

THE SMALL PRINT

Terms and conditions of your offer

1. Unless otherwise specified, these terms and conditions apply to individuals applying to study at the University of Suffolk, or studying on a University of Suffolk validated degree at a **University of Suffolk Partner College** or an **academic partner of the University of Suffolk** where the offer is made by the University
2. An offer from the University of Suffolk and any subsequent enrolment is made on the basis that the information supplied in your application is true and complete, and that you disclose any relevant information relating to current or previous study. It is your responsibility to provide full and accurate information and to notify University of Suffolk of any changes or corrections. The information provided in your application will form part of your student record after you have enrolled.
3. A contractual relationship between you and the University of Suffolk will be formed upon your acceptance of an offer to study.
4. The University of Suffolk will communicate with you by email, letter, phone or text based on the contact information you provide on your application. You must regularly check all forms of communication as detailed by you on your application and inform the University of Suffolk if there are any changes to this information. It is your responsibility to comply with deadlines/communication sent to you by the University of Suffolk and/or UCAS associated with your application.
5. The University of Suffolk reserves the right to withdraw your application if you fail to make contact or respond to the institution by the stated deadlines in the **University of Suffolk Admissions Policy**; provide requested information; and/or fail to attend interview/portfolio review.
6. Unless your results are transmitted to the University of Suffolk via UCAS, or confirmed by your school or college when you apply, you will be required to produce satisfactory evidence of your qualifications in the form of an original transcript or certificate; or by agreement with the Admissions Office a clear and legible copy that has been authenticated by the issuing organisation or other authorised person.
7. The University of Suffolk reserves the right to withdraw or amend an offer of a place or terminate, without liability, the enrolment of applicants who falsify, plagiarise or misrepresent their application details in any respect. The University of Suffolk 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.
8. The University of Suffolk 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.
9. If you wish to withdraw your application or terminate your acceptance of an offer, you must inform the University of Suffolk as soon as possible and confirm your decision in writing. The University of Suffolk will contact you to request written confirmation if this is not provided.
10. If you are transferring credits to the University of Suffolk 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**.

11. As part of your application, you will be required to declare any relevant criminal convictions as defined by the **University of Suffolk Admissions Policy**. If a criminal conviction is not declared and subsequently becomes known, this will be treated in accordance with the **University of Suffolk Admissions Policy** or the **University of Suffolk Safeguarding Policy** and could result in withdrawal of an offer or from the course.
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 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. The University of Suffolk is a Highly Trusted Sponsor, and issues Confirmation of Acceptance of Studies (CAS) in accordance with the **University of Suffolk Admissions Policy**.
15. The University of Suffolk may withdraw or suspend a course in the circumstances set out in the University of Suffolk 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 **University of Suffolk Admissions Policy**.
16. You agree, as a condition of accepting the offer and enrolling at the University of Suffolk, to be aware of, and comply with, the University of Suffolk's policies, rules, regulations and procedures ('the Regulations'), as amended and approved from time to time. The **relevant Policies** include the University of Suffolk Admissions Policy, the University of Suffolk General Regulations, the Data Protection Policy and the University of Suffolk Tuition Fees Policy. Applicants should note that information about Intellectual Property is contained within the University of Suffolk General Regulations.
17. The University of Suffolk has a duty to enrol any applicant who has accepted an offer and fulfilled relevant entry conditions
18. Delivery of the chosen programme of study is in accordance with the description provided, and provision of relevant facilities and assessments/ award in accordance with **University of Suffolk Policies**. Any changes to courses required during the course of study, will be made in consultation with current students and the Students' Union.
19. Unless otherwise agreed in writing between the parties, this Agreement shall be subject to and construed and interpreted in accordance with English Law and shall be subject to the jurisdiction of the Courts of England.

This information is provided for the reference of students considering entry to the University of Suffolk in 2024-25, and who are applying during the 2023-24 Admissions Cycle (from 1 September 2023).

Version 4.6
(September 2023)