

## Terms and Conditions for applicants and students

**When an applicant accepts an offer of a place at the University of Wales Trinity Saint David (UWTSD), a contract is formed. Before accepting an offer, applicants must read the terms and conditions below.**

### **Admissions and enrolment - policies, procedures and regulations**

A place on a Programme of Study is subject to the applicant successfully completing the admissions and enrolment process.

This offer of a place is subject to the terms and conditions specified in the following:

- (1) the offer letter;
- (2) the information on the University's website and in its prospectus;
- (3) the information contained in the Student Charter and the Student Code of Conduct available at: [www.uwtsd.ac.uk/studentcharter](http://www.uwtsd.ac.uk/studentcharter). The Student Charter sets out the responsibilities which bind the University and, in addition, it explains the responsibilities that students must fulfil whilst studying at the University. The Student Code of Conduct which complements the Student Charter, outlines how students of the University are expected to conduct themselves;
- (4) Students should refer to the Academic Quality Handbook for details of the University's regulations, including assessment regulations available at: [www.uwtsd.ac.uk/academic-office/academic-quality-handbook](http://www.uwtsd.ac.uk/academic-office/academic-quality-handbook) and the appropriate Programme of Study Handbook.

It is important that Applicants read these documents prior to accepting an offer and abide by the University's regulations, as failure to do so may result in the withdrawal of an offer of a place or the termination of a subsequent enrolment.

The University's Admissions Policy can be found under the 'How to Apply' pages of the University's website, and can be accessed at: [www.uwtsd.ac.uk/about/strategies-and-policies](http://www.uwtsd.ac.uk/about/strategies-and-policies).

### **Offers**

Any conditions attached to an offer of a place at the University are specified in the offer letter and in the correspondence received by the applicant through UCAS (if the application has been handled by UCAS).

An offer may be conditional or unconditional. Conditions may be academic or non-academic. Academic conditions normally require an applicant to provide evidence that they have achieved certain qualifications. Non-academic conditions often require applicants to fulfil necessary legal requirements for entry to a programme, which, depending on the circumstances, may include for example, obtaining a satisfactory Enhanced Disclosure from the Disclosure and Barring Service or providing evidence required by UKVI.

In firmly accepting an offer of a place, applicants agree to all of the University's terms and conditions as stated in the policies, procedures and regulations available at: [www.uwtsd.ac.uk/about/strategies-and-policies](http://www.uwtsd.ac.uk/about/strategies-and-policies).

After accepting an offer of a place, applicants will have 14 days during which time they may decline their offer if they change their minds. A cancellation form can be accessed here: [www.uwtsd.ac.uk/apply/terms](http://www.uwtsd.ac.uk/apply/terms).

Applicants who apply through UCAS and whose insurance choice at UWTSD becomes firm at confirmation (whereby they have been unsuccessful at the institution where they were holding a firm choice) will have 14 days to decline their offer of a place from the date of the change. UCAS applicants who are accepted through 'Clearing' will have 14 days in which to change their mind from the date of their acceptance. Applicants can choose to have their application released back into Clearing or to have it withdrawn from the UCAS system.

Enrolled students also have 14 days in which to change their mind and cancel their place from the start date of their Programme of Study without incurring any financial penalties.

## **Meeting the terms of the offer – Home Fee Applicants**

Applicants who receive a conditional offer of a place, subject to achieving particular qualifications, will need to meet those conditions in order to obtain an unconditional offer of a place.

Home applicants who have not received notification of a confirmed place by two weeks prior to their course start date should contact the relevant home admissions team. Email addresses for the University's admissions teams are listed at the end of this document. If a home applicant's results have not been received by the Admissions Team, the applicant will be asked to provide evidence of these. Home applicants who have not received their qualification certificates by this time should provide an official letter from their School or College that confirms their results.

Home applicants are required to meet the conditions of their offer prior to the commencement of their Programme of Study. The University reserves the right to withdraw applicants or to defer their offer of a place to the following intake if offer conditions have not been met in sufficient time.

### **UCAS applicants**

Applicants who both meet and exceed the conditions of their offer will be entitled to seek a place on an alternative programme at UWTSO or at another institution through the Adjustment process. Further details are available at [www.ucas.com/adjustment](http://www.ucas.com/adjustment). The Adjustment process applies to full-time undergraduate UCAS applicants only.

Applicants who know that they have failed to meet the conditions of their offer and whose offer status is still conditional, should ensure that the University Admissions Team has received all of their results. Once in receipt of these, the University will consider whether to offer the applicant a place on an alternative programme at the confirmation stage. The University does not guarantee the offer of an alternative programme to a student who has not been accepted onto their initial programme of choice. If an alternative course is offered by the University to the applicant, they can accept or decline that offer. Applicants who decide to decline the offer may request to have their application released into Clearing (if eligible) or have their application completely withdrawn from the UCAS system (where applicable).

## **Changes to the terms of an offer**

Unless required to do so by law, or to meet a new industry requirement, the terms of an offer will not be changed. In the unlikely event that it is necessary to change the terms of the offer, the applicant will be informed in writing and asked to agree to the changes.

## **Programmes of Study that are subject to validation**

Programmes of Study at the University must be formally approved and validated prior to delivery. There are some exceptions such as short courses and pre-sessional English Language courses that are not subject to the University's normal validation procedures. The processes for programme approval and validation exist to ensure that programmes are consistent with University and Institute Strategic Plans, are of an appropriate academic standard and are properly resourced.

If a programme is subject to validation, the applicant will be informed in writing of any changes made to the programme when the programme has been formally validated. If the programme is not validated or if an applicant decides to withdraw their choice as a result of changes made to the programme during the validation process, the University will endeavour to find the applicant a place on an alternative programme.

## **Changes to a Programme of Study**

An offer of a place to study at the University shall be based on the latest available information about the Programme of Study, as at the date of acceptance of the offer. Applicants will find information such as the core modules and possibly an indication of optional modules on the course pages of the University's website.

However, changes to programme information (including to programme description, content, mode and/or location of delivery and/or timetable), services, facilities and/or the University's Royal Charter, Statutes, Ordinances, Regulations and Academic Guide may be necessary. Reasons for changes include, but are not limited to, the following reasons:

- to meet the requirements of an accrediting, professional, statutory and/or regulatory body;
- to respond to sector good practice or quality enhancement processes;
- to keep programmes contemporary by updating practices, modules or areas of study;
- because of circumstances outside the reasonable control of the University, such as a key member of staff leaving the University or being unable to teach (where the programme or module is reliant on that person's expertise);
- enhancement to the University's Estate and Facilities and planned relocation of Schools;
- Other circumstances outside the reasonable control of the University including industrial action, severe weather, public health pandemics, fire, civil disorder, political unrest, government restrictions or serious concern about the transmission of a communicable disease making a programme unsafe to deliver.

Changes to programmes or modules may also need to be made where the minimum number of students required to ensure a good educational or student experience has not been met. Please note that in some exceptional circumstances, programmes may be withdrawn (prior to commencement) for this reason.

If changes to your programme are made after you have accepted your offer, the University will take reasonable steps to notify you of those changes.

If your programme is withdrawn or if fundamental changes to your programme are made after you have accepted your offer, the University will take reasonable steps to give you early notification and where applicable offer a suitable alternative programme at the University. You will also be entitled to withdraw from your programme and apply for a refund or partial refund of any tuition fees you have paid.

## **The provision of accurate information from the applicant**

Applicants should ensure that the information that they provide to the University is true, complete and accurate. Home applicants should contact the relevant home admissions team if they need to inform the University of any change to their personal details, such as their name or postal address. Email addresses for the University's admissions teams are listed at the end of this document.

After enrolling as a student, any change in personal details from a home student should be communicated to either [registry@uwtsd.ac.uk](mailto:registry@uwtsd.ac.uk) (Wales based programmes) or [londonstudentservices@uwtsd.ac.uk](mailto:londonstudentservices@uwtsd.ac.uk) (London Campus programmes) or [birminghamstudentservices@uwtsd.ac.uk](mailto:birminghamstudentservices@uwtsd.ac.uk) (Birmingham Campus programmes).

International applicants should contact the Immigration Services and Visa Compliance Team if they need at any stage to inform the University of any change to their personal details, such as their name or postal address. The Immigration Services and Visa Compliance Team can be contacted at [international.registry@uwtsd.ac.uk](mailto:international.registry@uwtsd.ac.uk).

If an application is found to contain false information at the point of verification or thereafter, the University reserves the right not to enrol the applicant or to require the student to withdraw from the programme of study. The same consequences will apply where an applicant has failed to disclose any material information that would affect the decision to offer a place, such as information relating to a relevant unspent criminal conviction, outlined in the section on criminal convictions below. Should this be the case, any fees due that have been paid will not be refunded.

Further information is contained in the University's Admissions Policy which can be accessed at: [www.uwtsd.ac.uk/about/strategies-and-policies](http://www.uwtsd.ac.uk/about/strategies-and-policies).

## **Health Requirements**

Some programmes may require the applicant to complete a health questionnaire and undergo health screening checks as part of the admissions and enrolment process.

Students may also be required to complete a health questionnaire and/or undergo health screening checks during their studies as part of the risk assessment processes prior to University activities that take place in an external setting including work placements, internships, study abroad exchanges, and field trips.

Due to the current Covid 19 Pandemic, it may be necessary for the University to contact students as part of the Government Test Trace Protect scheme (more details are available at <https://gov.wales/test-trace-protect> or <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>) and students may be required to take a test for Covid 19. To support the Test, Trace and Protect scheme students are required to check into our campus buildings using the Track and Trace app.

Students are required to self-isolate if they are the subject of a positive test for Covid 19. Students may be required to self-isolate if they have been in contact with somebody affected by Covid 19 or if they are attending the University from an area in the UK or from a country which has been subject to quarantine under the Government Regulations that apply to their campus. The University will endeavour to keep all students updated about these matters.

Expectations around student behaviour in relation to Covid-19 are outlined in the University's Student Code of Conduct.

## **Criminal convictions and the requirement for disclosure**

### **Programmes for which a Disclosure and Barring Service (DBS) Check is not required**

The University has a duty of care towards its students, staff and visitors. To ensure the safety of the University community, applicants to the University are encouraged to disclose any relevant unspent criminal convictions at the earliest opportunity. All declarations of a conviction are handled confidentially. Applicants are able to discuss their conviction in confidence with trained staff who can provide them with relevant support. The Immigration Services and Visa Compliance Team can also provide international applicants with related advice on immigration matters.

### **Programmes for which a Disclosure and Barring Service (DBS) Check is required**

Applicants who wish to enrol on programmes where they will be required to work with children, young people or vulnerable adults, must disclose all convictions, including cautions, reprimands, final warnings, bind-over orders and spent convictions. Such applicants will be informed during interviews, and in subsequent offer letters, that they will be required to gain a satisfactory enhanced disclosure from the Disclosure and Barring Service in order to fully enrol as a student at the University, and before they will be allowed to undertake work that requires contact with children or vulnerable adults.

The University uses an external service 'First Advantage Online Disclosures' to process DBS applications. Applicants who accept an offer of a place as their firm choice will be directed to apply for a DBS Check through the online service.

It is strongly recommended that applicants register with the DBS Update Service. The Update Service is an online subscription service that allows those subscribed to keep their DBS certificate up-to-date and reduces the need to apply for multiple certificates when moving from one role to another in the same workforce. The University will check DBS Enhanced Disclosures against the DBS Update Service and will require the applicant/student to apply for a new DBS certificate if the Update Service indicates that new information has become available since the disclosure was issued, or if the applicant/student allows their registration to lapse. In accepting an offer, applicants consent and agree to these processes.

Applicants who have previously undertaken an enhanced DBS check through another organisation and who have a valid subscription to the DBS Update Service, should contact the Admissions Team at [dbs@uwtsd.ac.uk](mailto:dbs@uwtsd.ac.uk) to ask if their enhanced disclosure can be accepted for their programme of study. Where this applies, the disclosure must be at the same level and for the same workforce(s) as is required for their programme of study, and the applicant must be able to provide the University with their original DBS certificate upon request.

The University will decide if any convictions or information revealed are incompatible with a place on a programme of study.

Applicants who have been arrested, charged or convicted of a criminal offence after they have applied must inform the University immediately. Failure to do so may result in an application being refused, or an offer of a place being withdrawn by the University.

Further information is contained in the University's Admissions Policy available at: [www.uwtsd.ac.uk/about/strategies-and-policies](http://www.uwtsd.ac.uk/about/strategies-and-policies). Any declaration of a conviction, and any subsequent information disclosed in relation to the declaration, will be handled sensitively, held in the strictest confidence, disclosed only to designated University staff members and managed in accordance with the principles of the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR) 2016.

Any person arrested, charged or convicted of a crime whilst a student at the University will be subject to the University's Student Non-Academic Misconduct Policy and will be required to declare this at the earliest point. Continuing students will be required to confirm at re-enrolment that they do not have a criminal conviction that has not previously been declared to the University. All declarations are handled confidentially and applicants and students are able to confidentially discuss their conviction with trained staff who can provide them with relevant support.

### **International applicants requiring a Sponsored Student Visa**

To study at UWTSD, international applicants and students must meet the visa and immigration conditions required by the UK Home Office which are updated from time to time. Further information is available at: [www.gov.uk/government/organisations/uk-visas-and-immigration](http://www.gov.uk/government/organisations/uk-visas-and-immigration) and on the International pages of the University's website: [www.uwtsd.ac.uk/international/applications-and-admissions/immigration-and-visas](http://www.uwtsd.ac.uk/international/applications-and-admissions/immigration-and-visas).

### **Support for applicants with disabilities or specific learning differences**

This section should be read in conjunction with the University's 'Policy Statement on the Admission of Disabled Students' available at [www.uwtsd.ac.uk/apply/terms](http://www.uwtsd.ac.uk/apply/terms) and with reference to the definitions specified therein.

Applicants are encouraged to disclose any specific learning difference, disability or medical condition to the appropriate persons, as early as possible during the application process and throughout their time at the University. Applicants who have disclosed a disability on their application form are encouraged to contact Student Services and their Academic Institute to discuss their support requirements. Further information on Student Services is available at: [www.uwtsd.ac.uk/student-services](http://www.uwtsd.ac.uk/student-services).

The University may decide to invite applicants who have disclosed disabilities in specific categories to meet with a member of the Academic Institute, a representative from the Learning Support Team (Student Services), and any other relevant staff, in order that support requirements can be identified. The meeting will normally be arranged to take place as early as possible after an offer of a place on a programme of study has been made.

Once an applicant has been made an offer of a place, a Support Needs Enquiry Form will be made available to the applicant to enable them to provide further information in relation to their support needs and to give their consent for this information to be shared with relevant university staff in order to determine reasonable adjustments and compensatory measures. Students who decline to share information should be aware that this may limit the University's ability to ensure that appropriate and timely support arrangements are put in place.

Where complex support requirements are identified, the applicant's case will be referred to the University's 'Reasonable Adjustment Review Panel' for further consideration. A decision will then be taken as to whether or not the University can reasonably make adjustments to enable the applicant to participate fully in their chosen programme and to reach their full potential.

Where needs cannot be met and having explored all possible alternatives, the only reasonable option may be for the University to withdraw its offer of a place. In such circumstances a recommendation will be made to the designated Senior Manager by the Director of Student Services. The designated Senior Manager will consider the recommendation and if they agree, the applicant will be informed of the decision to withdraw the offer.

Applicants who wish to transfer to an alternative course within the University or to progress to a higher level should be aware that a new assessment may need to be undertaken, in the context of the new application.

## **Data protection and processing**

The information provided on an application will become part of the student's record. By entering into a contract with the University, the applicant gives consent for the University to store and process personal data in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR) 2016. The University's policy on data protection, the Student Privacy Statement and Applicant Privacy Statement can be found at: [www.uwtsd.ac.uk/data-protection](http://www.uwtsd.ac.uk/data-protection).

## **Accommodation**

Carmarthen, Lampeter and Swansea campuses have Halls of Residence or student accommodation, with many of the rooms prioritised for first year students. Places are allocated by the Accommodation Office on a first come, first served basis.

Applicants should be aware that due to high demand for University accommodation, it may not be possible to accommodate all first year students in a Hall of Residence and so private rented accommodation may be required. The University does not accept any responsibility for this private accommodation.

Further information about student accommodation options on each campus and how to apply is available at: [www.uwtsd.ac.uk/accommodation](http://www.uwtsd.ac.uk/accommodation).

Accommodation charges are payable termly in full. Information on the accommodation fees applicable at each campus can be found on the Accommodation pages of the University's website: [www.uwtsd.ac.uk/accommodation](http://www.uwtsd.ac.uk/accommodation). In order to continue living in student accommodation, students must ensure that all their accommodation fees are paid to date.

Students who accept an offer of accommodation in the Halls of Residence are required to abide by the terms and conditions as set out by the University. These may be found on the University's website at: [www.uwtsd.ac.uk/accommodation/carmarthen-accommodation](http://www.uwtsd.ac.uk/accommodation/carmarthen-accommodation)  
[www.uwtsd.ac.uk/accommodation/lampeter-accommodation](http://www.uwtsd.ac.uk/accommodation/lampeter-accommodation)  
[www.uwtsd.ac.uk/accommodation/swansea-accommodation](http://www.uwtsd.ac.uk/accommodation/swansea-accommodation)

Students are reminded to refer to the terms and conditions throughout the contract period.

## **Fees and Finance**

Tuition fees may be increased in line with inflation. Programme fees are normally charged on an annual basis, unless otherwise specified. Detailed information on fees can be found on the finance pages of the University's website: [www.uwtsd.ac.uk/student-finance](http://www.uwtsd.ac.uk/student-finance) and in its Fee and Access Plan: [www.uwtsd.ac.uk/finance/fee-plan](http://www.uwtsd.ac.uk/finance/fee-plan).

Students may incur additional costs associated with their chosen programme. Such costs may include the cost of repeat periods of study, extensions to the designated period of study, resubmission fees, travelling expenses to and from the programme venue and other miscellaneous expenses such as the cost of field trips, placements, books and equipment. Information in relation to these additional costs can be found on the course specific web pages on the University's website at [www.uwtsd.ac.uk/courses](http://www.uwtsd.ac.uk/courses). Applicants should take these additional costs into account before accepting an offer of a place.

Students are required to confirm as part of the enrolment process that they accept responsibility for the payment of tuition and any accommodation, or other charges that they may incur while studying at the University. If a student fails to pay tuition fees when they become due, and fails to make satisfactory arrangements for discharging any outstanding debt, the University reserves the right to commence legal proceedings to recover the debt. Students that have outstanding tuition fee debts are not entitled to progress to the next year of studies, to be awarded or to graduate.

Students must submit a request on [MyTSD](#) if they wish to withdraw from a course or interrupt their studies. If a student does not notify the University of their withdrawal, and if the last date of attendance is unclear, the University reserves the right to use the date of the Examining Board at which their candidature was withdrawn for the purpose of the calculation of fees.

After an initial two week period, the following tabled criteria will apply:

<b>Fees Due</b>	<b>Criteria</b>
25% of annual fees	If withdrawal or exclusion in the first term
50% of annual fees	If withdrawal or exclusion in the second term
100% of annual fees	If withdrawal or exclusion in the third term

Welsh-domiciled students wishing to apply for student finance will need to register with Student Finance Wales at [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk). Applicants should submit their applications by early May of the year in which they wish to commence their studies if they wish to receive their first instalment at the start of term.

English-domiciled students wishing to apply for student finance should refer to the information available at: [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance).

Students from Northern Ireland wishing to apply for student finance should refer to the information available at: [www.studentfinancenir.co.uk](http://www.studentfinancenir.co.uk).

Students from Scotland wishing to apply for student finance should refer to the information available at: [www.saas.gov.uk](http://www.saas.gov.uk).

Home applicants whose fees are to be paid partly, or in full, by a sponsor or other agency, must provide documentary evidence of this at enrolment. International applicants must provide such documentation prior to an unconditional offer being made.

It is the student's responsibility to ensure that any fees and expenses in relation to their programme are paid in full and on time.



## **Library and Learning Resources & Information Technology and Systems**

Information about the services available to students is provided through the following webpages:

Library and Learning Resources: [www.uwtsd.ac.uk/library](http://www.uwtsd.ac.uk/library).

Information Technology and Systems: [www.uwtsd.ac.uk/its](http://www.uwtsd.ac.uk/its).

The rules for the use of IT at the University are contained in the Information Services Acceptable Use Policy (AUP). Each user is responsible for reading and adhering to the contents of these documents. Failure to observe any part could result in disciplinary and/or legal action being taken by the University against offenders. Further details are available at: [www.uwtsd.ac.uk/its-policies](http://www.uwtsd.ac.uk/its-policies).

Regulations in relation to the UWTSD Libraries can be found at: <https://uwtsd.ac.uk/library/help-and-support/customer-charter>.

## **Appeals and complaints**

There may be occasions where applicants request an appeal (review of their application), or wish to make a complaint about the admissions process. The arrangements in place for applicants to obtain feedback about an unsuccessful application, to appeal against a selection decision or to complain about the admissions process are set out in the University's Policy and Procedures for Admissions, Feedback, Appeals and Complaints document which can be found under the 'How to apply' pages of the University's website and at: [www.uwtsd.ac.uk/about/strategies-and-policies](http://www.uwtsd.ac.uk/about/strategies-and-policies).

The University also has procedures in place for enrolled students who wish to make a complaint or submit an academic appeal.

Further information is available in Chapter 13 of the Academic Quality Handbook and relevant policies: [www.uwtsd.ac.uk/academic-office/academic-quality-handbook](http://www.uwtsd.ac.uk/academic-office/academic-quality-handbook).

Complaints from students in partner institutions are dealt with by the partner in the first instance, but the complainant may also be considered by the University if they are not satisfied with the outcome.

**Any queries or concerns from Home Fee status applicants relating to the information contained in this document should be addressed to the relevant Admissions Team:**

**Registry (Wales based):** [admissions@uwtsd.ac.uk](mailto:admissions@uwtsd.ac.uk).

**London Campus:** [londonadmissions@uwtsd.ac.uk](mailto:londonadmissions@uwtsd.ac.uk).

**Birmingham Campus:** [birminghamadmissions@uwtsd.ac.uk](mailto:birminghamadmissions@uwtsd.ac.uk).

**International Fee status applicants should e-mail any queries to:**

[international.registry@uwtsd.ac.uk](mailto:international.registry@uwtsd.ac.uk).

Version No.	Reason for change:	Author:	Date of change:
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0.1	Annual Review – Initial draft for consideration by the IACPC and the SEC.	Gemma Green, Senior Admissions Officer/ Elin Bishop, Executive Head of Registry	26/05/21
0.2	Amendment to the section: Criminal convictions and the requirement for disclosure, submitted to the Chair of the SEC for consideration following approval of the initial draft by the SEC on 09/06/21.	Gemma Green, Senior Admissions Officer/ Elin Bishop, Executive Head of Registry	11/08/21
1.0	Final version approved by the Chair of the SEC.	Gemma Green, Senior Admissions Officer/ Elin Bishop, Executive Head of Registry	11/08/21