

MANCHESTER METROPOLITAN UNIVERSITY SUMMER SCHOOL
TERMS AND CONDITIONS

The following terms and conditions apply to the enrolment of the applicant (“you”) onto a Summer School Course (the “Course”) run by Manchester Metropolitan University All Saints Building, All Saints, Manchester, M15 6BH (“we” and “us”)

1. ADMISSIONS

- 1.1 When you accept an offer of a place on the Course you are entering into a legally binding Agreement with us. The Agreement requires you to abide by these terms and conditions, as well as any of our rules, regulations and academic requirements that are relevant to the Course.
- 1.2 Applications for enrolment on a Course must be made using the application form which can be accessed at <http://www2.mmu.ac.uk/hpsc/international/summerschool/>. Admission decisions are made in accordance with the Summer School admissions criteria and Course places are subject to availability; admission to the Summer School is based on a first come, first served basis. The criteria are available at <http://www2.mmu.ac.uk/hpsc/international/summerschool/>.
- 1.3 Your acceptance of the offer of a place on the Course will indicate to us that you have sufficient funds to cover the Course and you will be required to pay the Course fees.
- 1.4 To be accepted onto the Course you must be aged 18 on or before 1st August 2018.
- 1.5 We reserve the right to withdraw any offer that we have made to you, or terminate the Agreement, if it becomes apparent that your application is seriously misleading, inaccurate or incomplete.

2. FEES

- 2.1 The fees and information in relation to how to pay for the Course will be included in the acceptance form. We will send you a request for payment which must be paid within thirty (30) calendar days of receiving it or, if the invoice is issued less than eight weeks prior to the start of the Course, you will have to pay the invoice as soon as you receive it.
- 2.2 A discount of 10% will be applied for all applications received before 31st March 2018 for the Course with accommodation. A discount of 10% will be applied for all applications before 31st March 2018 for groups of 5 or more students applying from partner Universities. A maximum of one discount per application will be applied.

- 2.3 If full payment of the fees have not been received by the due date, then we may withdraw our offer without giving you further notice.
- 2.4 We will accept payment of your fees by a third party on your behalf, but will consider you to be responsible, and therefore liable, for your fees. We reserve the right to withdraw your place and terminate the Agreement between you and us if the third party fails to pay your fees by the due date.
- 2.5 All payments of fees must be made in pounds sterling and are inclusive of VAT. Any currency conversion costs or other charges incurred in connection with the payment of fees are to be paid in addition to the fees. No deduction from the fees for such costs or charges may be made.

3. DELIVERY OF THE COURSE

- 3.1 We will use all reasonable endeavours to run the Course but in exceptional circumstances we may have to make changes to it or even cancel it. These circumstances include where there are not enough applicants enrolled on the Course to make it economically viable or where events beyond our reasonable control prevent us from running it.
- 3.2 We will notify you of any proposed cancellation or change, and the options which are available to you, by writing or e-mail, no later than twenty-one (21) calendar days before the commencement of the Course. However where events beyond our reasonable control make this impossible, then we will give you as much notice as we can.
- 3.3 Should we need to cancel the Course you will receive a full refund. In the case of changes which mean that the Course offered is substantially different from the Course for which you have enrolled including content, location or dates you will have the option of either receiving a full refund or attending the revised Course. Should you choose to attend the revised Course we cannot pay for any additional accommodation, travel or other costs.

4. OUR RESPONSIBILITIES

We will use our reasonable endeavours to deliver the Course to you as it is set out in the Course brochure and grant you access to academic services, including the use of our Library and IT facilities. We will endeavour to resolve any issues, concerns or complaints, which you bring to our attention as efficiently and thoroughly as is possible in the circumstances.

5. STUDENT BEHAVIOUR AND DISCIPLINE

- 5.1 It is a condition of your Agreement with us that you agree to comply with our applicable rules, policies and regulations. These are:

- Student Code of Conduct –Parts A and B
<http://www.mmu.ac.uk/academic/casqe/regulations/assessment/docs/code-of-conduct.pdf>
- Library Rules & Regulations - <http://libguides.mmu.ac.uk/c.php?g=281265&p=1873587>
- MMU IT Policy - http://www2.mmu.ac.uk/media/mmuacuk/content/documents/it-services/policies/policy_ref_StudentRegulations.pdf

5.2 If you fail to follow these, or behave in a threatening or aggressive manner, or in a way that adversely affects other students our employees or contractors, or brings us into disrepute through your actions, you may be asked to attend a meeting to discuss your behaviour. This may result in you receiving a formal warning with a requirement that you behave properly for the remainder of the Course. In cases of serious misbehaviour which poses an imminent and genuine risk to the safety of other students, staff or anyone else on our premises we reserve the right to immediately remove you from the Course or exclude you from our premises and/or, where appropriate, any accommodation provided to you.

6. COURSE LANGUAGE

Unless otherwise indicated, all courses are taught in English. If your first language is not English, you are required to be proficient in written and spoken English. The course is suitable for students who have completed one year of undergraduate study taught in English. If you are not studying a course taught in English, you must have an IELTS score of 6, with a minimum of 5.5 in each component (or equivalent). You must also have achieved academic grades equivalent to 2.5 USA GPA standard or equivalent.

7. VISAS

Before applying for the Course, you should visit the UK Visa and Immigration website (<https://www.gov.uk/government/organisations/uk-visas-and-immigration>) to check what type of visa you will need to travel to the UK. We will then issue you with a visa invitation letter, which you must use to apply for a visa. You must arrange and pay for your own visa and it is your responsibility to ensure you select the correct one. If your visa is denied or you select the wrong type of visa, you may be withdrawn or denied entry into the UK and onto the Course. We have no authority to issue visas directly.

8. YOUR RIGHT TO CANCEL

8.1 As you will be entering into an Agreement with us by means of distance communication, you may terminate the Agreement and withdraw from the Course within fourteen (14) calendar days from the date on which you accepted the offer of a place and formed the Agreement. This fourteen-day period is known as ‘the Cancellation Period’. If you wish to terminate the

Agreement, you must notify us within the Cancellation Period and we will issue a full refund to you. We will process the reimbursement without undue delay, and no later than fourteen (14) days after the day on which we are informed about your decision to cancel the Agreement. To cancel the Agreement, you can write to us or email us at fnss@mmu.ac.uk .

8.2 Subject to Clause 8.1, in the event that you wish to cancel your place on the Course you must give us notice in writing or by e-mail to fnss@mmu.ac.uk and the following scale of charges will become payable upon receipt by us of your notice:

- (a) More than 6 months' notice - 0%
- (b) More than 3 months' and up to 6 months' notice - 15%
- (c) More than 1 months' and up to 3 months' notice - 25%
- (d) More than 2 weeks' and up to 1 months' notice - 75%
- (e) 2 weeks' notice or less - 100%

8.3 Please note that it is your responsibility to notify us of your cancellation and we recommend that if you wish to give written notice you send us a "signed-for" letter.

9. INSURANCE

9.1 We do not provide health, travel or medical insurance for any of the participants on the Course. You are recommended to investigate insurance appropriate to you that covers your Course fees, any travel or accommodation costs or losses /damage to your personal property, medical and/or repatriation expenses.

10. TERMINATION

10.1 We will terminate your Agreement and registration with us if we consider you to be in serious breach of any of these terms and conditions, which includes you not complying with other relevant rules, regulations and academic requirements. In this case you will not receive any refund of your fees.

11. LIMITATION OF LIABILITY

11.1 Nothing in these terms and conditions will limit or exclude our liability for death or personal injury arising from our own negligence, or for fraud or fraudulent misrepresentation.

11.2 Otherwise, our liability to you regarding the provision of the Course, the cancellation, postponement, or revision of the Course, any negligence, any breach of these terms and conditions, or arising in any other way out of the subject-matter of these terms and conditions, is limited to the amount of fees received from or on behalf of you in respect of the Course.

- 11.3 Further to clause 11.2, our liability will not extend to any indirect losses or damages, or to any loss of profits, whether direct or indirect, even if we have been advised of the possibility of those losses or if they were within our contemplation or any costs or expenses incurred by any person or organisation in connection with travel, accommodation, reservations or other arrangements.
- 11.4 When we provide accommodation to you, you agree to abide by the rules and regulations of that residence. In particular, you must observe the regulations governing safety and security and do nothing to compromise your own or other residents' safety and security. You should also behave courteously to other residents, staff and visitors at the accommodation. Please note that it is a requirement of the accommodation to leave the room in a clean and tidy state. If you do not comply with these requirements, you may be asked to leave the accommodation and we shall have no further obligation to provide you with such accommodation.

12. HOW WE MAY USE YOUR PERSONAL INFORMATION

- 12.1 We are registered as a Data Controller with the [Information Commissioner's Office](#) and in order to fulfil our obligations to you regarding to the Course we will need to hold and process your personal data including some sensitive personal data. As a student you agree to this data being processed in accordance with our [Data Protection Policy](#). The Policy is currently under review in light of changes required under the General Data Protection Regulation which come into force in May 2018. Further information about how we will use the personal information you provide to us can be found in our [Data Protection Notice to Students](#).
- 12.2 In addition to the ways we may process your information as set out within our [Data Protection Notice to Students](#) we would also like to hold and use your information in order to supply you with information for direct marketing purposes and may contact you by various methods unless you decline consent. You will usually be asked to provide consent at the time we collect your personal information.
- 12.3 If you have any queries relating to access to or storage of data, please review the [Data Protection Policy](#) which will provide guidance as to how to address any queries you may have and explain how you may exercise your rights under the Data Protection Act 1998 and from May 2018, the General Data Protection Regulation. For further information about the retention and secure destruction of your personal data please refer to the University's [Records Management Policy](#) and [Records Retention and Deletion Schedule](#).
- 12.4 You are obliged to provide us with up to date contact details and you will be responsible for maintaining the accuracy of this information whilst studying with us.

13. COMPLAINTS

We recognise there may be occasions where you wish to raise a complaint relating to the Course, facilities or services provided by us. You can contact us at: Dr Neil Carey, Brooks Building, Manchester Metropolitan University, Birley Campus, 53 Bonsall Road, Manchester M15 6GX or email us at n.carey@mmu.ac.uk. The Student Complaints Procedure for investigating and responding to a complaint could be found at <http://www.mmu.ac.uk/academic/casqe/regulations/complaints.php> and <http://www.mmu.ac.uk/academic/casqe/regulations/assessment/docs/complaints.pdf>

14. OTHER IMPORTANT CLAUSES

- 14.1 You must not transfer your place on the Course to any other person without our permission.
- 14.2 The Agreement containing these terms and conditions may only be enforced by us and you
- 14.3 These terms and conditions will be interpreted in accordance with English law and enforced only through the courts of England and Wales.