

Terms and Conditions

Notes for guidance for completion of application form

General

Before completing the application form please ensure that you read these notes, and the terms and conditions detailed below, carefully. You should also read the current ONCAMPUS literature relating to the course(s) for which you are applying, copies of which are available on the ONCAMPUS website at: www.oncampus.global. Specific information relating to your programme of study will be detailed in your Offer Letter before you are required to accept your offer of a place.

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.

All applicants who have a relevant criminal conviction that is not spent must tick the box on their application to indicate this. A relevant criminal conviction is regarded by ONCAMPUS to include 'convictions, cautions, admonitions, reprimands, final warnings, bind over orders or similar involving one or more of those listed below:

- any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm, or offences which resulted in actual bodily harm

- offences listed in the Sex Offences Act 2003
- the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.
- offences involving firearms
- offences involving arson
- offences listed in the Terrorism Act 2006

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant.

Under its obligations under the Data Protection Act 1998 (DPA)

ONCAMPUS will process students' personal information, in particular sensitive personal data, fairly and lawfully.

Disabilities/support needs:

In order to assist ONCAMPUS to assess any disability or support needs you may have and to consider whether and how we can reasonably meet them, please describe any disability or support needs you have in Section 2. Please note that information about any disability or support requirement is considered to be sensitive personal data under the Data Protection Act 1998. We will need to ask for your explicit consent to process your sensitive personal data if you choose to share it with us. For further information, please read the description in the Privacy Notice about how we use sensitive personal data. More information about why we collect this information and with whom we share it is set out in our [Privacy Policy](http://www.oncampus.global/privacy-policy) (www.oncampus.global/privacy-policy).

Definitions

- 'ONCAMPUS' - at the relevant location as detailed in a student's Offer Letter.
- 'Study Plan' - a Programme or Programmes of Study, academic or English Language course, made up of Modules and/or Subjects.
- 'Student' - the person who is applying to study or actively studying with ONCAMPUS.
- 'Fee-payer' - the Student, a parent, guardian or sponsor, such as a government agency who is responsible for paying the Student's tuition fees.
- 'Offer Letter' - the document which is issued after the Application form is received and outlines the Academic, Language, Financial and Visa conditions that must be met in order for a place to be formally offered to the Student.
- 'Centre' - the ONCAMPUS location where the Student is applying to study.
- 'Partner university' - the University campus where the ONCAMPUS centre is located or working in partnership with. Students studying at an ONCAMPUS centre will be intending to progress to an ONCAMPUS partner university at the end of their ONCAMPUS programme.

Conditions of Enrolment

1 Important

Please read these terms and conditions carefully as they will form part of the contract between you (as the student), the fee-payer (where this is not you, for example, a parent or a government sponsor) and the ONCAMPUS centre for which you are applying ('ONCAMPUS'), as detailed in your Offer Letter.

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 and pay your deposit. If you have any questions, please contact admissions@ceg-uk.com for guidance.

2 Application

If you are successful in your application you will receive an Offer Letter from ONCAMPUS outlining the proposed course of study and progression, and detailing the tuition fees, registration fee, deposit and any other charges that will be required to guarantee your place with ONCAMPUS.

3 Deposit and registration fee payment

To accept your offer you or your fee-payer will be required to pay the indicated deposit and registration fee as detailed on your Offer Letter. This deposit will be set off 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.

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 deposit and non-refundable registration fee have been received by us and evidence that all conditions of your Offer Letter have been satisfactorily met you will receive a Certificate of Acceptance to Study or 'CAS Statement' from ONCAMPUS if you require this document for the purpose of gaining a Tier 4 visa for study in the UK. A failure to meet all the conditions stated in your Offer Letter will mean that you will not be eligible for a place.

5 Payment of fees and charges

Tuition fees will be payable in advance as determined by ONCAMPUS. Fees are correct at time of publication. Fees are adjusted annually in September for each new academic year. ONCAMPUS reserves the right in exceptional circumstances to increase the fees at any time but fee increases will not apply in cases where the fees have already been paid.

All student accounts must be settled in advance of the start of that term's studies with payment. Payments are to be made according to your invoice. You will not be permitted to start 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. Late payment fees are charged in accordance with the Late Payment of Commercial Debts (Interest) Act 1998 and will be calculated by either:

1. The rate of interest as set at the Bank of England base rate plus 8%
2. A one-off charge based on the amount of debt owed, namely:

Unpaid Debt	Sum to be paid
Up to £999.99	£40.00
£1,000.00 to £9,999.99	£70.00
£10,000.00 and over	£100.00

Should it be necessary for you to repeat a module (ie repeat a period of study) you will be required to pay the full module fee.

Fees remain payable if Notice of Withdrawal has not been given in accordance with these conditions (see section 8).

6 Academic conditions of entry and continued enrolment

Entry/continued enrolment is subject to any conditions stated in the Offer Letter.

Students are admitted to ONCAMPUS programmes on the basis of evidenced English language proficiency and academic qualifications and, in some cases, on the additional basis of experiential learning. Entry requirements can be found online at: www.oncampus.global

All students' English and numeracy skills will be tested on arrival. Should the required standards not be met the centre may be required to alter the student's study plan to something more appropriate to their academic level. This may incur additional costs. Should an alternative programme be more suitable, a student may be advised to transfer, however this may also require changes to their visa status which may need to be communicated to the immigration authorities.

Any student found to have misled ONCAMPUS as to their qualifications and suitability for entry will be subject to expulsion from ONCAMPUS without recourse to refund of tuition fees already paid.

Students are required 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 partner university, students are required to meet prescribed academic and English language standards.

Students are required to comply at all times with ONCAMPUS student policies and procedures which can be found in your Student Handbook and on the student portal.

Your fee status as an international student may not be varied during your course of study, either with ONCAMPUS or subsequently with the

host partner university to which you progress. For more information see: UKCISA Fee Status (www.ukcisa.org.uk/International-Students/Fees--finance/Home-or-Overseas-fees/).

7 Immigration Compliance

It is the student's responsibility to obtain the correct immigration status prior to enrolment at the centre and to maintain this during the Programme of Study. Relevant supporting documentation such as a passport, a valid vignette (sticker) in the passport and/or Biometric Residence Permit (BRP) are required before enrolment at the centre can commence. If you have a pending visa application, evidence such as completed application form and correspondence with the Home Office/UKVI are also required. By ticking the box (section 11b) you explicitly consent to ONCAMPUS processing this information for the purpose of assessing your application and to it being able to discuss your application and any immigration history with the UK immigration authorities, should this be necessary to support your application or to prevent misrepresentation or fraud.

We do not tolerate fraud or false or misleading representation in the process of obtaining an offer or visa under our sponsorship. This may also impact upon any refund of fees you have paid to us. See Refund Policy below for further details.

Students must observe the relevant immigration regulations at all times such as work limits and police registration requirements. Breach of such regulations may lead to withdrawal from ONCAMPUS.

Any students withdrawing from an ONCAMPUS Programme of Study after the CAS has been used will be reported to the Immigration Authorities as a curtailment of their programme. Documentary evidence will be required to show that you have not breached the rules and regulations of UK immigration laws, including proof of your current location.

Students also must ensure they are aware and understand the ONCAMPUS rules and policies relevant to their enrolment and immigration conditions. These policies include, but are not limited to, Attendance Policy and Discipline Policy. Failure to comply with these policies could lead to withdrawal from ONCAMPUS and subsequent withdrawal of visa sponsorship.

8 Refund policy

Acceptance of an ONCAMPUS offer by payment of the minimum stated deposit constitutes a binding contract between you (the student and/or fee-payer) and ONCAMPUS.

Cooling-off period: Under UK consumer law you have the right to change your mind within 14 days from the date we receive your deposit payment in our bank. In this event, fees will be returned to you, minus bank charges. You must inform us of your intention to cancel via Central Admissions. However, the registration fee is not refundable after a CAS/COE has been issued.

If cancellation is due to visa refusal through no fault of your own, in normal circumstances ONCAMPUS will refund all fees paid excluding the £200 registration fee. Full written details including evidence of refusal will be required.

ONCAMPUS reserves the right to withhold the deposit if a visa is refused due to student error. This includes submission of fraudulent or misleading documentation, failure to attend the visa interview, and failure to supply valid financial statements.

Other than in exceptional circumstances, Notice to Withdraw must be made by the student in writing to Central Admissions at admissions@ceg-uk.com (before arrival and enrolment) or to the Centre Head (after enrolment). ONCAMPUS will confirm receipt of any such notification. After the commencement of studies a minimum of one full term's notice must be given, or paid for in lieu of notice.

Any outstanding fees left unpaid following your withdrawal will result in your deposit being withheld.

Any withdrawal that is not due to a visa refusal will only be considered for refund in exceptional circumstances, such as illness which prevents the student studying or a close family bereavement. Documentation to support these claims will be required before any refund decision can be made. A minimum of one terms' notice is mandatory.

No refund will be issued if a student is expelled from college.

Occasionally it may be necessary to withdraw a previously available Programme of Study, for example if fewer than the required number of students register. ONCAMPUS reserves the right to withdraw a previously available Programme of Study at its own discretion. Every effort will be made to find a suitable alternative at the earliest opportunity. Where a student is unable to enrol in a similar course at ONCAMPUS and the enrolment is cancelled then all tuition fees, deposit and registration fees will be refunded.

All bank charges pertaining to any refund will be payable by the beneficiary.

A summary of refund criteria is available at www.oncampus.global/ugc-1/1/3/0/refund_criteria.pdf

9 Cause for concern

Should we have reason to be concerned for the health, welfare, safeguarding, personal circumstances or academic progress of any student, whether under or over 18, ONCAMPUS reserves the right to involve parents, agents or appropriate professionals to offer support. We will ask for your consent to disclose anything regarded as sensitive personal data.

By signing the registration form you consent to this exchange of data, which will be discussed with you in advance of any specific communication being made (section 11d).

ONCAMPUS 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.

10 Deferment

Holders of an ONCAMPUS offer may, by way of written request to ONCAMPUS, defer commencement of their Programme of Study up to a maximum of one academic year, if a suitable alternative course is available, and if the student meets the entry requirements of the alternative programme and any other conditions or legal requirements as may be reasonable in the circumstances.

Any fees and deposits held by ONCAMPUS will be held without penalty, for use against subsequent programmes of study. Should the ONCAMPUS 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 UKVI. Additional details may be required to ensure that the student holds a CAS that is valid for the alternative Programme of Study. Students will be required to obtain an appropriate visa. We reserve the right to withdraw or refuse sponsorship should a student's circumstances change, or if visa regulations change during the period of deferment.

11 Data protection

In order to deliver your education and protect your welfare, ONCAMPUS will collect, keep and otherwise process personal data, including sensitive personal data that relates to you and your circumstances. Further information about what information we collect from you, what we will do with this information (including who we will share it with) and why, is set out in our [Privacy Policy](#). This [Privacy Policy](#) also explains what rights you have in relation to access to and correction of the personal data that we hold about you and who to contact if you have any questions or concerns.

It is very important that you read the [Privacy Policy](#) carefully before you tick the relevant boxes below to indicate your consent to certain processing of your personal data including sensitive personal data. Except in cases where we ask you to tick a box, please note that by providing your personal data to us and by signing this form you indicate that you agree to us processing your personal data as set out and described in the [Privacy Policy](#).

Where we wish to share sensitive personal data, such as information about your physical or mental health, in the future either within our company or with third parties (for example with your parent or guardian or with a partner university) we will ask for your consent to do this unless there is an emergency or there is another lawful reason for the disclosure.

Do you explicitly consent to your passport and/or Biometric Residence Permit (BRP) and pending visa application evidence (all as described above) being used by ONCAMPUS to assess your application?

Do you explicitly consent to CEG/ONCAMPUS being able to discuss your application and any immigration history with the UK immigration authorities, should this be necessary to support your application or to prevent misrepresentation or fraud?

Do you consent to your personal data being stored, processed and released by ONCAMPUS in this way?

Do you explicitly consent to your sensitive personal data including about your disability or support needs, health, welfare, nationality, ethnicity, religious and other data being stored, processed and released by ONCAMPUS in this way?

Do you consent to the reasonable use of your detailed academic achievements to be used for marketing purposes? Yes No

We will also use the personal data that you provide to us, including for example your address, email address and telephone number to send you marketing materials about your programme of study, ONCAMPUS centre and relevant students services. We may also share this information with carefully selected companies and organisations who may send you information about services relevant to ONCAMPUS students and your stay in the UK. For further information about this, and for details about how you can "unsubscribe" from receiving such marketing communications from us and/or third parties please see our [Privacy Policy](#).

Do you consent to receive information about our, and selected third parties, products and offers by:

Post Email Telephone Text message

Recorded call

I confirm that the consent given is my own

Signature of Applicant _____

Parent/Guardian Signature _____
If applicant is not the fee payer or is under 18

Date DD/MM/YYYY _____

For the purpose of the Data Protection Act 1998 ("the Act"), the data controller is Cambridge Education Group Limited, Registered in England 06020370. Registered Office: Kett House, Station Road, Cambridge, UK, CB1 2JH.

12 Liability

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

13 Variation of Conditions

ONCAMPUS 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.

ONCAMPUS 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 ONCAMPUS. The Contract between you/the fee-payer and ONCAMPUS is governed by and construed in accordance with English Law under the non-exclusive jurisdiction of the English Courts.

14 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.cambridgeeducationgroup.com/agents/service-fees).

Where this is the case we acknowledge that your tuition fees payable to **ONCAMPUS** may include a sum owing by you to your agent for their services up to the maximum limit referred to at www.cambridgeeducationgroup.com/agents/service-fees. 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 **ONCAMPUS**
- You correctly complete the application form to authorise us to make these payments to your nominated agent;
- You pay all relevant academic fees to **ONCAMPUS** 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.

Contact Details – please return this completed form to:

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

Tel: +44 (0)1223 345698
Fax: +44 (0)1223 346181
Email: admissions@oncampus.global
Web: www.oncampus.global