



## **Financial Assistance Information for American Student Loans**

### [Financial Aid Programmes](#)

Subsidized and Unsubsidized Loans  
Direct PLUS Loans  
Aggregate Limits  
Interest Rates  
Private Loan Providers  
Eligible Programmes

### [Information for applicants](#)

5-step application process  
Enrolling at Manchester Met  
Loan Disbursements

### [Understanding your Obligations](#)

Satisfactory Academic Progress  
What Happens When You Withdraw - Return of Title IV Funds  
Exit Counselling  
Managing Your Repayment and Understanding Your Obligations

### [Where to go for more information](#)

Contact us  
Further Resources and Links

### [Frequently asked questions](#)

### [Consumer disclosures](#)

**NOTE:** The International Office will not receive any electronic notification that you have applied for financial aid, so please notify us of your application at [usfinancialaid@mmu.ac.uk](mailto:usfinancialaid@mmu.ac.uk)  
 You will need to notify us each academic year, your application will not be automatically processed for subsequent years of study.

## Financial Aid Programmes

Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the US Department of Education (the Department) rather than a bank or other financial institution.

Federal Direct Loans may be subsidised or unsubsidised, depending on you and your family's financial aid information provided on the Free Application for Federal Student Aid (FAFSA). The amount you can borrow will depend on your grade level, your Cost of Attendance, the information you provide on the FAFSA, and other aid you may receive.

Subsidised: for students with demonstrated financial need, as determined by federal regulations. No interest is charged while a student is in school at least half-time, during the grace period and during deferment periods.

Unsubsidised: not based on financial need. Interest is charged during all periods, even during the time a student is in school and during grace and deferment periods.

PLUS: unsubsidised loans for the parents of dependent students and for graduate/professional students. PLUS loans help pay for education expenses up to the cost of attendance, minus all other financial assistance. Interest is charged during all periods.

Parent PLUS Loan is in the parent's name and the parent is responsible for repayment of the loan. The loan does require a credit check, but usually only looks at adverse credit, and not a 'credit-scoring'.

You can find more information here:

<https://studentaid.ed.gov/sa/types/loans>

### Yearly Maximum Direct Loan Eligibility Table

Dependent Undergraduates	Initial Subsidized	Additional Unsubsidized	Combined (maximum) Levels
1 <sup>st</sup> Year	\$3500	\$2000	<b>\$5500</b>
2 <sup>nd</sup> Year	\$4500	\$2000	<b>\$6500</b>
3 <sup>rd</sup> Year and Up	\$5500	\$2000	<b>\$7500</b>
Independent Undergraduates or Dependent Undergrad who's Parent is denied Parent PLUS.			
1 <sup>st</sup> Year	\$3500	\$6000	<b>\$9500</b>
2 <sup>nd</sup> Year	\$4500	\$6000	<b>\$10500</b>
3 <sup>rd</sup> Year and Up	\$5500	\$7000	<b>\$12500</b>
Graduate/Professional			
Each Academic Year (A, B, C...)	\$0	\$20500	<b>\$20500</b>

Aggregate Limits		
	Subsidized	Sub and Unsub Combined
Dependent Undergrads	\$23,000	\$31,000
Independent Undergrads	\$23,000	\$57,500
Graduate & Professional	\$65,500	\$138,500

Please follow this link for information about interest rates and origination fees

[www.studentaid.ed.gov/sa/types/loans/interest-rates](http://www.studentaid.ed.gov/sa/types/loans/interest-rates)

## Private Education Loans

Private education loans are administered and funded by private lenders and each has its own specific regulations. Borrowers should contact an individual lender for full terms and conditions.

NOTE: you may qualify for loans or other assistance under Title IV; terms/conditions of Title IV loans may be more favorable than private education loans

## Eligible Programmes

Manchester Met is approved to certify federal loans for degree courses only. The following types of courses are excluded:

- PGCE
- PG diploma/certificate courses

[34 CFR 600.51](#) defines ineligible programmes as:

- Programmes that require a compulsory period of study abroad in the US or internship in the US
- Programmes that require a compulsory period of study abroad at a Title IV ineligible institution
- Programmes offered in whole or in part via the distance learning route

Students on these courses may be eligible for private loans.

Please contact us if you are unsure whether your course meets the criteria.

## **Information for Applicants**

### **5-step application process**

In order to receive aid from federal student aid programs, you must meet all of the following requirements:

- Have financial need (except for unsubsidized direct loans)
- Have a high school diploma or a General Education Development Certificate (GED) or meet standards approved by the U.S. Department of Education
- Be enrolled as a regular student working toward a degree or certificate in an eligible program.
- Be a U.S. citizen or eligible non-citizen
- Have a valid Social Security Number
- Make satisfactory academic progress, as determined by the institution
- Sign a statement of educational purpose/certification statement on refunds and default (on the Student Aid Report).
- Sign a statement of updated information, if required (on the SAR).
- Register with the Selective Service, if required

NOTE: Before you start the process, please be aware loan information will be provided to NSLDS

#### 1. Step one: Completing the FAFSA

Your first step is to complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). This process generates your Student Aid Report (SAR). Your SAR is required to determine your eligibility to receive a Federal Loan and also the amount you are eligible to borrow.

- You need to enter your tax information and your spouse's income information for the applicable tax year. If you are an undergraduate dependent student your parent's information is also required.

- You must enter the school name and US Department of Education (DOE) School Code number on your FAFSA.
    - The DOE School Code number for Manchester Met is **G30333**
2. Step two: Contact us as soon as you file your FAFSA online

The US Department of Education will process your information and generate a SAR. You can review/amend your SAR online once it has been processed. In order to certify your Federal Loans, the university must be able to access your SAR. Please contact us and provide the following details:

- Full name
- Your University student ID (if you have been issued with one) or UCAS ID
- Date of Birth
- How much you wish to borrow

Upon receiving this information, our Financial Aid Team will be able to access your SAR electronically and calculate the amount of funds you will be able to borrow.

3. Step three: Accepting your loan

We will notify you of your loan in an "Award Notification Email" that will include specific information about any loan that we plan to disburse under your MPN, and the expected disbursement dates and amounts.

You should evaluate the aid offer carefully. In the case of loans, keep in mind that whatever amount you borrow must be paid back with interest. If your living expenses are not as high as the standard allowance projected by us, you may not have to borrow as much as the amount in the award notification email.

You have the right to decline the loan or to request a lower loan amount.

4. Step Four: Complete The Master Promissory Note(s)

At this stage you must complete a Master Promissory Note (MPN). You can complete the MPN online at the [www.StudentLoans.gov](http://www.StudentLoans.gov) website.

The MPN is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the Department. It also explains the terms and conditions of your loan(s).

**Please be aware you will need to complete a new MPN for each year of your studies if you continue to receive Federal Student Aid. Foreign Schools cannot use multi-year MPNs. This applies also to any previous MPNs you may have completed before. They will not be accepted and your loan will be rejected.**

NOTE: If you are applying for a Direct PLUS as a graduate/professional student, you will need to complete and sign a PLUS MPN that is separate from the one that you use for your Direct Subsidized and Unsubsidized Loans.

5. Step Five: Complete Entrance counselling

Except for Parent Direct PLUS Loan borrowers, all applicants **must** complete entrance counselling before we can originate your loan. The counselling session provides information about how to manage your student loans, both during and after college. Please follow this link to access entrance counselling online: [www.studentloans.gov](http://www.studentloans.gov)

6. Additional information

Supporting documents

In order to obtain a Tier 4 (student) visa for the UK, you may need to demonstrate evidence that you have enough funding in place to pay your course fees and living costs  
[www.ukba.homeoffice.gov.uk/studyingintheuk/adult-students/evidence/money/](http://www.ukba.homeoffice.gov.uk/studyingintheuk/adult-students/evidence/money/)

We can issue a supporting document confirming you will be receiving federal aid. This will provide proof to the UK Visa and Immigration agency of the loan money you are going to receive. As a low risk national you do not need to send evidence of your finances with the application, but may be asked for this later.

### Credit check and endorser alternative

When you apply for a Direct PLUS Loan, the Department will check your credit history. To be eligible to receive a PLUS loan, you must not have an adverse credit history. Should you have an adverse credit history, you may still receive a Direct PLUS Loan if you obtain an endorser who does not have an adverse credit history. An endorser is someone who agrees to repay the Direct PLUS Loan if you do not repay the loan.

If you are a parent borrowing on behalf of your dependent student, the endorser may not be the student on whose behalf a parent obtains a Direct PLUS Loan.

## **Enrolling at Manchester Met - Loan Disbursements**

In order to receive aid, you must be enrolled at least half-time and be meeting the requirement of our Satisfactory Academic Progress (SAP) Policy. [You must read the SAP Policy](#)

The University will disburse your loan money by crediting it to your university account in order to pay tuition fees, accommodation fees and other authorized charges. If the loan disbursement amount exceeds our charges, we will pay the remaining balance directly to your UK bank account.

We will notify you each time we disburse part of your loan money, and will provide information about how to cancel all or part of your disbursement if you find you no longer need it.

Parent PLUS loans will be returned to the parent, unless the parent provides written permission to provide funds directly to the student.

### Disbursements

Before we can process your aid payments, you need to be fully enrolled on your course.

New students will be invited to attend a session on US funding during [International Welcome Week](#), where you will also be given information about how to enrol. In order to be fully enrolled, you need to enrol online and then collect your student ID card.

Returning students will receive an email when it is time to enrol again for the next academic year.

During online enrolment, you will be asked how you intend to pay your course fees. You need to tick the box next to the 'Any other method' option, and then select 'US Financial Aid' from the 'method of payment' drop down menu.

### Your course fee invoice

After you enrol, you will be sent a course fee invoice for your records. The invoice will be for the full balance of your course fees, and will not show any information about your US funding. If you have already provided confirmation of your funding to the US Financial Aid team, then this will be passed on to the [Student Billings](#) team, and we will contact you directly after the first disbursements of your funding have been paid to us.

### Allocating your Federal Direct Loans

Federal Direct loans are paid directly to the university in three disbursements. After each disbursement, we allocate an amount to pay your course fees (and hall fees if you are staying in Manchester Met accommodation).

If your loan disbursement is more than we need for fees, then we will refund any excess funds back

to your UK bank account. So we can process a refund, you will need to send the 8-digit account number and 6-digit sort code of your UK account to [usfinancialaid@mmu.ac.uk](mailto:usfinancialaid@mmu.ac.uk). You can find more information about opening a UK bank account at the [International](#) website.

If do not have enough loans to cover the full cost of your fees, you will need to make fee payments in line with standard [university regulations](#).

The following examples have been provided to give you an idea of how we could allocate your funding. You will notice that the loan disbursement value is not fixed. This is because your loans are paid in US dollars, and are not converted to English pounds sterling until each disbursement has been paid into the university's bank account. This means sterling equivalent of your loans will fluctuate.

- **Student A's** annual course fee is **£12,500**, and they have been awarded a scholarship of **£3000**. They will be receiving **Direct loans** totalling **\$20,500**.

Disbursement dates	29 Sep	19 Jan	27 Apr	Total
Loan Disbursement Value (GBP)	£4,061.62	£4,362.52	£4,438.55	<b>£12,862.69</b>
Kept for course fees	£3,167.00	£3,167.00	£3,166.00	<b>£9,500.00</b>
Student receives	£894.62	£1,195.52	£1,272.55	<b>£3,362.69</b>

- **Student B** is in [Manchester Met accommodation](#), so has hall fees of **£3533.38** and course fees of **£11,000**. Their total Direct loans are **\$35,500**.

Disbursement dates	29 Sep	19 Jan	27 Apr	Total
Loan Disbursement Value (GBP)	£6,869.18	£7,347.88	£7,474.18	<b>£21,691.24</b>
Kept for course fees	£3,667.00	£3,667.00	£3,666.00	<b>£11,000.00</b>
Kept for hall fees	£1,220.16	£1,245.58	£1,067.64	<b>£3,533.38</b>
Student receives	£1,982.02	£2,435.30	£2,740.54	<b>£7,157.86</b>

- **Student C's** course fees are **£10,250** and they make a payment of **£3000** towards these fees before starting the course. Their Direct loans only total **\$5,500** so will need to make additional payments towards their fees themselves.

Disbursement dates	29 Sep	19 Jan	27 Apr	Total
Loan Disbursement Value (GBP)	£1,090.51	£1,171.30	£1,190.22	<b>£3,452.03</b>
Course fee payment needed	£2,417.00	£2,417.00	£2,416.00	<b>£7,251.00</b>
Student must pay	£1,326.49	£1,245.70	£1,225.78	<b>£3,797.97</b>

## Private Loans

Currently [Sallie Mae](#) is the only lender providing private education loans to American students studying at a foreign school. All students may apply for a private loan (subject to credit history). However, the University encourages any student eligible for a Federal Direct Loan to utilise this type of aid in the first instance.

A comparison of Federal Loans and Private Loans is available via [Federal Student Aid](#).

Sallie Mae loans are paid by cheque in a single disbursement after the start of your course. You will need to come into the university to sign the cheque before we can present it to our bank for payment, so we will contact you once it has arrived.

After the cheque has cleared, we allocate the loan to pay off the full balance of your fees and refund any excess funds to your [UK bank account](#).

# Understanding your obligations

## Satisfactory Academic Progress

US Federal regulations (34CFR 668.16, 668.32, 668.34, 446.42) require that all students, who are in receipt of US Federal Student Aid (FSA), must maintain Satisfactory Academic Progress (SAP). Failure to do so can result in the loss of eligibility to receive further funding. It is the responsibility of the institution to monitor SAP and, where necessary, to suspend or withhold eligibility to receive Federal Funding.

### General conditions

This policy outlines a number of specific points which apply to students in receipt of Federal Aid. These statements are made in the context of the University's Assessment Regulations. Full details of the University's Code of Practice on assessment of students (including rules for progression) are available at: [www.mmu.ac.uk/academic/casqe/regulations/assessment.php](http://www.mmu.ac.uk/academic/casqe/regulations/assessment.php)

### What does SAP involve

In order to be eligible to continue to receive Federal Aid, a student must, in general, have achieved a minimum of 40% grade level, which is consistent with the University's requirement for graduation for all students.

Students are expected to be in attendance, as defined the University's regulations, on at least a half-time basis and may not take more than 150% of the normal duration to complete their studies.

Students are required to meet any relevant contact points each term, as required.

### Warnings and Probation

Students who fail to maintain SAP will receive a warning and will be placed on probation during the following loan period. Students on probation will receive funding, but they must meet the required academic standards during that semester in order to avoid suspension of eligibility for funding.

A student who fails to maintain SAP, will be deemed ineligible for funding for the following loan period. Students will be notified of probation or suspension by letter and/or email.

### SAP Appeals

A student who loses eligibility for Federal Funding may appeal the decision if they can show that their failure to maintain SAP was due to extenuating circumstances.

NOTE: The SAP policy is separate from academic appeals relating to exam results or test scores. The outcome of a SAP appeal has no bearing on results achieved or grades awarded.

A student may appeal a decision to suspend eligibility for Federal funding if they can demonstrate that their failure to maintain SAP was due to extraordinary circumstances such as (but not limited to) the following:

- Serious illness or injury
- Death of a family member
- Divorce or family difficulties
- Financial difficulties
- Interpersonal problems

Appeals must be submitted in writing, together with supporting documentation, within ten days of the notification of suspension. The SAP Appeals Committee will consider each case and their decision is final.

## Reinstatement

If a student's appeal against probation is successful, then the student's good standing will be restored. If a student's appeal against suspension is successful then the student will be placed on probation for the payment period.

A student that has their Federal Aid suspended but continues the course under their own means, and subsequently meets Satisfactory Academic Progress standards, will be entitled to regain a probationary status and apply for loans.

Students that have exceeded the 150% time limit on their programme cannot be reinstated.

## **What Happens When you Withdraw - Return of Title IV Funds Policy**

According to federal law, the Financial Aid Office must recalculate Federal Title IV financial aid eligibility for students who withdraw from all classes, drop out, are dismissed, or take a leave of absence prior to completing more than 60% of a quarter/semester. Federal Title IV financial aid is viewed as 100% earned after that point in time.

A first year undergraduate, receiving Aid for the first time who withdraws within the first 30 days of a programme will be deemed not to have earned any aid.

Withdrawal date is defined as the actual date the student began the institution's withdrawal process, the student's last date of recorded attendance – as defined the University's regulations - or the midpoint of the semester for a student who leaves without notifying the institution. The Federal Title IV programs covered under this policy include Federal Stafford Loans and Federal PLUS Loans (Graduate Student or Parent).

The school is responsible for returning any "unearned" loan funds that have been paid to the school to cover the student's institutional charges received from Title IV loan programmes. If the student owes funds back to the Title IV programmes, the University will advise the student. Immediate repaying of the unearned loan amount by the student is not required, repayment of the loan to the lender is set by the terms or conditions of the promissory note.

Recalculation is based on the percent of earned aid using the following formula:

Percent earned = Number of calendar days completed up to and including the withdrawal date/ total calendar days in the quarter/semester.

Federal Title IV financial aid is returned to the federal government (reducing student loan debt) based on the percent of unearned aid using the following formula:

Aid to be returned = (100% - percent earned) x the amount of aid disbursed towards institutional charges.

Federal Title IV financial aid is returned in the order mandated by the U.S. Department of Education. Funds must be returned within 45 days after the date of withdrawal determination. Return of funds required by the student for unearned aid is returned (repaid) in accordance to the terms of the loan on the promissory note. The order is as follows, based on aid offered at Manchester Metropolitan University:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loans
3. Direct PLUS (Graduate Student or Parent)

NOTE - This policy refers to a withdrawal from financial aid only. The procedure for withdrawal from University is listed at: [www.mmu.ac.uk/academic/casqe/regulations/assessment/docs/withdrawal-suspension.pdf](http://www.mmu.ac.uk/academic/casqe/regulations/assessment/docs/withdrawal-suspension.pdf)

## Exit Counselling

The University must ensure that exit counselling is conducted with each Direct Subsidized Loan or Direct Unsubsidized Loan borrower and graduate or professional student Direct PLUS Loan borrower shortly before the student borrower ceases at least half-time study at the University.

## Managing Your Repayment and Understanding Your Obligations

Managing your student loan debt is an important investment in your future.

Please follow this link for information on repayment plans, deferments and loan consolidation:  
<https://studentaid.ed.gov/sa/repay-loans>

## **Contact Us**

Post: US Financial Aid, International Office, Business School, Manchester Campus,  
Manchester, M15 6BH, England

Email: [usfinancialaid@mmu.ac.uk](mailto:usfinancialaid@mmu.ac.uk)

In person: The HUB, Business School, Manchester, M15 6BH, England

## **Frequently Asked Questions**

1. Q Do I need to apply for a visa before I come to the UK, or can I ask for one when I arrive?  
A Please apply for a Tier 4 (General) visa using your CAS before you travel, your visa will then be issued for the length of your course. Your CAS is issued by the Admissions Office when you have met all conditions of your offer.
2. Q How much money do I need to show, for how long?  
A Please follow the Home Office guidelines: [www.mmu.ac.uk/international/money/](http://www.mmu.ac.uk/international/money/)
3. Q If I receive a Federal Loan, do I need to show my finances too?  
A As a low risk national you do not need to send evidence of your finances with the application, but may be asked for this later. Make sure your US Federal Loan covers the full cost of your tuition and living costs in the UK. If your Federal Loan only covers part of this amount, make sure you can prove you have the outstanding amount available to you as above.
4. Q Am I a sponsored student for CAS and Tier 4 visa application purposes?  
A No. You will be receiving a loan that is issued in your name, or your parent's name, that happens to be supplied by your government.
5. Q Do I need to pay the deposit if I receive a Direct Loan?  
A No, as long as your amount loan covers the deposit.
6. Q How much should I borrow, what is the estimated cost of living in the UK?  
A You can find guidance on the estimated cost of living here:  
[www.mmu.ac.uk/international/money/](http://www.mmu.ac.uk/international/money/)
7. Q When will my Direct Loan be originated?  
A Federal Direct Loans are originated in June (September starters) and November (January starters)

- 8.Q Will I have enough time to apply for my Tier 4 visa?  
 A Average visa processing times in the US are 5 – 10 days. Check current processing times at: [www.ukba.homeoffice.gov.uk/visas-immigration/general-info/processing-times/](http://www.ukba.homeoffice.gov.uk/visas-immigration/general-info/processing-times/)  
 You will need to select 'United States' from the 'I made my visa application in' drop-down list.  
 NOTE: We advise you **not to** make travel arrangements until you have a visa
9. Q When will I receive the first disbursement of my loan?  
 A 7-10 days **after** the official start of term one.
10. Q Will I need to open a UK bank account?  
 A Yes, if you borrow more than you owe the university. Manchester Met will disburse your loan money by crediting it to your university account in order to pay tuition fees, accommodation fees and other authorized charges. If the loan disbursement amount exceeds our charges, we will pay the remaining balance of the disbursement directly to your UK bank account
- 11.Q What is a disbursement date?  
 A A disbursement date is when the loan money is transferred to your your student fee account. A refund of excess funds (if applicable) is processed within 14 days from that date.  
**NOTE: You need to make sure you have enough money to support yourself until you receive your loan**
- 12.Q Can I apply for federal loans if I am an Exchange student?  
 A Under US Department of Education regulations, loans for Study Abroad students must continue to be processed by the home university, so you should contact the Financial Aid Office at your home university for further guidance. The Financial Aid Office at your home university will need to liaise with the Exchange and Study Abroad team for confirmation of the costs of the Study Abroad programme.  
 More information here: [www.mmu.ac.uk/international/exchange/](http://www.mmu.ac.uk/international/exchange/)
13. Q Can I do research in the US as part of my course and still receive Direct Loans?  
 A You would receive funds only for the part of the programme based in the UK. Federal Code of Practice (34 C.F.R. § 600.52) "Does not permit students to enrol in any course offered by the foreign institution in the United States, including research, work, internship, externship, or special studies within the United States, except that independent research done by an individual student in the United States for not more than one academic year is permitted, if it is conducted during the dissertation phase of a doctoral program under the guidance of faculty, and the research can only be performed in a facility in the United States"

## Consumer disclosures and additional information

As part of the William D Ford Federal Direct Loan Program – Standards for Participation – Manchester Metropolitan University is required to provide the following information:

Undergraduate and graduate prospectuses are available here: [www.mmu.ac.uk/study/](http://www.mmu.ac.uk/study/)

The accrediting agencies and governmental bodies that approve, accredit or license MMU are the Quality Assurance Agency for UK Higher Education [www.qaa.ac.uk](http://www.qaa.ac.uk) and the Department for Employment and Learning [www.delni.gov.uk](http://www.delni.gov.uk).

For information on any relevant professional bodies specific to your program of study, please contact your Faculty. [www.mmu.ac.uk/about/structure/](http://www.mmu.ac.uk/about/structure/)

Retention rates of all certificate or degree-seeking, first time, full time undergraduates entering the school are available via the Higher Education Statistics Agency.

[www.hesa.ac.uk/](http://www.hesa.ac.uk/)

Placement and types of employment obtained by graduates (undergraduate and graduate) of the school's programmes are available via the Higher Education Statistics Agency.

[www.hesa.ac.uk/](http://www.hesa.ac.uk/)

Transfer of credit information is available here:

[www.mmu.ac.uk/academic/casqe/regulations/docs/APL\\_policy.pdf](http://www.mmu.ac.uk/academic/casqe/regulations/docs/APL_policy.pdf)

Any recommended booklist information is available via your Faculty.

[www.mmu.ac.uk/about/structure/](http://www.mmu.ac.uk/about/structure/)

Requirements and procedures for official withdrawal from your program are set out within the General Regulations. [www.mmu.ac.uk/academic/casqe/regulations/assessment.php](http://www.mmu.ac.uk/academic/casqe/regulations/assessment.php)

Your right to review educational records and procedures is set out within the Data Protection Policy [www.mmu.ac.uk/policy/policy.php?id=100](http://www.mmu.ac.uk/policy/policy.php?id=100) and Freedom of Information Act: [www.mmu.ac.uk/foi/](http://www.mmu.ac.uk/foi/)

Institutional policies regarding vaccines are available via the Health Care Advice Service. [www.mmu.ac.uk/sas/student-services/health.php](http://www.mmu.ac.uk/sas/student-services/health.php)

Services and facilities for students with disabilities, including intellectual disabilities – information is available via Disability Services.

[www.mmu.ac.uk/sas/student-services/learner-development/](http://www.mmu.ac.uk/sas/student-services/learner-development/)

Plagiarism and unauthorised distribution of copyright materials are deemed to be serious misconduct and will be dealt with under the Conduct Regulations within the General Regulations.

<http://www.mmu.ac.uk/academic/casqe/regulations/assessment-regulations.php>

Drug and alcohol abuse prevention is covered under the MMU's Conduct Regulations.

[www.mmu.ac.uk/humanresources/health/manual/pdf/student-substance-use-misuse.pdf](http://www.mmu.ac.uk/humanresources/health/manual/pdf/student-substance-use-misuse.pdf)

[www.mmu.ac.uk/students/](http://www.mmu.ac.uk/students/)

### **Missing Student Protocol**

The missing student notification process is part of the procedures within the university's serious incident protocol. Should a student have any concerns about another resident within University accommodation, they should bring this to the attention of Security team via Reception. If the missing student is not resident within Accommodation, a concern may be raised via any member of Faculty staff.

All of our halls have on-site 24 hour security and many of the halls have coverage by CCTV. Additionally the halls have a manager who is responsible for domestic arrangements within the halls.