13. Any changes will normally come into effect at the start of the next academic year, although may be introduced during the academic year where the University reasonably considers this to be in the interests of students or where this is required by law or other exceptional circumstances. The University will take all reasonable steps to minimise disruption to students wherever reasonably possible, for example, by giving reasonable notice of changes to Regulations before they take effect, or by phasing in the changes, if appropriate.
- 14. The updated Regulations, Rules, Codes, Policies and Procedures will be made available on the University's website and may be publicised by other means so that students are made aware of any changes.

## Disclaimers

15. The University will do all that it reasonably can to provide educational services as described on its website or in the prospectus or other documents issued by it, to appropriately enrolled students. Sometimes circumstances beyond the control of the University mean that it cannot provide such educational services. Examples of such circumstances include:
  - (a) industrial action by University staff or third parties;
  - (b) the unanticipated departure of key members of University staff;
  - (c) power failure;
  - (d) acts of terrorism;
  - (e) damage to buildings or equipment;
  - (f) the acts of any governmental or local authority; or
  - (g) where the numbers recruited to a course are so low that it is not possible to deliver an appropriate quality of education for students enrolled on it.
16. In these circumstances, the University will take all reasonable steps to minimise the resultant disruption to those services and to affected students, by, for example, offering affected students the chance to move to another course or institution, or by delivering a modified version of the same course. To the full extent that is possible under the general law, the University excludes liability for any loss and/or damage suffered by any applicant or student as a result of those circumstances.
17. The University will use all reasonable endeavours to deliver the course in accordance with the description applied to it in the University's prospectus for the academic year in which you begin the course. However, the University will be entitled to make reasonable changes to the course (including to the content and syllabus of the course, or the location of the course or the method of delivery or assessment of the course) where that will enable the University to deliver a better quality of educational experience to students enrolled on the course. In making such changes, the University will aim to keep the changes to the minimum necessary to achieve the required quality of experience and will notify and consult with affected students as appropriate. If the University changes your course and you are not satisfied with the changes, you will be offered the opportunity to withdraw from the course and, if required, reasonable support to transfer to another course at the University or to another provider.
18. The University does not exclude or limit in any way its liability for:
  - (a) death or personal injury caused by its negligence or the negligence of its employees, agents or subcontractors;
  - (b) fraud or fraudulent misrepresentation.
19. The University does not accept responsibility and expressly excludes liability to the full extent possible under the general law for loss or damage to students' property or for infection of students' equipment caused by computer viruses, and for the consequences of any such damage.

## Data Protection

### Principles of data use

20. The University is committed to protecting your personal information when you are using our services, in accordance with the requirements of the General Data Protection Regulation (GDPR), Data Protection Act 2018, and any subsequent legislation or update brought into force from time to time. Details of how your data is handled by the University is available within the University's Fair Processing Policy - Student, Data Protection Policy, and Privacy Policy and at <http://www.bishopg.ac.uk/about/gdpr/>
21. All of the personal information obtained from you and other sources in connection with your studies at the University will be held in secure conditions as required by law, and will only be processed, stored or shared where the University has a legal basis to do so.
22. Information is collected, processed, and may be shared by the University during application, enrolment, during your course, and after you leave to enable it to fulfil its obligations to provide the university experience as advertised, this includes but is not limited to:
  - administration of individual students' journey, including graduation, careers service, alumni services;

- the facilitation of placements and projects;
- provision and management of student and welfare support services, including counselling;
- provision and management of accommodation, health and safety, and resources and facilities;
- operation of the University's regulations, policies and procedures.

In addition the information will be used by the University for research, the compilation of statistics and alumni administration.

23. For a full list of the purposes for which the University processes personal data, please see its entry on the register of data controllers held by the Information Commissioner at:  
<https://ico.org.uk/ESDWebPages/Entry/Z5563337>

#### **Your rights in relation to your personal data**

24. From 25 May 2018, UK data protection law gives people a wider range of rights in relation to their personal data. The rights are as follows:

- to be informed (i.e. told how your data will be used, for example by means of a privacy notice)
- of access to your personal data held by an organisation
- to have inaccurate data corrected
- to erasure (known as 'the right to be forgotten')
- to restrict processing of your personal data
- to data portability
- to object
- in relation to automated decision making and profiling

Some of these rights will not apply in all circumstances, but they do give you a good deal of control over how your information is used by organisations like the University.

If you wish to submit a request to the University under the data protection rights outlined above, please send your request via email: [Regulatorycompliance@bishopg.ac.uk](mailto:Regulatorycompliance@bishopg.ac.uk) or in writing to Registrar, Bishop Grosseteste University, Longdales Rd, Lincoln. LN1 3DY.

#### **Sharing your data – Obligations on the University**

25. You confirm your understanding that the University may be legally required to return information relating to you to the Office for Students (the University's principal regulator), Higher Education Statistics Agency (HESA), national student loans' companies and other specified agencies which are covered in Article 6 (1)(c) processing is necessary for compliance with a legal obligation to which the University is subject.
26. Your HESA record contains details of your ethnic group and any disabilities you have. For detailed information about the information we provide to HESA and how this information is handled, please see the privacy notice on the HESA website: <https://www.hesa.ac.uk/about/website/privacy>.
27. The University may also for a variety of purposes, including fraud and crime prevention or detection, or in connection with immigration and nationality, supply your information to outside organisations where necessary for actions to be carried out in the public interest, or to use official authority given to the university under law. For example, data may be shared with organisations such as the Police; Home Office; Foreign Consulates and Embassies; Local Authorities; the Department for Work and Pensions and its Agencies; HESA; other educational establishments; and selected plagiarism services.

#### **Sharing data with your employer**

28. Where you are employed by a third party during all or any of the period of your study at the University and the employer has a direct interest in your status as a student at the University (for example your employer is paying for your course), you agree that the University may, without further recourse to you, disclose to your employer information obtained by the University by reason of your admission to the University, your enrolment on and/or your studying towards an award of the University. The information provided to your employer will usually concern your attendance and performance. Special categories of data (e.g. racial or

ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, data concerning health or sexual orientation) will not be shared with an employer without explicit consent, unless to protect your vital interests as permitted by law (vital interests are intended to cover only interests that are essential for someone's life. So this lawful basis is very limited in its scope, and generally only applies to matters of life and death).

**29. Sharing your data with other parties**

You agree that the University may also disclose some or all of your personal information to a variety of recipients for the purpose of administering academic provision and associated functions such as the careers service. These recipients include: partner institutions of the University; organisations that provide funding and bursaries to students; Local Authorities (for purposes connected with your student status that may include the purpose of contacting you about your right to register to vote. Any queries about this inclusion must be addressed to the relevant Local Authority); student sponsors (including the Student Loans Company and other agencies private, public and voluntary that provide student support and individuals or organisations with whom you have entered into an agreement to provide some or all of the costs of study); relevant external professional bodies (including those to whom you apply for membership and to whom the course regulations require that the University provides information - see details in course handbooks); education/training establishments; potential employers and placement providers (some of whom may be situated outside the EEA); government funding bodies; UCAS; Local and Area Health Authorities; UK banks; University insurers and HESA.

**SU Membership**

30. We will also send some personal information we hold about you to the Bishop Grosseteste SU for membership purposes. You become a member of the SU once you enrol at the University. This transfer of information will enable you to make use of the SU's services more quickly and easily and enable it to verify your eligibility to join clubs and societies and vote in elections and to contact you with essential updates. Further information about this transfer can be obtained from the SU if required. If you would prefer that your information is not shared with the SU in this way, please write to the University's Registrar to confirm this.

**Using your data in research**

31. From time to time the University may collaborate with Government Funding Agencies to conduct research into the student experience. Any organisation that conducts research on behalf of the University and/or these Agencies will use your details only for the purpose stated and will then delete them.

**Publishing your data – Graduation and marketing materials**

32. The University publishes names of Graduating students within the Graduation Programme. Full details of this procedure (and how to notify any concerns about this process) can be obtained from the Student Administration Office.
33. You agree that from time to time the University may include details of your involvement with University activities in marketing materials. Please contact the Marketing Department if you do wish to be included in such materials.

**Sharing your access needs information**

34. Where you have disclosed a disability, you agree that information you have provided in connection with that disability will be processed by the Student Advice Service for the purposes of assessing what, if any, reasonable adjustments are required and for implementing those adjustments. You agree that information concerning your disability will be disclosed to other relevant staff who would reasonably need to be in possession of such information for the purposes of implementing any or all of the adjustments identified. You have the right to request that information about your disability is not disclosed to such staff. To do so during the application or enrolment stage, contact the **University Admissions Manager**, to do so during your studies contact the **Student Administration Manager** while all reasonable effort will be made to implement reasonable adjustments, the request for confidentiality may in some circumstances prevent those adjustments being made.

**Debt recovery, and dispute resolution**

35. Your personal information may also be disclosed to external debt collection or credit reference agencies to assist in the recovery of unpaid tuition fees and other outstanding monies due to the University, as a condition of this agreement you give consent for sharing your information in this way where the University deems it necessary.
36. As a condition of this agreement you give consent for your relevant personal details to be passed to the University's legal representatives where it deems it necessary to seek legal advice.

**General**

37. If any provision of the contract between you and the University is held to be void or unenforceable in whole or in part by any court or other competent authority, that contract shall continue to be valid as to the other provisions contained in it and/or the remainder of the affected provision.
38. The contract between you and the University shall be governed by and construed in accordance with the laws of England and Wales and the parties agree to submit to the jurisdiction of the courts of England and Wales.
39. The University's contract with its students does not confer third party benefits for the purposes of the Contract (Rights of Third Parties) Act 1999.



**I declare that I have read and understood the terms and conditions set out above.**

<b>Signature:</b>	
<b>Print Name:</b>	
<b>Date:</b>	