

## Summary of Main Contractual Terms and Conditions

When you accept a place at The Sheffield College you agree to be bound by the Terms and Conditions of the contract. This is a summary of the main clauses. The full text is available at <http://www.sheffcol.ac.uk/about-us/terms-and-conditions>

### 1. Pre-Enrolment Contract

This is formed when you accept the offer of a place and it secures that place for you, provided you meet any conditions stated in your Offer Letter. You have the right to cancel this contract within 14 days of accepting the offer.

### 2. The Enrolment Contract

- a. This is formed at enrolment. From this time you become liable the following financial arrangements:
  - o Payment of tuition fees - Your tuition fees will not change during the course.
  - o If you withdraw from the course before the end of Semester 1 you will be liable for payment of 50% of the annual fee.
  - o If you withdraw after the end of Semester 1 you will be liable for payment of the whole of the annual fee.
  - o Student Finance England will not pay your fees following withdrawal from the course.
  - o You may be required to repay the face value of your IT voucher if you withdraw before completion of the course.
- b. Changes to your course  
The college will make every effort to provide the course as described on the website information. If, due to circumstances outside our control, changes have to be made to the course you will be informed in writing as soon as practicable.
- c. Course closure  
In rare circumstances the college may decide to close a course up to 28 days before it is due to start. This may happen, for example, if there are insufficient applicants to provide you with a quality learning experience. In such circumstances the college will offer you an alternative place if appropriate, or inform you of other institutions that may be able to meet your needs.
- d. Compliance with the Regulations  
On enrolment you become subject to the regulations. These include:
  - o academic and assessment
  - o conduct, fitness to practise
  - o expulsion and discipline
  - o fees and financial
  - o information technology
  - o intellectual property
  - o complaints and appeals