Important Notice: Set out below are the University of Bolton’s Conditions of Enrolment for all students who wish to study at the University and they will form an essential part of the contract between the University of Bolton and you (the student).

As part of the enrolment process, you will be asked to carefully read and understand each condition below after doing so you will be asked to tick an acceptance box to indicate your agreement to that condition. The enrolment process will be concluded once you have ticked each and every box and the University will then confirm to you completion of your enrolment to study. Any student declining to accept each condition of enrolment will not be considered enrolled and will not be entitled to access the University’s services and facilities.

Please be aware that it is your responsibility to apply to Student Finance England for a tuition fee loan to pay for your course fees at the University, if this is the method by which you choose to pay. To ensure your funding arrangements are in place, you are advised to promptly submit your application to Student Finance England as soon as you know the details of the course you are to study. You do not have to wait until you have received your offer to study from the University. The University is not able to make an application to Student Finance England on your behalf. Further information on tuition fee loan funding can be found at:

www.direct.gov.uk/studentfinance

Cancellation - After you have completed your enrolment, you are entitled to a ‘cooling off’ period where you may cancel your enrolment within 14 days without giving any reason. To exercise this right to cancel you must inform the Data Manager in the Student Data Management Department in writing within 14 days from the date of your enrolment including a clear statement setting out your decision to cancel.

If you cancel within 14 days of enrolment in accordance with above, the University will refund any monies paid by you or your sponsor at enrolment. The University will make the refund using the same means of payment as you used for the initial transaction and the money will be sent to the same person or organisation who made the initial payment to the University.

In the event that you do not cancel your enrolment within the “cooling off period” then you will be deemed to have read and accepted these conditions of enrolment. If you commence attendance on a course of study prior to enrolling or during the cancellation period you will be liable to pay the University an amount in accordance with the Course Fees Policy 2014/15 until you communicated cancellation to the University.
Below are the statements that you will be asked to read and accept as conditions of your student enrolment at the University of Bolton (‘the University’) which form an essential part of the contract between us for your course of study at the University:

1. I have read and agree to comply with the Rules, Regulations and other provisions and requirements, policies and procedures of the University which apply to me as a student, including the General Regulations, Academic, Examination and Assessment Regulations and Student Disciplinary Procedures (as set out on the University's website www.bolton.ac.uk and directly accessible via http://www.bolton.ac.uk/Students/PoliciesProceduresRegulations/AllStudents/) and I agree to attend, when requested by the University, all mandatory information sessions associated with my enrolment and study at the University.

2. I accept a place on the course as stated in the on-line enrolment and agree that these conditions of enrolment form the entire understanding between us for my course of study at the University.

3. I understand and accept that whilst the University seeks to take all reasonable steps to provide education services in the manner set out in its literature, it does not guarantee the delivery and provision of such services and/or any associated facilities.

4. I understand and accept it is a condition of my entry on to the course, and my subsequent continuation in each academic year, that I formally enrol for each year of study using the University’s on-line enrolment process.

5. I understand and accept that as a student of the University, I will be required to pay various fees and the University reserves the right to review and revise fee levels on an annual basis, including in relation to the course fee for any of its courses in subsequent years.

6. I understand and agree to comply with the University’s Course Fee Policy (available at: http://www.bolton.ac.uk/Everything/PDF/Course-Fees-Policy-2014-15.pdf) and will pay all fees due by the dates specified by the University. I accept that it is my ultimate liability to pay for all fees incurred by me for each academic year I study at the University irrespective of any sponsorship or other support that I may have.

7. I understand and accept that it is my responsibility to pay my course fee and I understand that I must apply promptly to Student Finance England for a tuition fee loan up to the amount charged by the University if this is the method by which I choose to pay. If I fail to apply, am ineligible to receive a tuition fee loan, or choose to pay my course fees myself, then I understand that the course fees incurred in each academic year of study will need to be promptly paid by me in full by the dates specified by the University.

8. I understand and accept that, as set out in the Course Fees Policy (available at: http://www.bolton.ac.uk/Everything/PDF/Course-Fees-Policy-2014-15.pdf), if my course fees are not fully paid then I may be subject to a range of actions up to and including being withdrawn from my course, being prohibited from attending the University's Degree Congregation and having my final results transcript and award certificate withheld.

9. I understand and I am fully aware that knowingly providing false or inaccurate information when enrolling on-line can lead to disciplinary, financial and legal action being taken against
me, to my enrolment on the course being cancelled or restricted and any contributor to my
course fees or funding being so informed.

10. I agree to provide and keep updated an emergency contact name and details for use by the
University at its discretion.

11. I understand and agree to the University processing personal data, including sensitive
personal data, contained in my student record, obtained from me or other people or
agencies whilst I am a potential, current or past student of the University, in accordance
with the current Data Protection legislation and 'Processing your Personal Data' available from:

"http://www.bolton.ac.uk/students/policiesproceduresregulations/allstudents/documents/
processingpersonaldata.pdf"

and I understand that in some circumstances, it may be necessary for the University to
transfer my personal data to a country outside the European Economic Area (for example, if
I undertake a course in such a country, or that is my country of origin) and, whilst such a
transfer will only be made for the purposes stated by the University, I am aware that
countries outside the European Economic Area may not offer data protection law equivalent
to that applicable in the United Kingdom, and that by completing this on-line enrolment I
consent to the transfer of data in these circumstances and for those purposes.

12. I agree to the disclosure to third parties (who demonstrate to the University’s satisfaction an
acceptable and justifiable need to know) of the fact that I am registered for an award of the
University and my enrolment status, course details and academic results. In the event I
withdraw my consent to this then I will immediately inform the Data Manager in the Student
Data Management Department in writing.

13. I agree to the University using data in the form of photographs of classroom situations or
general activity in common areas of the University as part of its general marketing materials
(where I may be present) and I agree to the University recording lectures and presentations
(where I may attend such activities) for later access as part of the University’s learning
resource.

14. I understand and agree that any intellectual property arising during the course of my studies
at the University will belong to the University unless expressly assigned back to me in
accordance with the University's Intellectual Property Rights Policy set out at:
http://www.bolton.ac.uk/Students/PoliciesProceduresRegulations/AllStudents/Documents/I
ntellectualPropertyRights.pdf

15. I confirm that the information I have provided to satisfy and complete my enrolment at the
University is to the best of my knowledge correct.

16. I understand and agree that if I am aware or subsequently become aware of any personal
circumstances in the past or present that may reasonably be regarded as materially affecting
my enrolment as a student of the University then I must promptly inform the Data Manager
in the Student Data Management Department in writing.
17. I understand and agree that by completing this on-line enrolment I declare my intention to commence study and I shall immediately inform the University if I subsequently cease to attend at the University.

Version: 24 June 2014
Approved VCG.