

TERMS AND CONDITIONS (2020-21 Academic Year) [October 2019]

1. Application of these Terms

Any offer of a place made to a student by the University is on the basis that in accepting such an offer the student agrees to these terms and conditions, which form part of the contract between a student and the University of Warwick ('the University') and apply from the point of acceptance of offer, until the student is no longer enrolled at the University.

Please note that students will need to meet some of the Terms and Conditions before being able to take up their place at the University.

These Terms and Conditions are reviewed on an annual basis. If it is agreed at some future point that a student may defer their entry, these Terms and Conditions will apply until they are replaced by a new set of Terms and Conditions that will apply for the new year of entry. Those revised Terms and Conditions will then govern the student's relationship with the University until they are no longer enrolled at the University. Those Terms and Conditions may be different to the current ones and will be provided before a student takes up their deferred place at the University.

2. Offers

In order to be considered for a place on the Warwick International Foundation Programme (hereinafter 'Warwick IFP' or 'Programme') applicants must complete an application for one of the 24 academic routes available through the Universal Admissions System (this includes either courses starting in September or their corresponding courses containing a pre-IFP English Language module starting in August). Applications will be considered following the payment of a 60GBP application assessment fee, payable directly to the University following completion of an application form.

In order for applicants' eligibility to be assessed, certain documents must be submitted electronically as part of the application form. Failure to upload sufficient documents or incorrect documents will result in a delay in a decision being made and may ultimately result in an application being rejected. Entry criteria for the Warwick IFP will be published annually on the Warwick IFP website (www.warwick.ac.uk/ifp). The University reserves the right to amend the entry criteria for the Programme (for new applicants) at any time and applicants are strongly advised to check the website prior to submitting an application.

Where an applicant's qualifications are not published on the IFP website, the application will be considered on a case-by-case basis.

Where an applicant does not meet the entry criteria for a course or fails to meet the required threshold after an application has been assessed, the department may choose to offer a place on an alternative course to the one originally applied for. The reason for this alternative offer will be communicated to the applicant in writing. In most circumstances, an offer of a place on a different course than originally applied for usually indicates that the candidate was not eligible for the original course.

Each application will be considered on its own merits and students may choose to make multiple applications for different courses of the Warwick IFP. Each application will only be assessed following receipt of the 60GBP Application Assessment Fee.

3. Academic Programme

Courses on the IFP

There are 24 available courses (routes) of the Warwick IFP:

1. Business Management (D-FP14)
2. Business Management with IELTS Intensive (D-FP14E)
3. Finance (D-FP15)
4. Finance with IELTS Intensive (D-FP15E)
5. Mathematics and Statistics (D-FP16)
6. Mathematics and Statistics with IELTS Intensive (D-FP16E)
7. Economics (D-FP17)
8. Economics with IELTS Intensive (D-FP17E)
9. Computer Science (D-FP18)
10. Computer Science with IELTS Intensive (D-FP18E)
11. Engineering (D-FP19)
12. Engineering with IELTS Intensive (D-FP19E)
13. Physical Sciences (D-FP21)
14. Physical Sciences with IELTS Intensive (D-FP21E)
15. Life Sciences (D-FP22)
16. Life Sciences with IELTS Intensive (D-FP22E)
17. Psychology (D-FP23)
18. Psychology with IELTS Intensive (D-FP23E)
19. Social Science (D-FP23)
20. Social Science with IELTS Intensive (D-FP23E)
21. Law and Politics (D-FP24)
22. Law and Politics with IELTS Intensive (D-FP24E)
23. Arts and Humanities (D-FP25)
24. Arts and Humanities with IELTS Intensive (D-FP25E)

All students may request to change course during the first two weeks of the programme (inclusive of induction week). The decision to allow a course transfer will be made in collaboration with the Head of Department (or their delegate) and the Operations Director (or their delegate). Course transfers will only be permitted where the student meets the standard academic entry criteria for the course they wish to transfer to and there is sufficient capacity within the course to enable such a transfer. Transfers will likely be denied where the student cannot demonstrate sufficient academic interest in the new course or explain how they anticipate it will better prepare them for their future undergraduate studies.

IELTS Intensive: Academic Writing and Speaking

Students who receive a maximum of half a band (0.5) overall below the stated IELTS entry criteria for their chosen course are eligible to join the *IELTS Intensive: Academic Writing and Speaking* ('IELTS Programme') programme. Students can choose to transfer to this course at any point of the application cycle up to 21 days before the start date of the IELTS Programme without making a new application form and without paying an additional application assessment fee.

Students who meet the entry criteria for their main course are also able to join the programme, providing their overall IELTS score is below 6.5.

Applicants who wish to study the IELTS Programme must pay an additional £450 non-refundable deposit in addition to their main course deposit in order to secure a place on the programme.

IELTS Modules

In addition to a core academic programme, students will have access to an IELTS module as part of the main Warwick IFP course. There are two (2) IELTS modules, and students will be enrolled on to the appropriate module, dependent upon their entry IELTS score upon arrival.

In order to be exempt from the IELTS module, students will be required to provide evidence to confirm that they have achieved an IELTS score of 7.0 overall, with at least 6.5 in each skill within the last year.

English Language Test (ELT)

All students will be encouraged to sit an additional IELTS test to enable access to the University and other universities following completion of the Programme. The cost of one (1) IELTS test will be included in the overall course tuition fee; students who require additional IELTS tests will be required to pay for the costs of such tests themselves.

4. Immigration

A Confirmation of Acceptance of Studies (CAS) number will be issued to all eligible students who wish to study the Warwick IFP and who require a visa in order to commence their studies.

The University of Warwick IFP Team is responsible for the issuing of all CAS to students. Students will receive a CAS number via email no sooner than three (3) months before the start date of the Programme.

The Warwick IFP team may be required to conduct further investigations into study eligibility of applicants prior to the issuing of a CAS which may require an exploration of:

- The applicant's prior study history (in the UK or overseas);
- Any previous visa refusals
- The applicant's personal finances and ability to fund their studies and residence in the UK throughout the duration of the Programme;
- Evidence of the applicant's English Language competency (demonstrated through a Secure English Language Test); and
- Any history of prior sponsorship for study within the UK.

The University is required to adhere to any Sponsorship Guidance issued by the UK Home Office, which may require additional information to be sought from applicants prior to a CAS being issued.

A CAS will only be issued to students once they are sixteen (16) years old. All students that will be under the age of eighteen (18) when requesting a CAS number for their visa application must also submit a parental letter confirming their permission to travel and live independently in the UK.

5. 'Warwick IFP Guaranteed Offer'

Students studying on the Warwick IFP will be eligible to receive a conditional offer of a place on a related undergraduate programme at the University (subject to the terms detailed below).

An applicant will only be guaranteed to receive a conditional offer when:

- (a) They make a UCAS application, linked to the University of Warwick IFP UCAS Centre, to study at the University in the academic year following their successful completion of the Programme.
- (b) They apply for a degree programme that is a part of the Guaranteed Offer scheme and meet the prescribed standard conditions outlined in their offer.
- (c) They complete all elements of the UCAS application, including the submission of a relevant personal statement, in line with UCAS's terms and conditions of service (available via www.ucas.com); and
- (d) Their application represents the student's own work and is made in good faith.

Where a student applies for more than one degree programme that is a part of the Guaranteed Offer scheme, they will only be guaranteed to receive one (1) offer. In this circumstance, the offer awarded will be wholly determined by the University Undergraduate Admissions Service, in conjunction with the relevant academic department.

6. Conditions of the Warwick IFP 'Guaranteed Offer Scheme'

All guaranteed undergraduate offers will be conditional upon students meeting a prescribed standard at the end of the Warwick IFP. Each student will receive an offer email outlining the specific requirements that they must meet in order to gain entry to their chosen course.

Any offer made to the applicant under the 'Guaranteed Offer Scheme' will usually be based upon successful completion of the applicants current (IFP) studies. Any previous studies of the applicant stated on their UCAS Statement will **not** typically be the basis of any offer of study at Undergraduate Level at Warwick.

In addition to the academic requirements outlined on the Warwick IFP website and in the applicant's offer letter, all applicants must meet the minimum English Language Requirements for the course, as detailed on the University's website.

7. Accommodation

Warwick IFP applicants will be eligible to apply for accommodation on the University of Warwick campus when they have accepted an offer to study on the programme. Applications will be dealt with directly by the Warwick Accommodation team and the latest date to apply is stated on the Warwick IFP website. Accommodation will be allocated by the Warwick Accommodation team in early September.

8. Applicants under the age of eighteen (18)

The University does not consider applications from any applicant who will be under the age of 16 before the course start date. All successful applicants are expected to evidence academic maturity in their application. Applicants who are under 18 should be aware that they are applying to study in an adult environment and there may be a small number of limitations for them at the University while they are under 18.

The University treats all its students as independent, mature individuals and students who are under the age of 18 years will be treated in the same way. The University will at all times correspond with students, unless explicit permission is provided by the student for us to speak with another individual (including parents).

9. Payments to the Warwick IFP

Academic Deposit – Main Programme

Applicants must meet the full terms of their offer to study the Warwick IFP. In addition to any academic and English language conditions outlined in their offer letter applicants must pay a 2000GBP Academic Deposit towards their overall academic fee.

The only exception to this will be students who are receiving full sponsorship for their course, in which case a Financial Guarantee Letter will be required to be submitted to secure a place on the course.

In the event that an applicant is unable to attend the Warwick IFP but has paid their Academic Deposit, they will receive a full refund of their deposit, less a 150GBP administration fee.

Refunds must be sought, in writing, twenty eight (28) days prior to the first day of the Warwick IFP academic year.

Academic Deposit – IELTS Programme

Students who have opted to join the IELTS Programme will be required to pay a non-refundable deposit of 450GBP in addition to the IFP Academic Deposit. This payment is to secure a place on the course and should be made as soon as possible..

The remaining fee for this module will be required upon enrolment.

If for any reason a student withdraws from the IELTS Programme prior to the commencement of the course or within twenty one (21) days of the stated start-date of the course, all academic fees paid shall be refunded, less the 450GBP non-refundable deposit.

Course Fees

Students have the choice to either pay all of their tuition fees for the academic year at the start of their course or pay in instalments. The University offers only one instalment option, and the standard payment schedule is as follows:

- 50% of tuition fees due on the first day of Term 1
- 25% of tuition fees due on the first day of Term 2
- 25% of tuition fees due on the first day of Term 3

Accommodation Fees are payable in advance termly on the first day of each term. The University does not offer any other payment schedule for accommodation.

Further information on the ordinance on the Payment of Annual Fees, Residential Charges and other Debts can be found on [the University's website](#).

If for any reason a student withdraws from the Warwick IFP prior to the commencement of the Programme or within twenty one (21) days of the stated start-date of the course, all academic fees paid shall be refunded, less a 150GBP administration fee.

If a student withdraws from the Warwick IFP after twenty one (21) days from the stated start-date of the Programme but before the commencement of the second term of study, 75% of the academic fee will be refunded.

If a student withdraws from the Warwick IFP after the commencement of the second term of study, 50% of the academic fee will be refunded.

If a student withdraws from the Warwick IFP after commencement of third term, no refund will be made.

Summary of Charges

	Cost	Administration Fee	Notification Period
Academic Fee	£19690	£150	See above
IELTS Intensive: Academic Writing and Speaking	£2200	450 (also the module deposit)	28 Days
Academic Deposit	£2000	£150	28 Days

10. Additional Costs

In addition to the academic fees outlined above, students may be required to pay additional costs to cover optional elements of their course, such as costs associated with field trips.

Students are expected to have appropriate finances to support all necessary living costs and may be required to evidence this in advance.

The University does not accept responsibility for any personal debt students may incur.

11. Accuracy of information

By accepting the offer of a place at the University students confirm and declare that the information they have provided in support of their admission to and enrolment with the University is accurate and complete to the best of their knowledge.

The provision of false or misleading information may render admission and enrolment invalid and will entitle the University to terminate its contract with a student.

12. Communications to and from the University

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

13. University Regulations

By accepting the offer of a place at the University students agree to comply with the provisions of all the University's Ordinances, Regulations, Rules, Codes, Policies and Procedures that apply to enrolled students from time to time ("the Regulations"). [The Regulations can be found here.](#)

14. Changes to University Regulations

The University reserves the right to add to, delete or make reasonable changes to the Regulations 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 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; and/or
- (e) To aid clarity or consistency of approach.

The University will consult with the Students' Union before making any substantive changes to the Regulations.

Any changes will normally come into effect at the start of the following academic year, although they 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.

The updated Regulations 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.

15. Disclaimers

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 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
- (h) changes required by accrediting/regulatory bodies

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, notifying students within an appropriate amount of time and offering affected students the chance to move to another course, or by delivering a modified version of the same course.

The University will use all reasonable endeavours to deliver the course in accordance with the description applied to it in the prospectus for the academic year in which a student begins the course. However, the University will be entitled to make reasonable changes to the course (including to the content and syllabus of the course where developments in the subject area make that necessary, or the location of the course or the method of delivery 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 any 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 in advance about any changes that are required. If the University changes a student's course and they are not satisfied with the changes, they will be offered the opportunity to either change courses or withdraw from the course.

The University is committed to ensuring that it maintains a strong financial base and the infrastructure and staffing required to enable students enrolled on its courses to complete their studies. Where changes to resourcing or courses on offer are planned, the University's priority will be to protect students' interests and ensure that any changes are introduced in such a way as to enable students to complete their courses in a way which meets their expectations. The University's Student Protection Plan sets out the risk assessment and mitigating measure that the University has undertaken to protect student's interests.

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.

For the avoidance of doubt, the University does not exclude or limit in any way its liability for:

1. death or personal injury caused by its negligence or the negligence of its employees, agents or subcontractors;
2. fraud or fraudulent misrepresentation.

16. Data Protection

The information provided in a student's application will be used by the University for the administration of the application, academic record and student and welfare services. It will also be used for research and the compilation of statistics. The University may also, in fulfilling its legal obligations, supply this information to outside organisations including the Police, the Home Office, Local Authorities or the Department of Work and Pensions and its Agencies. Where a student is employed by a third party during all or any of the period of their study at the University and the employer has a direct interest in their status as a student at the University (for example an employer is paying for a student's course), information regarding a student's attendance and performance may be disclosed to the employer.

Where a student has a disability, information provided in connection with that disability will be processed by the Disability Advisory Service for the purposes of assessing what, if any, reasonable adjustments are required and for implementing those adjustments should a student be made an offer of a place. Information concerning a 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, should the student accept the offer. Students have the right to request that information about their disability is not disclosed to such staff and while all reasonable efforts will be made to implement reasonable adjustments, the request for confidentiality may in some circumstances prevent those adjustments being made.

For a full list of the purposes for which the University processes personal data, please review the University's privacy statement: <https://warwick.ac.uk/services/idc/dataprotection>

17. Additional Terms in Respect of Applicants Requiring a Visa to Study in the UK (and Further Information for all International Students)

If a student requires a visa for entry to or study in the United Kingdom, they are responsible for obtaining it and complying with its conditions. If a student does not have valid immigration permission for study purposes they will not be able to start their course.

If a student requires student entry clearance or leave (a 'visa') to remain to study in the UK, failure to take up an accepted offer of a place, or withdrawal from the course after arrival, is likely to affect a student's permission to come to or remain in the UK. In order to comply with the UK immigration regulations, the University is required to notify the immigration authorities, where relevant, of non-arrival and of any changes to a student's enrolment status.

By agreeing to these Terms and Conditions, students are additionally confirming that they are not currently, nor have ever previously been, in the United Kingdom without valid immigration permission. If, at a later date, the University is informed that a student has been in the United Kingdom without such valid permission it may be required to inform the immigration authorities and/or withdraw its 'sponsorship' of the student's application for leave.

UK Visas and Immigration require that all international students whom we sponsor for student entry clearance must be deemed to be progressing academically from any previous studies undertaken in the UK. Additionally, any such student's total degree-level study in the UK must not exceed five years. The University of Warwick will be unable to sponsor a student for entry clearance if to do so would infringe either requirement.

18. Student Feedback and Complaints

We are committed to providing a high quality service to all our students throughout their University experience. As part of this we actively encourage feedback on all aspects of the student experience. We understand though that there may be occasions where our level of service has been significantly short of what is expected and a student may wish to submit a complaint. Information about the Student Feedback and Complaints procedure can be found here:

<http://www2.warwick.ac.uk/services/feedbackcomplaints>

19. General

If any provision of the contract between the student and the University is held to be void or unenforceable in whole or in part by any court or other competent authority, the contract shall continue to be valid as to the other provisions contained in it and/or the remainder of the affected provision.

The contract between the student 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. 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.