



Terms and conditions governing offers

Version Control

Version	History of Amendments	Date
Version 1	Final version	
Version 2	Revision of Version 1	
	Approved at TeLSEC	
	Version 2 approved at AC	
	Final version ready to be disseminated	
Version 3	Revision of Version 2	
	Approved at AQSC	
	Version 3 ratified at AC	
	Final version ready to be disseminated	
Version 4	Revision of Version 3	
	Approved at TeLSEC	
	Version 4 approved at AC	
	Final version ready to be disseminated	
Version 5	Revision of Version 4	
	Approved at TeLSEC	
	Version 5 approved at AC	
	Final version ready to be disseminated	

If you choose to accept an offer of admission for study at the Al-Maktoum College, acceptance is subject to the following terms and conditions. You should read these carefully before accepting such an offer.

A. General Terms

1. Any offer of admission for study at the College is made on the understanding that in accepting it you will undertake to observe all policies, procedures and regulations which govern the effective organisation and management of the College and those of the awarding body and to abide by the rules which the College makes for its students. In accepting an offer of admission for study at Al-Maktoum College of Higher Education you are explicitly accepting these terms and conditions and agree to be bound by them.

The College publishes many of its policies online - www.almcollege.ac.uk

2. Any offer of admission is made without prejudice to the right of the College to vary or withdraw it if information comes to the notice of the College (whether relating to events occurring before or after the date of the offer) which could reasonably have influenced the College's decision if known at the time the offer was made. The College reserves the right to withdraw an offer of a place, or terminate a student's enrolment, if it discovers subsequently that a candidate has given false or (or only provided partial) information in their application or has provided false or fraudulent documentation in support of their application.

3. The College reserves the right to withdraw, vary or amend any aspect of an offer of admission if it is found that an error or mistake has been made. In such cases a revised offer of admission will be issued or confirmation that the offer is to be withdrawn made. The College will accept no liability for financial or other loss incurred by the applicant in the event of such an issue arising.

4. Where the offer states that it is conditional upon the recipient demonstrating that they have fulfilled the relevant entry criteria by way of submission of one or more document, the specified offer conditions must be fulfilled in their entirety prior to the start date stated in the offer. Applicants holding a conditional offer should note that their place on the specified course is not confirmed until all offer conditions have been fulfilled to the satisfaction of the College. Conditional offer holders may not register with the College.

5. An offer of admission does not imply that any financial assistance will be available from the College or any other source. Applicants wishing to be considered for a bursary/scholarship should apply separately.

6. Applicants whose native language is not English or, applicants from a country not recognised by the College as being English-speaking, will be required to demonstrate, by way of presenting a valid Secure English Language Test result or certificate, their proficiency in the comprehension and use of English language at or exceeding the standard set by the College for the programme to which an application was made in advance of the commencement of studies. Should an applicant be given permission to defer their studies and in the event of such a deferral their Secure English Language Test result exceeds the two year validity period for such certificates, the applicant will need to arrange a new Secure English Language Test in order to demonstrate that they continue to fulfil the College's entry criteria.

7. The College will use all reasonable endeavours to deliver programmes and units in accordance with the descriptions set out on its website. However, the College reserves the right to make variations to the content or availability of programmes and/or units, or to discontinue them as it deems appropriate. Where the College discontinues a programme or unit, it will use its reasonable endeavours to provide an alternative.

8. Where an offer of admission is made for a programme of study which is dependent for its completion on a component provided by or through a party other than the College, the College reserves the right to withdraw the offer of admission should the third party, for whatever reason, be unable to meet its obligation with regard to the programme of study and the College has not been able to make suitable alternative arrangements after having taken reasonable steps to do so.

9. The College cannot accept responsibility, and expressly excludes liability, for loss or damage to applicants' and students' property. This includes such documentation as may be submitted by the applicant in order to secure admission (for example, but not limited to, degree certificates, transcripts and references).

10. It is a condition of all offers of admission for programmes that, where applicable, progress onto a second or subsequent semester is dependent upon satisfactory progress.

11. Students are required to assign their Intellectual Property Rights to Al-Maktoum College of Higher Education for the period of their time as a registered student.

12. Students are expected to conduct themselves at all times in a manner which demonstrates respect for the College, their fellow students and staff. Students are ambassadors for the College, and are expected to behave in a way that enhances the reputation of the College and that is sensitive to our culturally diverse environment. Students are encouraged, with the support of the College, to engage actively in the learning process and to be fully committed to their studies.

13. Students are responsible for informing the College should any of their details change during the course of their registration with the College, up to the point of certification (for all students) and/or departure from the UK (for Tier 4 students).

14. The College reserves the right to amend these terms and conditions without notice.

B. Additional Terms in Respect of Applicants requiring a Visa to Study in the UK (and Further Information for All International Students)

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

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

3. The College will endeavour to help you in finding the right advice for matters relating to international students. Please contact studentadmin@almcollege.ac.uk for assistance.

4. You should be aware that UK immigration regulations require overseas students to study full-time in order to qualify for entry to the UK as a student.

C. College Fees & Funding

1. Tuition fees are payable at the start of the academic year, unless the College has agreed that the student may make payments in instalments or you have been awarded a scholarship and / or your programme is funded by SAAS. Otherwise students should contact studentadmin@almcollege.ac.uk for information about how to pay fees or how to arrange to pay by instalments.

2. If you receive an award from a sponsor or other third party which carries with it payment of all or part of your tuition fees you must inform Student Administration by submitting that sponsor's written consent to make such payments when requested by the College to do so, and in advance of you enrolling with the College. The failure to provide an acceptable document will result in you being held responsible for the full tuition fees.

3. Your acceptance of this offer of admission to the College will be taken as an acknowledgement by you that you are aware of this obligation and of the time at which it must be met, and that you accept it. Your sponsor or other third party paying all or part of your tuition fees may require you to pay back some or all of the monies it has paid to the College in good faith on your behalf if you fail to complete or to pass the programme to which you have been admitted. You should therefore be aware that admission to the College does not guarantee the award of any qualification.

4. For programmes of greater than one year in duration, academic fees are charged for each year and are subject to change from one year to the next.

5. The College reserves the right to revise fees at any time without notice. Please note the College will not increase your fees part-way through your course of study.

6. All students must be able to satisfy the College that they will have sufficient funds to meet their fees and living expenses for the duration of their course. Please note that full registration is only completed upon the payment of all outstanding fees and other dues to the College, unless paying by agreed instalments. Failure to meet your financial obligations as they fall due may result in your registration with the College subsequently being suspended, and any certification being withheld until such fees have been paid.

7. In addition to the academic fees, students will need to cover their living expenses.

Enquiries

Enquiries concerning the formal terms of this offer should be directed to admissions@almcollege.ac.uk

All data will be dealt with in line with the College's Data Protection Policy.

All information correct at time of publication. The College accepts no liability for errors or omissions.