



# Heythrop College

The Specialist Philosophy and Theology College  
of the University of London

## Terms and Conditions of Application and Admission

- 1 These terms and conditions take effect and are deemed to be binding between a student/prospective student and Heythrop College (hereinafter referred to as “the College”) once the contract is formed, i.e. when an offer of a place is accepted. In the case of the requirement(s) of a conditional offer not being met, any contract would cease subject to the agreement of the College.
- 2 Students are required to register with the College at the start of a programme and re-register annually. The date of registration will be published in offer letters and by letter to all new and returning students. The College reserves the right to levy a late registration fee as set out in point 5 in these terms and conditions.
- 3 The College will do its utmost to deliver programmes in accordance with descriptions set out in the Programme Specifications. The College reserves the right to make variations to the content or method of delivery or assessment of programmes, to discontinue or suspend programmes, to merge or combine programmes and to introduce new programmes if such action is reasonably considered to be necessary. The College cannot guarantee that all parts and options within programmes will be available to all students who are qualified to study them.
- 4 Students are required, under these terms and conditions, to abide by and to submit to the Regulations of Heythrop College and the University of London. Students are also required to submit to codes of conduct and general rules of the College as set out in the annual Undergraduate Handbook and Programme Handbooks.
- 5 Students are contractually obliged to pay tuition fees and all other fees on the dates they fall due from the moment that an offer of a place is accepted (unless the conditions of an offer are not met and no admission results). Tuition fees are charged to students in every academic year of their programme on or before the date of registration.

Fee liability/refund and withdrawals: reference should be made to the tuition fee schedule and the Heythrop website.

- 6 If a student, or any third party who is supposed to pay tuition and other fees on a student’s behalf, fails to pay by the due date specified in the invoice from the College, the College reserves the right to charge interest at UK base rate.

The College reserves the right at any time during the academic year to withdraw a student from their programme and to withhold all services until all outstanding tuition fees and interest are paid and/or terminate the contract between a student and the College.

If, at the end of an academic year, a student is in debt to the College for tuition or other fees, the College reserves the right to refuse progression to the next year of study. If a student is in the final year of a programme, then the College will not issue an official transcript, allow graduation or issue an award certificate until all debts – tuition fees, library fines and books, university accommodation fees - are settled.

- 7 The College reserves the right to exclude from studies forthwith any student who wilfully and persistently neglects his/her academic work to such an extent that there is no reasonable possibility of him/her being regarded as having duly performed the work of the programme or being able to proceed to the next stage of the programme. The College also reserves the right to exclude from studies forthwith any student who does not attend classes to a satisfactory level. The attendance level must always be at a rate of at least 80%.
- 8 The College reserves the right to withdraw or amend its offer to any student where it is discovered that a false statement or significant omission of information has been made by the student/prospective student in their application.
- 9 In the event that any term, condition or provision contained in the Terms and Conditions is held to be invalid, unlawful or unenforceable to any extent, such term, condition or provision shall, to that extent, be severed from the contract between a student and the College without affecting the remaining terms and conditions which shall continue to be valid.
- 10 Any notice served by the College under these Terms and Conditions and any correspondence from the College shall be deemed to have been served two working days after despatch to the address notified to the College by the student/prospective student. The College shall be entitled to assume that the last home and term time addresses notified by the student are current and it is essential that the College is kept informed of any changes of address.
- 11 These terms and conditions shall be governed by and construed in all respects in accordance with the laws of England and Wales and the parties agree to submit to the jurisdiction of the courts of England and Wales.
- 12 Queries relating to the processing of your application should be directed to the Student Services Centre.
- 13 Privacy notice

The College holds information about all applicants and students. The College uses the information from an application form to process the application and to compile statistics that may be published or passed to bodies such as the Higher Education Funding Council for England (HEFCE), the Higher Education Statistical Agency (HESA) and the Universities Central Admissions System (UCAS). If an application is successful, the College will also use the information to compile statutory statistic data for statutory bodies such as HESA, administer a student's programme, to monitor performance and attendance and to provide support. For more information about the way HESA use student information please visit the HESA website [www.hesa.ac.uk/fpn](http://www.hesa.ac.uk/fpn)

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