

## Notes for guidance for completion of application form

### General

Before completing the form, **please ensure that you read these notes carefully**. You should also read the current FoundationCampus literature relating to the course(s) in which you are interested.

### Section 1 Personal details

Complete this section in BLOCK CAPITALS.

### Criminal convictions

Your application cannot be processed if you do not complete this section. If you enter 'yes' in the box you may be asked to send in further information.

### Section 2 Disability/special needs

Please enter in the box the code from the list of statements below which is most appropriate to you. Describe your condition in Section 9 and, where it is not obvious, indicate whether you have special needs.

### Disabilities/support required:

- 0** You do not have a disability nor are you aware of any additional support requirements in study or accommodation.
- 1** You have dyslexia/ learning difficulties.
- 2** You have a sight impairment.
- 3** You have a hearing impairment.
- 4** You use a wheelchair or have mobility difficulties.
- 5** You need personal care/support.
- 6** You have mental health difficulties.
- 7** You have an unseen disability (e.g. diabetes, epilepsy)
- 8** You have two or more of the above special needs.
- 9** You have a disability not listed above.
- T** Autistic Disorder.

## Conditions of Enrolment

### 1 Important

Please read these conditions carefully as they shall form part of the contract between the person responsible for the fees and Sunderland FoundationCampus ('FoundationCampus'). It is important that you make sure that you have read and understood all of these conditions as you will be deemed to accept these conditions when you sign the application form.

### 2 Application

If you are successful in your application you will receive a joint offer letter from FoundationCampus and the collaborating institution outlining the proposed course of study and detailing the tuition fees and the deposit that will be required to guarantee your place at FoundationCampus.

### 3 Tuition fee deposit payment

To accept your offer you or your sponsor will be required to pay the indicated deposit and registration fee on your offer letter. This deposit will be set against the tuition fees of the final term of your programme, and shall constitute no less than the equivalent of one term's tuition fees.

Depending on your country of residence it might be in your interest to pay a higher deposit than the minimum amount stated on the offer letter. Please contact us if you are unsure about whether this applies to you.

Refunds on the deposit paid will be in accordance with the Refund Policy, as outlined in section 8.

### 4 Acceptance of your place

Once your minimum tuition fee deposit has been received by us you will receive a Certificate of Acceptance to Study or 'CAS Statement' from FoundationCampus if you require this document for the purpose of gaining a Tier 4 visa for study in the UK.

FoundationCampus reserves the right to levy a charge for the issuing of replacement CAS statements

### 5 Payment of fees

All fees will be payable in advance as determined by FoundationCampus. Fees are correct at time of publication. FoundationCampus reserves the right to vary tuition fees at any time and payment of each term's tuition fees will be subject to any increase in fees that may be announced during the programme of study.

All student accounts must be settled in advance of the commencement of that term's studies. You will not be permitted to commence or continue your course at the beginning of any term until all outstanding fees, charges or accounts are paid.

Any payments that are not made by the due date will incur a late payment penalty to be determined and communicated in advance of your programme of study by FoundationCampus. Should it be necessary for you to repeat a module you will be required to pay the full module fee.

### 6 Academic conditions of entry and continued enrolment

Students are admitted to FoundationCampus programmes on the basis of English language and academic ability and, in some cases, on the additional basis of experiential learning.

Any student found to have misled FoundationCampus as to their qualifications and suitability for entry will be subject to expulsion from FoundationCampus without recourse to refund of tuition fees already paid. Should an alternative programme be more suitable, a student may be counselled on to such a programme, however this may also require changes to their visa status which may need to be communicated to the UKBA.

Students are expected to attend all classes and lectures, and will be subject to assessment by means of coursework and other continuous assessment methods and by examination. In order to progress through the programme of study and to subsequent courses offered by the collaborating institution students are required to meet prescribed academic and English language standards.

### 7 Visa Compliance

It is your responsibility prior to enrolment at the college that you have and maintain the correct visa status demonstrated in your passport. The centre will check this every 12 months. On application to the centre you will be required to provide details of any previous visas received or refused for entry to the United Kingdom, together with information about the level and content of any prior studies undertaken in the UK, as this is an immigration requirement before we can sponsor any student.

Attendance is monitored in two ways, by overall percentage and by 'Contact Points' in accordance with UK Border Agency regulations. Students are required to maintain appropriate levels of attendance and may be expelled and/or reported to the UKBA should this fall below the required level.

FoundationCampus reserves the right to impose sanctions including, but not limited to, termination of the enrolment of any student whose standard of conduct is unsatisfactory. There will be no refund of tuition fees in cases of expulsion.

## 8 Refund policy

Acceptance of a FoundationCampus offer on payment of the minimum stated deposit constitutes a binding contract between the student and FoundationCampus.

Tuition fees are non-refundable except in the case of visa-refusal. Should a student be refused a visa, evidence of refusal and a written application to withdraw must be made available to FoundationCampus before any refund can be initiated. FoundationCampus will verify the authenticity of the evidence of visa refusal with the appropriate British overseas posting (Embassy/High Commission), and will charge an administration fee of £100 in the event of such a refund.

Tuition fees are non-refundable after the commencement of studies. Any notice to withdraw or cancel must be made in writing, if the cancellation is received before the start of term then the forthcoming terms tuition fees will be charged. If the cancellation is made after the start of term then both the current term and the following terms tuition fees will be charged.

Any students withdrawing from a FoundationCampus programme of study will be reported to the UK Border Agency and British Embassy/High Commission in their home country as a curtailment of their programme. Any student withdrawing will be required to provide documentary evidence of their return to their home country (eg visa stamp) or their sponsorship by a new educational establishment (eg CAS documents from new sponsor).

FoundationCampus reserves the right to withdraw a previously available programme of study at its own discretion. Where a student is unable to enrol in a similar course at FoundationCampus and the enrolment is cancelled then all fees will be refunded.

## 9 Cause for concern

Should we have reason to be concerned for the health, welfare, finance or academic progress of any student, whether under or over 18, FoundationCampus reserves the right to involve parents, agents or appropriate professionals to offer support.

## 10 Deferment

Holders of a FoundationCampus offer may, by way of written request to FoundationCampus, defer commencement of their programme of study up to a maximum of one academic year. Any fees held by FoundationCampus will be held without penalty, for use against subsequent courses of study. Should the FoundationCampus offer holder subsequently withdraw, any fees held will be non-refundable.

Any students holding a CAS and wishing to defer will have this information communicated to UKBA

## 11 Data protection

### The Data Protection Act 1998

The information which you give on your form will be used for the following purposes:

- To determine your eligibility for entry to FoundationCampus and/or entry to the host partner university.
- To enable FoundationCampus and the host partner university to compile statistical reports.
- To enable FoundationCampus and the host partner university to initiate your student record.
- To share information with other government departments (e.g. immigration office), local authorities and other bodies to prevent possible fraud and to enable them to carry out their functions

## 12 Liability

Any reference in these terms to liability of the student shall also infer liability on the parents, guardian or sponsor of the student and such liability is joint and several.

## 13 Variation of Conditions

FoundationCampus may, by written notice, vary conditions of enrolment as may be necessary to comply with any law, regulations or amendment thereof, of the Government of Great Britain. FoundationCampus additionally reserves the right, upon giving one term's written notice of such change to all affected students, parents, guardians and sponsors, to make any addition, amendment or alteration to these conditions as is deemed necessary by FoundationCampus. The Contract between the Applicant and FoundationCampus is governed by and construed in accordance with English Law under the non-exclusive jurisdiction of the English Courts.

## 14 Marketing

By enrolling on a FoundationCampus programme you consent to your participation in future marketing activities. Contact us if you do not wish to participate. The information contained in this publication is for guidance only. While FoundationCampus has made every effort to check that the information contained in these pages is correct and up-to date at the time of publication, it cannot be held responsible for any errors or omission.

## 15 Payment to Agents

Before applying to study with us you may have engaged with an agent to offer you advice and support in applying for programmes of study, and you may in some cases also have agreed to pay a fee to your agent for those services. We further understand that you wish us to pay that fee to your agent on your behalf (up to maximum limits as stated on [www.ceg-uk.com/servicefees](http://www.ceg-uk.com/servicefees)).

Where this is the case we acknowledge that your tuition fees payable to FoundationCampus may include a sum owing by

you to your agent for their services up to the maximum limit referred to at [www.ceg-uk.com/servicefees](http://www.ceg-uk.com/servicefees). We agree, at our discretion, to pay this sum to your agent on your behalf and reduce your tuition fees owing to us accordingly provided that the following conditions are met:

- You enrol at FoundationCampus
- You correctly complete the application form to authorise us to make these payments to your nominated agent;
- You pay all relevant academic fees to FoundationCampus as they become due;
- Your agent has achieved Approved Agent status, an Approved Agent being an agent that has entered into a contract with you directly for the provision of services that are of a level and nature which satisfies Cambridge Education Group's internal policies and expectations of an agent and who has been confirmed by Cambridge Education Group as being such an agent.

Provided the above conditions are met and if for any reason we decide not to pay an amount due to your agent on your behalf, then we will refund to you the amount owing to your agent up to the maximum limit, for you to pay across directly.

If you have agreed with your agent that you will pay more than the maximum limit, then you will remain liable to pay any excess to your agent.

Having satisfied the above conditions should you NOT wish us to make an automatic payment to the Agent used please notify Central Admissions on [admissions@ceg-uk.com](mailto:admissions@ceg-uk.com). CEG Sunderland FoundationCampus Limited is a limited liability company registered in England. Company number 06861284

## Contact Details – please return this completed form to:

Admissions Office  
FoundationCampus  
Kett House  
Station Road  
Cambridge  
CB1 2JH, United Kingdom

Tel: +44 1223 345698  
Fax: +44 1223 346181  
Email: [admissions@foundationcampus.com](mailto:admissions@foundationcampus.com)  
Web: [www.foundationcampus.com](http://www.foundationcampus.com)