

**University of Bradford International College  
Student Contract**

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This document sets out the Terms and Conditions which apply when you accept an offer to study a programme of study at the University of Bradford International College.

These Terms and Conditions represent an agreement between you and the University of Bradford International College and the University of Bradford. It is your responsibility to read them and make sure you understand them. If you have any questions or concerns about these Terms and Conditions, you should contact us by email at [pathways@oxfordinternational.com](mailto:pathways@oxfordinternational.com) before accepting the offer, or at any other time.

## Definitions

**Academic session** means the period of academic study that is denoted by the academic year in which you start your studies, for example if you start in January 2024 the Academic Session is 2023-24.

**Academic year** means the period 1 August to 31 July in any given year.

**Accept an offer of a place** means to confirm to the UBIC Admissions Team that you accept an offer.

**Access and Participation Plan** is a plan which sets out how the University will ensure equality of opportunity to access, succeed in, and progress from, study at the University.

**Additional costs** means additional study-related costs such as laboratory coats, equipment, printing and copying charges, library fines or replacement charges, mandatory field trip costs.

**Applicant** means a person who has submitted an application for a programme of study at the University.

**Both parties** means you and us.

**Bradford International College Limited (trading as University of Bradford International College – UBIC)** is a subsidiary of Oxford International Education Group (OIEG), registered address New Kings Court Tollgate, Chandler's Ford, Eastleigh, Hampshire, SO53 3LG. The head office address is 259 Greenwich High Road, London SE10 8NB, Telephone number +442082931188. Bradford International College Limited has been formed in partnership with the University of Bradford to provide pathway programmes for international students to prepare them for undergraduate and postgraduate studies in the UK.

**Cancellation** means the cancellation of the contract by appropriate notice from you to us as set out in clauses 2.16 to 2.22. After cancellation, both parties will treat the contract as not having been made.

**Contract** means this agreement between you and us together with the Important Information (which includes the University Ordinances, and University Regulations) referred to in Appendix 1.

**Confirmation of a place** means that an applicant has met the required conditions of the offer, and UBIC on behalf of the University is confirming that conditions have been met and that the applicant may enrol on their chosen programme of study.

**Educational services** means tuition, learning opportunities, examination, assessment, pastoral support, and other related services as shown in our prospectus, on our website and in the relevant programme literature.

**Enrol** means to confirm that you intend to actively study during the academic session and for every subsequent year of study and to confirm that you have reminded yourself of the Terms and Conditions set out in this contract via the enrolment portal. As a UBIC student, you will be enrolled with the University of Bradford to study on a programme delivered by UBIC. You will have full access to all University facilities and services, as well as those offered by UBIC.

**Enrolled student** means a student who has enrolled with the University for the academic session, thereby confirming that they intend to actively study during that academic session and that they agree to the Terms and Conditions set out below.

**E:Vision** is an online system which allows students to log into their record within the Student Record System, view and update their personal data and undertake some University processes.

**Exit Award** means an award which is made in recognition of the credit achieved by a student who has not achieved sufficient credit to be made the award associated with the programme on which they enrolled.

**Fee status** means your eligibility to pay home student tuition fees or overseas student tuition fees. Decisions on your fee status are based on the information you provide in your application regarding

nationality and residence. More information can be found here: <https://www.bradford.ac.uk/money/fees/fee-assessment/>.

**Important Information** means the policies, rules and regulations, and other documents included in Appendix 1: Important Information.

**Programme** means programme of study.

**Provisional enrolment** means a student who has enrolled with the University for the academic session, thereby confirming that they intend to study during the academic session and that they agree to the Terms and Conditions set out below, but who has yet to satisfy one or more requirements of enrolment (for example a valid DBS check).

**Register** means to accept the offer of a place on a programme of study, satisfy any conditions which we may impose for acceptance to the University and enrol for the first time. As a UBIC student, you will be registered with the University of Bradford for a programme delivered by UBIC. You will have full access to all University facilities and services, as well as those offered by UBIC.

**Registered student** means a student who has accepted the offer of a place on a programme, has satisfied any conditions which we may impose for acceptance to UBIC and the University and has enrolled at least once.

**Student who has deferred** means a student who has deferred their first enrolment point to a time in the future.

**Student Protection Plan** means a plan we publish to set out the steps we take to ensure that you can continue with and complete your studies, or can be compensated if this is not possible.

**Student Transfer Plan** means a plan we publish to set out the arrangements we make for you to transfer from the University of Bradford to another Higher Education Institution, to transfer from another Higher Education Institution to the University of Bradford, or to transfer internally between programmes of study within the University of Bradford.

**Termination rights** means the rights of both parties to end the contract early.

**Termination** means the early end of the contract after the appropriate notice from you or us.

**Terms and Conditions** means the clauses contained in this Contract.

**Tuition Fees** means the fees chargeable for a student's programme of study.

**University** means the University of Bradford.

**University Ordinances** means the framework that allows the University to govern its affairs. The University has 16 Ordinances. Wherever we refer to the University Ordinances in this contract we mean the Ordinances applicable to students and referred to in Appendix 1: Important Information, Documents 1-8.

**University Regulations** means a more detailed level of information of how the University governs its affairs. These sit under the University Ordinances. The University has 37 Regulations. Wherever we refer to the University Regulations we mean the Academic Regulations and referred to in Appendix 1: Important Information Documents 9-24.

**We/us/our** means the University of Bradford and UBIC.

**Withdrawal of an offer of a place** means that an applicant has not met the required conditions of the offer, and UBIC on behalf of the University is therefore withdrawing its offer.

**You/your** means an applicant who has accepted an offer of a place on a programme of study to start in the 2023/24 academic year and to whom this contract applies, or a registered student of the University during the 2023/24 academic year and to whom this contract applies.

## Student Contract

### Section 1: Purpose

- 1.1 You are receiving this contract because you have received an offer from the University of Bradford for a programme of study at UBIC. UBIC is an embedded college located on the University of Bradford Main Campus, offering pathway programmes for international students to prepare for future studies at the University of Bradford. UBIC delivers pathway programmes on the University of Bradford campus and all scheduled learning and teaching activities are delivered by UBIC. UBIC students are enrolled with the University, and have full access to University facilities and services as well as those offered by UBIC.

We want you to get the best out of your time at UBIC and the University of Bradford. To ensure your experience with us is successful, enriching, and memorable, you, UBIC and the University must all recognise that we owe obligations to each other. When you accept an offer of a place on a UBIC programme you are entering into a contractual relationship with both UBIC and the University. It is important that you understand the nature of this contractual relationship and what you are agreeing to by entering into it.

- 1.2 This document aims to set out the obligations each party owes to each other. Your acceptance of a place with UBIC and the University is expressly subject to the Terms and Conditions set out in this contract. Your obligations include declaring all relevant information at application, pursuing your programme diligently and abiding by our rules and regulations (Appendix 1: Important Information). Our obligations are to deliver educational services and to support you to achieve your full potential. Together with the documents listed in the Appendices, this contract sets out the basis on which UBIC and the University will provide you with these educational services.
- 1.3 Once you have enrolled for the first time you will be considered to be registered for the duration of your period of studies. You will need to enrol for each academic session in which you intend to study through the enrolment portal. At this time, you will be asked to confirm that you have reminded yourself of the Terms and Conditions set out in the University of Bradford student contract by ticking the box in the enrolment portal.

### Section 2: Our Contract with you

- 2.1 Your studies at UBIC form stage 1 of your studies. This Contract only applies to Stage 1:
- 2.2 Successful completion of which, and subject to attaining the required continuation grades, allows you progress to stage 2 of your studies;
- 2.3 Stage 2 of your studies is with the University of Bradford directly. For this stage:
- 2.3.1 You will enter into a separate contract with the University with which you will also need to comply. The terms and conditions that you will need to comply with on progression to your university programme can be found here: [Student Contract - University of Bradford](#);
- 2.3.2 You will need to be registered with the University at the commencement of Stage 2; and
- 2.3.3 Any rights of complaint/appeal, You will have will be under the applicable University regulations.

#### The offer letter

- 2.4 UBIC (Bradford International College Ltd) on behalf of University of Bradford will issue You with an offer letter which will set out details of the offer of Your place on a course of study with Us ("the Offer Letter"). The Offer Letter will contain important information about:

- 2.4.1 the course, tuition, and other related services with which You will be provided (“the Services”);
- 2.4.2 details about the fees payable by You for the duration of the course (“the Fees”);
- 2.4.3 the duration of the Contract; and
- 2.4.4 details of any conditions that will apply to Your Contract.

### **Conditions with which You will need to comply**

- 2.5 The Offer Letter and these Terms and Conditions will set out any specific requirements with which You will need to comply as a condition of admission and/or registration on the course, in respect of Your continued registration and/or otherwise. If You fail to comply with any of these requirements We may terminate the Contract as set out in section 7. By way of example only, conditions may include compliance with requirements in connection with English language proficiency, immigration status, or attendance.
- 2.6 Admission to some of our programmes (see the list at Appendix 4) is subject to a Disclosure and Barring Service (DBS) check, and if this applies to you it will be specified in your offer letter. Where this is the case, your offer of a place is conditional up on the outcome of this check. If you enrol before this check has been completed, your enrolment will be regarded as provisional until an acceptable disclosure has been obtained. If an unacceptable disclosure is received, the University and UBIC may terminate this contract with you. (See <https://www.gov.uk/dbs-check-applicant-criminal-record>). Where DBS clearance is not required for your admission to UBIC, you should be aware that it may be required for any subsequent admission to a University programme, where admission to that programme is subject to a DBS check. All students will be subject to the University’s Applicant and Student Criminal Convictions Disclosure Policy. (See Important Information Document 26).
- 2.7 UBIC and University understands the transformational nature of Higher Education and is committed to supporting the key principles of the Rehabilitation of Offenders Act 1974, the Data Protection Act 2018, and General Data Protection Regulation. It is also obliged to do everything within its power to protect the personal security of all members of UBIC and the University (staff and students), visitors and members of the wider community, within which UBIC and the University operates. However, we are committed to providing a supportive environment, and to providing support to any applicant who requires it as a result of a prior criminal conviction. We therefore encourage you to contact us as soon as possible if you require support as so that this can be arranged. Where such a disclosure is made, we will use this information only to determine any support we need to provide to you to assist you with your studies. Any information will be treated as confidential, and it will only be shared with relevant staff for the purposes of providing this support.
- 2.6 Admission to some of our programmes (see the list at Appendix 6) is subject to an Occupational Health Check and clearance. Where this is the case, your offer of a place is conditional up on the outcome of this check. If you enrol before this check has been completed, your enrolment will be regarded as provisional until clearance has been obtained. If clearance is not received, the University and UBIC may terminate this contract with you. The University and UBIC will endeavour to make any reasonable adjustments possible to support applicants with disabilities and long term health conditions. Where Occupational Health clearance is not required for your admission to UBIC, you should be aware that it may be required for any subsequent admission to a University programme, where admission to that programme is subject to Occupational Health Check and clearance.
- 2.7 Offers and courses which are conditional on Criminal Records/Disclosure and Barring Service, ATAS or Occupational Health checks.
- 2.8 As owners of the Admissions process, University of Bradford may withdraw an offer, refuse to admit you or may withdraw you from your course or research activity, for any failure to comply with the terms of any requirements (whether imposed by legislation or regulatory requirement,

or otherwise reasonably required by OIEG, UBIC or University of Bradford) that your offer, studies or research activity require:

2.8.1 Satisfactory criminal record/disclosure and barring service checks;

2.8.2 An Academic Technology Approval Scheme (ATAS) certificate (including compliance with its terms); and

2.8.3 Satisfactory occupational health checks (but subject to OIEG obligations under the Equality Act 2010 in respect of students with disabilities).

2.8.4 If you believe a decision by OIEG, UBIC and/or University of Bradford in respect of such matters is incorrect, you may invoke the relevant complaints procedure (please see Document 27 Student Complaints Procedure in Appendix 1.)

### **Provision of information by You**

- 2.9 It is Your responsibility to ensure that all information with which You provide Us and/or which is provided on your behalf at any time (including as part of the application and/or admission process) is and remains true, accurate, complete and not misleading. Failure to comply with this requirement may result in Us withdrawing Your offer of a place on a course or terminating the Contract with You in accordance with section 7.
- 2.10 Failure to comply with this requirement may also result in the University, at Stage 2, withdrawing its offer of a place or terminating its contract with You.
- 2.11 You have the right to request Us to review any decision We make to withdraw an offer or to terminate the Contract within 14 days of the date of the decision as set out in OIEG Refund Policy (see Appendix 2).

### **How to accept Your offer and when the Contract becomes legally binding**

- 2.12 To accept the Offer, You must complete and sign the Acceptance Form and either pay the Tuition Fee Deposit, together with an Administration Fee if specified in the Offer Letter, or submit a Financial Guarantee which relates to Tuition Fees and in value, exceeds the amount of Tuition Fee deposit included in the Offer Letter.
- 2.13 On Our receipt of the completed and signed Acceptance Form and Tuition Fee Deposit (together with any applicable Administration Fee) or sufficient Financial Guarantee, a legally binding contract incorporating these terms and conditions will come into existence between You, UBIC and the University of Bradford, which remains conditional on You meeting all conditions in the Offer Letter and meeting all immigration requirements.
- 2.14 If You do not accept the offer within the specified time period, We may withdraw the offer.

### **What the Contract includes**

- 2.15 The Contract between You and Us includes the following:
- 2.15.1 these Terms and Conditions
  - 2.15.2 the Offer Letter
  - 2.15.3 the OIEG Refund Policy; and
  - 2.15.4 the regulations, policies and procedures listed (at Appendix 1 to this Contract)

(together, the "Contract").

### **Your right to cancel the contract**

- 2.16 If the legally binding contract formed with the You is deemed to be a Distance Contract, You have the right to cancel the contract if You give notice of cancellation to Us within the fourteen calendar day period beginning on the day following the day on which We first received Your Acceptance Form and the Tuition Fee Deposit or Financial Guarantee.
- 2.17 To cancel Your acceptance, You must clearly inform Us of Your decision to cancel before the Cancellation Period has expired. You may do this by:
- 2.17.1 by sending a letter to Head of Admissions, Oxford International Educational Group, 259 Greenwich High Road, London, SE10 8NB, United Kingdom; or
- 2.17.2 by sending an email to [pathways@oxfordinternational.com](mailto:pathways@oxfordinternational.com).
- 2.18 You may use the model cancellation form (Appendix 2) to notify Us of Your decision to cancel by letter or email, (but You do not have to use this form).
- 2.19 To meet the cancellation deadline, it is sufficient for You to send Your communication concerning Your exercise of the right to cancel before the Cancellation Period has expired. We do not have to have received it before the expiry of the Cancellation Period.
- 2.20 If You cancel Your acceptance within the 14 day Cancellation Period, We will reimburse any tuition fee payment (including any deposit) received from You as soon as We can, and no later than 14 days after the day on which You informed us of Your decision to cancel Your acceptance. Refunds will only be made to the person who paid the fees.
- 2.21 We may start to provide You with Services before the end of the Cancellation Period if You request Us to do so, for example if You are only applying to Us very soon before Your course is due to start. This will not prevent You from cancelling the Contract during the Cancellation Period. However, if You decide to cancel the Contract once We have started to provide Services to You, then We will be entitled to deduct from any refund a fair amount to reflect the Services You will actually have received until You notified Us of Your wish to cancel. This may include, for example, the costs of any requests for sponsorship visas and/or the cost of any tuition.
- 2.22 Please refer to section 7 for further detail about how the Contract can be ended after the expiry of the Cancellation Period

## **Section 3: Obligations of both parties**

### **YOUR OBLIGATIONS**

3.1 You are required to:

- 3.1.1 comply with the terms and conditions of the Contract;
- 3.1.2 keep all information provided to Us (including Your contact details) up to date and notify Us promptly of any changes in Your information by contacting [pathways@oxfordinternational.com](mailto:pathways@oxfordinternational.com) or by informing the college administrative manager if you had already enrolled;
- 3.1.3 meet any and all conditions set out in Your Offer Letter and (where relevant) continue to satisfy them throughout the period of Your registration with Us / on the course;
- 3.1.4 pay all Fees and Additional Charges when due;

3.1.5 comply with all codes, regulations, policies and procedures as amended from time to time (these are listed at Appendix 1 to this Contract which also set out links to each) including in respect of Your attendance, participation on the course and conduct; and

3.1.6 enrol with Us at the start of Your course and, subject to You meeting the requirements for the following stage of the course, re-register with the University of Bradford subsequently.

## **OUR OBLIGATIONS AND THE SERVICES WE WILL PROVIDE**

3.2 UBIC will:

3.2.1 Adhere to the terms of this contract;

3.2.2 provide the teaching, assessments, learning support, pastoral support and other educational support services;

3.2.3 provide the Services to You with reasonable care and skill;

3.2.4 arrange for the transition to Stage 2 of your studies at the University, subject to You attaining the continuation requirements; and

3.2.5 notify You of any changes to the Contract as soon as reasonably practicable and in accordance with this Contract.

3.3 The University will:

3.3.1 Adhere to the terms of this contract

3.3.2 Act in accordance with the University regulations and ordinances and the terms of the important information contained within this contract.

3.3.4 notify You of any changes to the Contract as soon as reasonably practicable and in accordance with this Contract.

## **Section 4: Changes to programmes and educational services**

4.1 We will use our best endeavours not to make any changes to our programmes, either before you start or during the academic year for which you enrol. However, there are occasions where some changes may be necessary to assist and support the proper delivery of educational services. The types of changes we might make to a programme include changes to title, content, or location of delivery. We would usually only make changes where they are reasonable and necessary and where they are:

4.1.1 advantageous for students, for example where a change will enable us to keep our teaching up to date with the latest research developments;

4.1.2 for the maintenance of academic standards, for example where a change is required to maintain compliance with the Quality Code;

4.1.3 required to secure our good operation or for legal or regulatory compliance, for example if a change is required to maintain a Professional, Statutory or Regulatory Body accreditation, or to require with new legal requirements; or

4.1.4 in response to circumstances beyond our control which affect our ability to perform our obligations, for example a global pandemic.

4.2 We will also use our best endeavours to commit to running all the programmes we advertise and make offers for. However, there are occasions when we may need to withdraw,



discontinue, or suspend a programme. For example, we may need to withdraw, discontinue, or suspend a programme if the number of students who have applied for the programme are insufficient to be viable, if there is a change to the law, regulatory framework or Professional, Statutory and Regulatory Body requirement which we are unable to meet, or where academic approval has not been achieved. If we do need to withdraw, discontinue, or suspend a programme we will inform you as soon as possible, we will explain the reason for doing so and we will endeavour to offer you a suitable alternative programme. You will also have the option to be released from this contract and, where you have paid any fees in advance, to be made a full refund. Where you have already commenced studying a programme, refunds will be made in line with the OIEG Refund Policy

- 4.3 The reasons in section above may result in a number of different changes being made by Us in response. We have set out in this section some examples of these responses and, to help You understand what such changes may mean for You in practice, We have done this by referring to those examples using the headings "major changes" and "minor changes". The provisions of sections 4.7 and 4.8 will apply depending on the type of change that is anticipated at the time.
- 4.4 Minor Changes (non-exhaustive list of examples):
- 4.4.1 reasonable changes to the timetable for delivery of the Course;
  - 4.4.2 reasonable changes to the number of classes/lectures and other teaching activity relating to the Course;
  - 4.4.3 reasonable changes to the methods by which the Course is delivered and/or assessed;
  - 4.4.4 reasonable variations to the content and syllabus of the Course;
  - 4.4.5 changes to the location of the Course teaching facilities, provided these are within the same campus and/or provided they are of equivalent quality as those advertised by Us;
  - 4.4.6 additions and/or withdrawals of certain non-core modules on the Course;
  - 4.4.7 changes to reading lists to deal with changes in the relevant subject area relating to the Course to ensure the same remains as up to date as possible;
  - 4.4.8 procedural changes to Our Student Handbook that help improve the same to Your benefit;
- 4.5 Major Changes (non-exhaustive list of examples)
- 4.5.1 changes to the way that We teach, supervise and/or assess a course to ensure that We are continuing to provide that course to You lawfully and/or in accordance with academic standards and quality;
  - 4.5.2 to make additions and/or withdrawals of certain core/compulsory modules on Your Course;
  - 4.5.3 to implement more significant changes to Our courses;
  - 4.5.4 changing Our security procedures to such an extent as may materially impact on the way that You previously acted when on campus with Us;
  - 4.5.5 significant changes to the location or specification of Your Course teaching facilities, which could include moving the Course to a different campus or a location that is not located near the original delivery campus.
  - 4.5.6 to make significant changes to Our Student Handbook that help improve them where the same are not to your benefit.

- 4.6 If you are unhappy with any changes we make to a programme after you have started studying it, you have the right to:
- 4.6.1 request a transfer to an alternative and appropriate programme of study in the University. Whilst we will endeavour to provide this, we cannot guarantee that this will be possible;
  - 4.6.2 pursue a complaint about this through the Student Complaints Procedure. (Appendix 1: Important Information Document 27);
  - 4.6.3 withdraw from the programme and terminate this contract (for significant changes only). We will provide you with an appropriate refund of your fees calculated in line with the OIEG Refund Policy at Appendix 2.

### **How We will tell you about changes to the Contract**

- 4.7 For minor changes, We will notify You of any amendments via the email address you listed in the application form, by providing You with as much notice as is in Our view appropriate in the circumstances. Where possible, We will look to provide this notice to You in advance, but this may not always be possible.
- 4.8 For major changes, We will notify you via the email address you listed on your application forms soon as possible, and in any event, generally no later than 14 days before We are due to make the relevant change. It is your responsibility to keep your contact details updated. If you need to change your contact details you can email [pathways@oxfordinternational.com](mailto:pathways@oxfordinternational.com) or contact the College administration.

### **Withdrawal of Courses**

- 4.9 Pre-commencement of Course: There may be times where We need to discontinue the Course or decide not to provide the Course or to merge or combine the Course with other Courses of study, if such action is reasonably considered to be necessary by Us. If We decide to take such action prior to the Course commencing then We will use reasonable endeavours to notify You in advance and You shall be entitled to cancel this Contract by written notice to OIEG Head of Admission. In these circumstances You will be entitled to a refund of any deposit/Fees which You have paid.
- 4.10 Post-commencement of Course: There may also be times where We need to discontinue the Course or to merge or combine the Course with other courses after the Course has commenced, if such action is required as a result of one of the reasons set out in section 4.2.
- 4.11 We will take reasonable steps to seek to:
- 4.11.1 offer you a place on an alternative course (subject to place availability and You complying with the requirements of admission to and registration on that Course); or
  - 4.11.2 at Your request assist you to join another course at another provider; and
  - 4.11.3 if appropriate, issue You with a refund of the Fees paid;
- 4.12 UBIC has published a Student Protection Plan (Appendix 1: Important Information Document 36a) which sets out the steps UBIC will take to ensure you can continue with and complete your studies.
- 4.13 The University also publish a Student Protection Plan which sets out the steps the University will take to ensure that you can continue with and complete your studies, or can be compensated if this is not possible. The Student Protection Plan is published on our website

and is included in the Important Information appended to this contract (Appendix 1: Important Information – Document 36).

## **Section 5: Fees**

### **Obligation to pay**

- 5.1 UBIC reserves the right to amend its tuition fees annually. We will review and amend our fees to take account of the costs of delivering educational services, and our market position. Therefore, a different tuition fee may apply for each year that you enrol with us. You will be advised of changes to fees as soon as reasonably practicable, and in advance of the academic session for which you enrol. Where you are enrolling with the University for the first time, the tuition fee level set out in your offer letter will apply (unless you defer your place, in which case the revised tuition fee for the year you enrol for the first time will apply).
- 5.2 The amount of Your Fees will vary depending on whether We categorise Your fees status as a “Home/EU student” or an “Overseas” student. Your Offer Letter will make clear how We categorise You and the amount of Fees and any Additional Charges payable by You under the Contract.
- 5.3 Your obligations under the Contract include paying all Fees and Additional Charges when due. Details of when and how You are required to make payments are set out in the Offer Letter:
- 5.3.1 If Your Fees are funded by a loan from the Student Loan Company, funding payments will be made by the Student Loan Company to the University and the University will be responsible for making payment of Your Fees to Us. You will remain responsible to pay the Us the Fees and any Additional Charges in the event that the Student Loan Company fails to do so when those Fees or any Additional Charges become due. If a refund is payable under this Contract, We will, via the University, be required to make any refund directly to the Student Loan Company;
- 5.3.2 When you accept our offer of a place, you accept our decision in relation to your fee status. This decision is made on the basis of the available evidence at the time. If you think our decision is incorrect or there is a material change in your circumstances, you must contact the Admissions Office prior to enrolment by emailing [pathways@oxfordinternational.com](mailto:pathways@oxfordinternational.com); and
- 5.3.3 If Your Fees are not funded by a loan from the Student Loan Company, You will be responsible for making payment of Your Fees and any Additional Charges to Us when they fall due. If You have arranged for a third party (for example, a financial or government sponsor) to pay Fees and/or Additional Charges on Your behalf You will remain responsible to pay Us the Fees and any Additional Charges in the event that the third party fails to do so when those Fees or any Additional Charges become due. If a refund is payable under this Contract, We may be required to make any refund directly to the third party who paid the Fees and/or any Additional Charges on Your behalf.
- 5.3 You are responsible for your own living expenses. You must therefore ensure that you have access to the necessary funding before the start of your programme. You must not assume that financial assistance will be available from the University of Bradford except where you have received written confirmation of a University of Bradford award or studentship. Any Terms and Conditions attached to that award or studentship will be set out in the letter of confirmation

### **Payment by instalment**

- 5.4 We may, in Our absolute discretion, agree that You may pay the Fees in instalments. If We agree to payment by instalments, You must make payment in accordance with the agreed instalment plan. Any such payment plan must be agreed before You enrol.
- 5.5 Administration and Other Fees

- 5.6 In addition to the Fees, You may also be required to pay the following additional fees:
- 5.6.1 an administration fee: This is payable when You submit Your application as detailed in the Offer Letter ("Administration Fee");
  - 5.6.2 a late enrolment fee: If You are late enrolling on a course, a late enrolment fee of £100 per academic week that You are late enrolling (such fee to be adjusted pro rata in relation to any part of an academic week that You are late enrolling), to be capped at a maximum of £400 ("Late Enrolment Fee");
  - 5.6.3 bank charges, surcharges and/or commission;
  - 5.6.4 a re-attendance fee: If You wish to re-attend Your UBIC course or any part thereof, equivalent to the number of terms re-attended ("Re-attendance Fee");
  - 5.6.5 a fee of £150 for re-assessment: (If required) in each module ("Re-assessment Fee");  
or
  - 5.6.6 additional optional study resources e.g. textbooks from £10 onwards.

### **Method of Payment and Payment Plans**

- 5.7 For details on the method of payment, please refer to Your offer letter

### **Unpaid Fees and Additional Charges**

- 5.8 If Your Fees and any additional charges are not paid when they are due, this may result in You being suspended, not being allowed to enrol, re-enrol or not being allowed to graduate.
- 5.9 In addition, We may charge interest on late or unpaid Fees. Debt collection fees may also be recovered from You and an administration fee may be charged in respect of dishonoured cheques. Any interest that may be charged on late or unpaid fees will be added at the base rate +1% of the National Westminster Bank plc.

### **OVERPAYMENT AND CLAIM PERIODS**

- 5.10 Any overpayment will be automatically credited to your university tuition fee upon progression.
- 5.11 If you fail your programme at the College, withdraw from your course or we decide to terminate your studies you will be entitled to a refund of your overpayment. UBIC will make all reasonable attempts to contact you on the contact details you have provided to us whilst enrolled as a student to return the money to you. If we have been unable to contact you and you haven't claimed your refund within seven years, the amount will be written off and you will no longer be able to claim back this overpayment.
- 5.12 If you interrupt your studies, your overpayment will be credited to your University tuition fee upon progression. If you fail to return within the return timeframe, we will proceed with the termination of your studies and will backdate it to when you interrupted. As above, we will make all reasonable endeavours to contact you to refund any outstanding amount. However, if you haven't claimed your refund within seven years from the end of the return timeframe, we will write off this amount and you will no longer be able to claim this overpayment.

## **Section 6: Student Conduct**

- 6.1 By enrolling at the University, you confirm all the information that you provide in your application form, online registration or to the University's employees or agents during the course of the contract is complete, up-to-date, and accurate in all respects.

- 6.2 If it is discovered that you have made false statements, provided false documents, or omitted significant information or if you have failed to provide required information, you will not have fulfilled the condition of the offer and we may withdraw or amend our offer to you or apply the Student Disciplinary Procedure or the Fitness to Practise Procedure (Appendix 1: Important Information Documents 31a and 31b). This may lead to this contract being terminated.
- 6.3 You agree as part of this contract, to comply with both UBIC's and the University of Bradford's policies, rules and regulations, and requirements in existence. These documents in effect at the date of this contract are shown in the Appendix 1: Important Information. A full list of all University Ordinances and Regulations can be found at <https://www.bradford.ac.uk/governance/ordinances-regulations/>.
- 6.4 You agree to comply with any requirement that may be appropriate to your programme of study, for example any Professional, Statutory or Regulatory Body requirement, and/or submitting an application to the Disclosure and Barring Service. Details of these requirements are set out in the Programme Handbook relevant to your programme. We may have to exclude you from completing a programme, and terminate this contract, where you are unable to comply with these requirements.
- 6.5 The University has a code of conduct for student members of the University which is set out in Ordinance 16 (Appendix 1: Important Information Document 8). If you breach the code we may deal with the matter under our disciplinary procedures as set out in Regulation 28 (Appendix 1: Important Information Document 20), and this could lead to a fine, suspension, exclusion, expulsion, or withdrawal from the University.
- 6.6 Additional standards of professional behaviour are expected of you if you are studying for a qualification which is recognised and/or accredited by a Professional, Statutory and Regulatory Body for the purposes of registration as a professional (for example health care or social care). These are set out in our Student Fitness to Practise Procedures (Appendix 1: Important Information Document 31). If you breach these standards we will deal with the matter in accordance with the Student Fitness to Practice Procedures and/or Regulation 28, and this could lead to suspension, exclusion, expulsion or withdrawal from the University, and termination of this contract. We may also be obliged to share the information with the relevant Professional, Statutory and Regulatory Body, and this may affect your ability to further study or practice the profession in the future.
- 6.7 If you choose to withdraw from your programme you will be awarded any academic credit and exit awards to which the academic assessment you have completed at the point of your withdrawal entitles you to, in accordance with the relevant University' Regulations (Appendix 1: Important Information Documents 9-24) and subject to there being no outstanding composite fees or incomplete procedures (such as Fitness to Practise Procedures).

## **Section 7: When and how our contract can terminate**

### **TERMINATION OF THE CONTRACT BY US**

- 7.1 We may terminate the Contract on notice to You such notice as may be appropriate having followed any relevant policies or procedures as a result of:
- 7.1.1 You failing to materially comply with Your obligations under this Contract;
- 7.1.2 You failing to comply with requests for information, to make declarations and/or to meet specific requirements of Your course and/or conditions as specified in the Offer Letter;
- 7.1.3 Your circumstances changing so that You acquire a relevant criminal conviction or develop a health condition that prevents You from meeting the occupational health requirements of your course;
- 7.1.4 as a student who is studying with us and who is subject to compliance with UK Visa and Immigration regulations (Student Visa), your right to University sponsorship and right to study is revoked. This is subject to your right to appeal under Regulations Governing Appeals and Complaints by Applicants and Students against a Decision in relation to Compliance with UK Visa and Immigration Regulations (Appendix 1: Important Information Document 29);

- 7.1.5 as a student who is studying with us and who is subject to compliance with UK Visa and Immigration regulations, your continuing to study puts us in breach of any requirements and legal obligations of the immigration requirements. This is subject to your right to appeal under Regulations Governing Appeals and Complaints by Applicants and Students against a Decision in relation to Compliance with UK Visa and Immigration Regulations (Appendix 1: Important Information Document 29);
- 7.1.6 You failing to meet the requirements to register for Your course;
- 7.1.7 material breach by You of UBIC's or the University of Bradford's regulations, policies, procedures and/or codes;
- 7.1.8 You failing to meet the required standard performance of Your course as prescribed by academic and professional suitability requirements;
- 7.2 If you are required to withdraw or you are expelled in accordance with the Student Disciplinary Procedure (Appendix 1: Important Information Document 31b) or Health, Wellbeing and Fitness to Study Policy (Appendix 1: Important Information Document 32), subject to your right to appeal under these procedures;
- 7.2.1 If you are required to withdraw as a result of a decision reached by the Board of Examiners regarding your academic performance as set out in the Regulations Governing Awards (Appendix 1: Important Information Documents 10, 11, 14, 15 and 24) subject to your right to appeal under these procedures;
- 7.2.2 if You do not pay Your Fees by the specified due date for payment, and where You fail to make good Your debt following the period specified within Our debt recovery policies. This includes where You have an agreement with a third party (e.g. a sponsor) for them to pay Your Fees on Your behalf;
- 7.2.3 We find that you have provided us with inaccurate, incomplete, false, or misleading information or you have failed to provide us with all relevant information, relating to your application to study on the programme. This is subject to your right to appeal under University procedures which include Regulations Governing Appeals and Complaints by Applicants against an aspect of their Admission Process (Appendix 1: Important Information Document 28), Student Disciplinary Procedure (Appendix 1: Important Information Document 31b), Fitness to Practice Procedure (Appendix 1: Important Information Document 31a);
- 7.2.4 Your behaviour represents a significant risk to the health, safety of welfare of yourself or others as detailed in the Fitness to Practise Procedure (Appendix 1 Important Information Document 31a) and the Health, Wellbeing and Fitness to Study Policy (Appendix 1: Important Information Documents 32), subject to your right to appeal under these procedures;
- 7.3 You have a right to submit an appeal against a decision of a Board of Examiners to require you to withdraw. This is set out in Regulation 6 Academic Appeals (Appendix 1: Important Information Document 12);
- 7.4 You have the right to submit a complaint under the Student Complaints Procedure on all aspects of your experience at the University for which we are responsible. This includes matters relating to the Students' Union. For exceptions to this please see Student Complaints Procedure (Appendix 1: Important Information Document 27); or
- 7.4.1 where You engage in any activity or otherwise act in a manner that brings Us into disrepute

## **TERMINATION OF THE CONTRACT BY YOU**

- 7.5 You have the right to terminate this Contract in the following circumstances:
- 7.5.1 where We seek to make a significant change to the Contract that You do not agree with; and
- 7.5.2 at any other time without reason.

## WHAT HAPPENS IF THIS CONTRACT IS TERMINATED

- 7.6 In the event of termination of Your Contract by Us or by You as permitted in sections 7.1-7.5 above, You may be entitled to a refund as indicated in the Refund Policy (See Appendix 2).
- 7.7 Please note that if either You or We terminate the Contract under 7.1-7.5 and You have a tuition fee loan from the Student Loans Company, We will, via the University, notify the Student Loan Company that their liability for tuition fees has reduced and therefore the Student Loan Company will reduce the amount of Your loan. If a third party pays Fees on Your behalf, We may pay any refund directly to that third party.

## Section 8: Liability

- 8.1 We will be liable to you for any loss or damage you suffer if we either fail to carry out our obligations under this contract or breach any relevant duties that we owe to you that are imposed on us by law (including if we cause death or personal injury to you by our negligence) that is a foreseeable result of our breach. Loss or damage is foreseeable if they were an obvious consequence of our breach or if they were contemplated by you and us at the time we entered into this contract.
- 8.2 We are not responsible for any loss or damage that is:
- 8.2.1 not foreseeable, or
  - 8.2.2 which is caused by you or a third party over whom we have no control.
- 8.3 We cannot accept responsibility and we will not be liable to you for:
- 8.3.1 all damage to your property (including to vehicles and bicycles parked on campus or at other parking locations as designated by us and to personal equipment such as mobiles, tablets, and laptops) unless caused by our negligence; or
  - 8.3.2 personal injury or death unless it is caused by our negligence.
- 8.4 We do not exclude or limit in any way our liability for:
- 8.4.1 death or personal injury caused by our negligence or the negligence of our employees, agents, or sub-contractors;
  - 8.4.2 fraud or fraudulent misrepresentation; or
  - 8.4.3 any other matter which we are not permitted to exclude or limit our liability by law.
- 8.5 We will not be liable or responsible for any failure to perform, or delay in performance of, any of Our **obligations** under this Contract that is caused by an "Event Outside Our Control" (as defined below).
- 8.6 An "Event **Outside** Our Control" means any act or event beyond Our reasonable control including without limitation:
- 8.6.1 strikes, lock-outs or other industrial action by third parties;
  - 8.6.2 strikes, lock-outs or other industrial action by Our employees;
  - 8.6.3 any control, law, direction or measure imposed, administered or issued by any governmental, statutory or regulatory body relating to the control of disease, closure of businesses or premises, or control of movement of people, goods or services or a restriction on transfer of any of the same imposed or administered as a response to an outbreak of disease or as a means of preventing the significant transmission of a disease;

- 8.6.4 civil commotion, riot, invasion, terrorist attack or threat of terrorist attack, war (whether declared or not) or threat or preparation for war, fire, explosion, storm, flood, earthquake, subsidence, pandemic and/or epidemic (or similar infectious disease where We have health and safety concerns regarding the provision of courses and Services to You and/or Our other students and/or staff) or other natural disaster or "act of god", or failure of public or private telecommunications networks; and/or
- 8.6.5 a change in law following the UK ceasing to be a Member State of the European Union which means We are no longer legally allowed to provide services to You.
- 8.7 If an Event Outside Our Control takes place that affects the performance of Our obligations under the Contract:
  - 8.7.1 We will contact You as soon as reasonably possible to notify You;
  - 8.7.2 where reasonable and appropriate, Our obligations under these Terms and Conditions will be suspended and the time for performance of Our obligations will be extended for the duration of the Event Outside Our Control; and
  - 8.7.3 We will be entitled to make changes to this Contract, including, but not limited to, the methods by which the course, Services (including pastoral support) are delivered and/or assessed, as provided for under clause 4 above.
- 8.8 Should an Event Outside Our Control interfere with Our ability to deliver Your Course, We will use reasonable endeavours to minimise the disruption caused to You. Please see the Student Protection Plans at Appendix 1: Important Information Documents 36 (Student Protection Plan for the University) and 36a (UBIC Student Protection Plan) for further detail.

## **Section 9: Intellectual Property (IP)**

- 9.1 We undertake not to assert any rights on intellectual property generated by undergraduate students during your programme. However, our assistance may be available to you if you wish to pursue exploitation of this IP in which case the rights may be more appropriately assigned to us.
- 9.2 For postgraduate students, the University of Bradford claims ownership of all intellectual property as specified in section (6), of the Copyright Designs and Patents Act 1988 which is devised, made, or created by you engaged in study or research at the University subject to clause 9.3. The University pursues specific research themes which it intends to commercialise and generate impact within a wider context. In order to achieve this, the University requires the ability to control all IP generated within the University which may relate to those themes. This is to ensure that the situation does not arise where the University cannot create the desired impact due to a small piece of related IP being outside of its control which may be integral to the whole.
- 9.3 Our rights under clause 9.2 above in relation to any specific piece of IP may be waived or modified by agreement in writing with both parties concerned. This may occur when IP is not to be exploited by us in which case the rights may be assigned to the inventor. However, we retain the right to receive a revenue share of any net income if or when the IP is exploited.
- 9.4. We acknowledge that in certain circumstances, external funding including but not limited to; research council, charities, companies, and other institutions may have an impact on the ownership of IP generated. This will be dealt with appropriately, on a case-by-case basis. For further reference, ownership of IP will be in accordance with Appendix 1: Important Information Document 17.



## Section 10: Information Sharing and Data Protection

- 10.1 We process (i.e. collect, hold, use and discloses) personal data subject to the General Data Protection Regulation (GDPR) and its own regulations, policies, and procedures. This personal data includes special categories such as data relating to health, race, and religion. The information the University and UBIC holds is provided by you and collected from other organisations (e.g., UCAS) for a number of purposes, including academic, administrative, and statistical and health and safety matters as well as its statutory functions. Most of this information is processed because it is necessary for the performance of this contract but other reasons to process may also apply. For more information on how the University uses your information please refer to the Student Privacy Notice (Appendix 1: Important Information Document 35). The University shares data with UBIC for the purposes of delivery of your programme and more information on how UBIC uses your information can be found in the UBIC Student Privacy Notice (Appendix 1: Important Information Document 35a). UBIC shares data with the Oxford International Education Group for the purposes of programme delivery and more information on how UBIC uses your information can be found in the Oxford International Education Group Student Privacy Notice [Privacy Policy - Oxford International \(oxfordinternationaleducationgroup.com\)](https://www.oxfordinternationaleducationgroup.com/privacy-policy).
- 10.2 We disclose your personal data to third parties: these include, but are not limited to, organisations such as the Higher Education Statistics Agency, plagiarism detection services (Turnitin), Debt Recovery Agents (if you have outstanding debts), Local Authorities, the Police, prospective employers (who may wish to verify enrolment, subject studied and University awards) and Professional, Statutory and Regulatory Bodies for (the purposes of professional accreditation). All such sharing takes place in accordance with the law.
- 10.3 If we have a serious concern about your health and/or wellbeing we may disclose this to relevant professional services, such as NHS Services, Local Authority Safeguarding Services, or the Emergency Services. We may also contact the emergency contact you have specified in e:Vision where you have provided these details.
- 10.4 If you are sponsored by a third-party sponsor for the purposes of your tuition fees, the sponsor may ask us to disclose information about your academic performance and progression with them on a regular basis. You will be asked whether you agree to our sharing your information with your sponsor when you confirm to us that your fees are being paid by a sponsor. If you do not agree to this, we will not disclose this data, however this may mean that you are ineligible for sponsorship, and you should check with your sponsor whether this will be the case.

## Section 11: Health, safety, and wellbeing

- 11.1 You have a legal duty to take reasonable care to avoid injury to yourself. You must:
- 11.1.1 abide by our Health, Safety and Wellbeing Policy (Appendix 1: Important Information Document 32);
  - 11.1.2 cooperate with us in health, safety, and wellbeing matters;
  - 11.1.3 not carry out any activity that may harm yourself or others;
  - 11.1.4 raise any issues (including health conditions which may affect or be affected by your study) with your Personal Academic Tutor (PAT) and/or student support services in the Directorate of Student and Academic Services;
  - 11.1.5 not interfere or misuse anything provided for health, safety, and wellbeing;
  - 11.1.6 make yourself aware of the Health, Safety and Wellbeing Policy and follow its requirements;
  - 11.1.7 report all accidents and incidents; and
  - 11.1.8 participate in health, safety and wellbeing training as required.

## Section 12: IT facilities

- 12.1 You will have the use of the University of Bradford IT facilities while you are a registered student with us and maintain the required payments for your composite fees. You must be aware of and observe the rules and regulations governing such use as set out in Regulation 21 and supporting policies relating to the use of our IT services, as shown in Appendix 1: Important Information Document 34. These rules include your responsibility to use our facilities within the law, not to share your IT credentials, not to do anything that will put the University's IT infrastructure at risk, not to waste resources, and to safeguard personal data.

## Section 13: General

- 13.1 If any section of this contract is or becomes void or unenforceable it will not affect the validity or enforceability of the other sections of this contract.
- 13.2 This contract is personal to you. A person who is not party to the contract (including without limitation any party that is responsible in whole or part for your composite fees) shall not have any rights under or in connection with it under the contracts (Rights of Third Parties) Act 1999.
- 13.3 Failure to enforce any of the sections in this contract will not constitute a waiver of any section and will not affect our right to enforce that or any other section.
- 13.3 Any notice or other information that is required to be given by us relating to this contract between us must be in writing and may be given by hand or sent by post or email to the email contact details you have provided to us and/or your student email address. Any notice or other information that is required to be given by you relating to this contract between us must be in writing and may be given by hand or sent by post or email to the University Secretary ([universitysecretary@bradford.ac.uk](mailto:universitysecretary@bradford.ac.uk)) for the University and [internationalcollege@bradford.ac.uk](mailto:internationalcollege@bradford.ac.uk) for UBIC.
- 13.4 We will only communicate with you via the contact details contained with e:vision – this means your postal address, your University email address, and any personal email address you supply in e:vision and any telephone numbers you provide within e:vision. You will be responsible for informing us of any changes to your contact details by updating your details in e:Vision. Any notices or information sent to the last email and postal address provided by you will be deemed to have been properly given.
- 13.5 You are responsible for making your own arrangements for accommodation and insurance of your personal belongings for the duration of your studies. The University does not own or manage any accommodation; any arrangements relating to accommodation will be subject to separate agreements with relevant third parties and are explicitly not covered in this contract. The University works with Unipol, a student housing charity, who can provide advice and guidance in respect of student housing; information about Unipol and how to access them can be found at <https://www.unipol.org.uk/home>.
- 13.6 This contract shall be governed by and construed in accordance with the laws of England and Wales and both parties agree to submit to the jurisdiction of the courts of England and Wales. You are therefore agreeing to submit to the non-exclusive jurisdiction of the English courts.

## Section 14: Questions about this agreement

- 14.1 When you have reviewed the information provided you may direct any questions about these Terms and Conditions to the UBIC Pathways Admissions team ([pathways@oxfordinternational.com](mailto:pathways@oxfordinternational.com)) before you sign to accept or at any other time.

## Section 15: If things go wrong

- 15.1 If you have a complaint about us, you may use the Student Complaints Procedure (Appendix 1: Important Information Document 27) which is intended to resolve any complaints by you as promptly, fairly, and amicably as possible. Under the Procedure, you are required to notify us within one calendar of the error or omission you are unhappy about. If you do not notify us within this timescale, it may impact upon our ability to resolve your complaint effectively and in a timely manner.
- 15.2 If you are unhappy about an academic decision relating to your studies, you may use the Academic Appeals Regulations to request a review of the decision. Under the Academic Appeals Regulations, you are required to submit your appeal within then working days of the decision you are unhappy about being notified to you.
- 15.3 If having followed the Students Complaint Procedure to completion, you remain dissatisfied; you have the right to make a complaint to the Office of the Independent Adjudicator for Higher Education (<https://www.oiahe.org.uk/>). If you choose to do this, you should do so as soon as possible and must do so no later than twelve months of the date on which the University issues you a Completion of Procedures letter, using the Scheme Application Form. The University will provide details of how to make a complaint to the Office of the Independent Adjudicator in the Completion of Procedures Letter. The Students' Union are able to advise and support you in making a complaint to the Office of the Independent Adjudicator.

## Appendices

### Appendix 1: Important Information, Index and Key Points

We are committed to ensuring that you have access to all the information you need to make an informed decision about choosing to study at UBIC. The following information sets out the policies, rules and regulations, and requirements which you are agreeing to. This information can also be found on our Important Information webpages.

#### A: University Ordinances

Document 1	Ordinance 1: Matriculation
Document 2	Ordinance 2: Degrees
Document 3	Ordinance 3: Undergraduate Awards
Document 4	Ordinance 4: Aegrotat Awards
Document 5	Ordinance 5: Postgraduate Taught Courses
Document 6	Ordinance 6: Degrees of Doctor of Philosophy, Master of Philosophy and Professional Doctorates
Document 7	Ordinance 7: Degree of Master or Doctor of Philosophy by Published Work
Document 8	Ordinance 16: Conduct of Student Members of the University

#### B: University Regulations

Document 9	Regulation 1: Admission of Students to Undergraduate Programmes of Study
Document 10	Regulation 2: Regulation Governing Undergraduate Awards
Document 11	Regulation 5: Academic Misconduct Regulations
Document 12	Regulation 6: Academic Appeals Regulations
Document 13	Regulation 7: Assessment Regulations
Document 14	Regulation 9: Regulation Governing Postgraduate Awards
Document 15	Regulation 10: Regulations for Research Degrees
Document 16	Regulation 12: Theses and Dissertations Lodged in the University Library
Document 17	Regulation 14: Intellectual Property Rights in work produced by students
Document 18	Regulation 20: Use of the Library
Document 19	Regulation 21: Use of University Computing Facilities and the Campus Network
Document 20	Regulation 25: Sabbatical Leave for Officers of the University Union
Document 21	Regulation 30: Regulations governing policy and procedures for Sponsored Research, Patent Agreements and Testing
Document 22	Regulation 31: Financial Regulations
Document 23	Regulation 32: Student Membership of the Senate
Document 24	Regulation 37: Regulation for the Degree of Doctor of Philosophy or Master of Philosophy by Published Work

#### **C: University Policies and Procedures**

Document 25	<a href="#">Admissions Policy</a>
Document 26	<a href="#">Student Criminal Convictions Policy and Procedures</a>
Document 27	<a href="#">Student Complaints Procedure</a>
Document 28	<a href="#">Procedures Governing Appeals and Complaints by Applicants relating to an Admissions Decision</a>
Document 29	<a href="#">Procedures Governing Appeals and Complaints by Applicants and Students in relation to Compliance with UK Visa and Immigration Regulations (Tier 4)</a>
Document 30	<a href="#">Extenuating Circumstances Policy and Procedures</a>
Document 31a	<a href="#">Fitness to Practise Policy and Procedures</a>

- Document 31b [Student Disciplinary Procedures](#)
- Document 32 [Health, Wellbeing and Fitness to Study Policy and Procedures](#)
- Document 33 [Health, Safety and Wellbeing Policy](#)
- Document 34 [IT Policies](#)
- Document 35 [Student Privacy Notice](#)
- Document 35a [UBIC Student Privacy Notice](#)
- Document 35b [OIEG Student Privacy Notice](#)
- Document 36 [Student Protection Plan](#)
- Document 36a [UBIC Student Protection Plan](#)
- Document 37 [Student Transfer Plan](#)
- Document 38 [Access and Participation Plan](#)
- Document 38a [UBIC Access and Participation Statement](#)

**Appendix 2: OIEG Refund Policy** [OIEG-Refund-Policy.pdf \(oxfordinternational.com\)](#)

### **Appendix 3 Model Cancellation Form**

**To:**

I hereby give notice that I cancel my contract for the supply of services on the [INSERT PROGRAMME TITLE] at University of Bradford International College.

**Offer letter dated:**

**Name of student:**

**Signature of student:**

**Date:**

#### **Appendix 4: List of Programmes Requiring DBS Checks**

BA Social Work (3 year)

BSc Diagnostic Radiography (3 year)

BSc Healthcare Science (Life Sciences) (3 year)

BSc Midwifery Studies (3 year)

BSc Nursing Adult (3 year)

BSc Nursing Adult (3 year) (Harrogate and District NHS Trust)

BSc Nursing Adult (3 year) (Mid Yorkshire Hospitals)

BSc Nursing Children's (3 year)

BSc Nursing Mental Health (3 year)

BSc Occupational Therapy (3 year)

BSc Optometry (3 year)

BSc Paramedic Science (4 year)

BSc Physiotherapy (3 year)

BSc Public Health and Community Wellbeing (3 year)

Foundation Degree Nursing Associate Apprenticeship

MA Social Work

Master of Physician Associate Studies

MNurse (Adult/Mental Health)

MNurse (Children's/Mental Health)

MPharm Pharmacy (4 year)

MPharm Pharmacy (5 year)

MPhysiotherapy Sport and Exercise Medicine (4 year)

MSc Midwifery Studies (3 year)

Return to Practice for Health Care Professionals



## **Appendix 5: List of Programmes which require an Interview as Part of the Admissions Process**

BA Social Work (3 year)

BSc Diagnostic Radiography (3 year)

BSc Healthcare Science (Life Sciences) (3 year)

BSc Midwifery Studies (3 year)

BSc Nursing Adult (3 year)

BSc Nursing Adult (3 year) (Harrogate and District NHS Trust)

BSc Nursing Adult (3 year) (Mid Yorkshire Hospitals)

BSc Nursing Children's (3 year)

BSc Nursing Mental Health (3 year)

BSc Occupational Therapy (3 year)

BSc Paramedic Science (4 year)

BSc Physiotherapy (3 year)

MNurse (Adult/Mental Health)

MNurse (Children's/Mental Health)

MPharm Pharmacy (4 year)

MPharm Pharmacy (5 year)

MPhysiotherapy Sport and Exercise Medicine (4 year)

Return to Practice for Health Care Professionals

MA Social Work (2 year)

Master of Business Administration

Master of Physician Associate Studies

MSc Midwifery Studies (3 year)

Doctor of Business Administration

## **Appendix 6: List of Programmes Requiring Occupational Health Checks**

BSc Diagnostic Radiography (3 year)  
BSc Healthcare Science (Life Sciences)(3 year)  
BSc Midwifery Studies (3 year)  
BSc Nursing Adult (3 year)  
BSc Nursing Adult (3 year) (Harrogate and District NHS Trust)  
BSc Nursing Adult (3 year) (Mid Yorkshire Hospitals)  
BSc Nursing Children's (3 year)  
BSc Nursing Mental Health (3year)  
BSc Occupational Therapy (3 year)  
BSc Paramedic Science (4 year)  
BSc Physiotherapy (3 year)  
M Nurse (Adult/Mental Health)  
M Nurse (Children's/Mental Health)  
M Pharm Pharmacy (4 year)  
M Pharm Pharmacy (5year)  
M Physiotherapy Sport and Exercise Medicine (4 year)  
MSc Midwifery Studies (3 year)  
Return to Practice for Health Care Professionals