



Terms and Conditions for Higher Education

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1. INTRODUCTION

When an individual becomes a Higher Education student at Wirral Met College by accepting a place at the college, the individual enters into a contract with Wirral Met College. The contract between the individual and the College can only be varied by a written agreement between both parties.

When an individual accepts an offer at Wirral Met College, the person accepts and agrees to the terms and conditions set out in this document, and all policies and procedures related to any course of study. The official offer to an individual will be sent as an official letter that will be sent via email and/or post.

This Terms and Conditions document is readily available on the College website for transparency, prior to acceptance of an offer. Before accepting an offer from Wirral Met College, all individuals should read the terms and conditions in full. Each individual will be signposted to the terms and conditions when an offer is made. The terms and conditions do not mention all policies and procedures related to an individual's course of study. Links to all relevant policies and procedures are accessible via the College website. It is the expectation of Wirral Met College for the individual to make themselves aware of all policies and procedures.

During an individual's course of study, Wirral Met College will use the issued Wirral Met College email address to communicate with learners. It is the expectation of Wirral Met College that the individual will check his/her email regularly to remain up to date with information.

Terms

Offer:	a conditional or unconditional offer of a place on a course of study made to an individual by Wirral Met College
Course:	the Wirral Met College programme of study, or unit(s) of study
Individual:	the person who has applied to Wirral Met College Learner: the person who is currently studying on a course at Wirral Metropolitan College
Tuition Fee:	the amount charged to a learner for each academic year of study
Higher Education:	a course of study identified as Level 4-7, validated by one of the partners listed on all College websites. This currently includes BA and BSc Degrees, HNCs, HNDs, Level 5 Diploma in Initial Teacher Training and Level 7 Post Graduate Diploma in Initial Teacher Training. The list of courses identified as 'higher education' can be found on the College website
The College:	Wirral Metropolitan College

2. ACCEPTANCE OF OFFER

The contract between an individual and the College will come into effect when an acceptance of an offer is made in writing. This can be done via email, post, or signed document stating the individual's intention to study at Wirral Metropolitan College course offered. There is a 'cooling off period' after an individual enrolls at the College, where an individual is allowed to withdraw from his/her accepted course of study. The individual can cancel this contract at any time within the 14 days immediately after acceptance of the Offer, without giving any reason, as long as the cancellation is done so in writing. An

individual will need to liaise with his/her tutor regarding the submission of a cancellation request. Withdrawing from a course of study after the 14 days 'cooling off period' will incur potential fee charges, subject to length of study prior to withdrawal.

3. LEARNER OBLIGATIONS

When an individual accepts an Offer, the College learner agrees to be bound by and comply with college policies and procedures in terms of their attendance, behaviour and studies. The following documents, policies and procedures can be accessed on the college website and are designed to support, protect and empower students whilst on programme:

- HE Access and Participation Plan 2020-21 to 2024-25
- HE Student Protection Plan
- HE Payment Policy 2024-25
- Freedom of Speech Policy for Higher Education 2024-25
- HE Intellectual Property Rights 2024-25
- The rules and regulations relating to the
 - Course
 - Programme Handbooks
 - Programme Specifications
 - Module Specifications and any course/department specific Safety Codes of Practice
 - Regulations and policies related to the Course's awarding body as set out on the awarding body's website

4. FINANCIAL ARRANGEMENTS

All Higher Education programmes incur a fee for each academic year of study.

Additional fees will be charged in the event of a repeated academic year, or a partial fee charged for any resits (determined by the intensity of study). All **Tuition Fees** will be determined by the College and all tuition fees identified at point of offer will remain the same amount for each academic year for the learner. If a learner withdraws from a course and reapplies, they will need to apply as a new applicant and they will be subject to any changes to tuition fee amounts published.

Tuition fees cover tuition, registration, examination and assessment costs. The cost of field trips, consumables, and other costs are to be charged and paid for separately.

When an individual accepts an offer, the individual agrees to be responsible for maintaining that all information related to paying tuition fees is up to date and accurate. This includes their application to Student Loan Company, where required.

When an external organisation, other than Student Loan Company, is paying a learner's fees, that learner agrees:

- Wirral Met College is able to share personal data, including academic standing, with the external organisation, without seeking further consent from the learner.
- the learner is ultimately responsible that all tuition fees charged are paid in full and in a timely manner

- if the external organisation defaults on the tuition fee payment arrangement, any and all outstanding tuition fees will be charged to the learner, with an immediate payment request issued.

Any student unable to pay their tuition fees, or unable to access a student loan, should contact the Student Finance Support Team at the earliest opportunity.

If a student has tuition fees outstanding at the end of the year they may not be allowed to progress to the next year.

5. CHANGES TO POLICIES

Wirral Met College reviews all policies, procedures and other information when stated on the document's cover and changes may need to be made. The learner agrees that the College can and will make any changes to all policies, including the Higher Education Terms and Conditions document, without seeking express consent from any learner or student organisation. Wirral Met College will consult students, where necessary, prior to implementation of any changes to policies that directly affect learners.

Wirral Met College will publish up to date policies on the College website, for access by all learners.

5. CONTACT

Any queries related to the Higher Education Terms and Conditions may be sent to WMC Enquiries WMC.Enquiries@wmc.ac.uk