

Key Terms Summary

This is a summary of how the key terms in the University's Terms and Conditions will affect you. The full Terms and Conditions and Student Regulations are available at <https://www.shu.ac.uk/study-here/terms-and-conditions-and-student-regulations> and on the student portal at <https://students.shu.ac.uk/regulations/index.html>.

This Summary forms part of the student contract and is provided to assist applicants and students. Please see the University's [Contractual Statements](#) for details of the order of precedence of the contractual documents within the student contract. Please ensure you read all contractual information provided to you, including the full Terms and Conditions and Regulations, before accepting an offer of a place at the University, and again before enrolling since the University may make changes to these documents from time to time.

When do I become bound by a contract?

A Pre-Enrolment Contract is formed between you and the University when you accept the offer of a place. If you do not enrol at the University by the deadline you are given, your Pre-Enrolment Contract will automatically expire on this deadline.

When you enrol at the University, your Pre-Enrolment Contract automatically expires and a new Enrolment contract is formed between you and the University. This is when you (or a third party on your behalf) become responsible for paying tuition fees.

What happens if I accept an offer and then change my mind?

You have a 14 day statutory cancellation period during which you can change your mind about accepting an offer to study at the University. Even after this period you can cancel your Pre-Enrolment Contract at any time without incurring any fees to the University, although the University may retain any deposit you have paid.

What happens if I enrol and then change my mind?

If you enrolled online, there is a 14 day statutory cancellation period during which you can change your mind about coming to study at the University. The period runs from the date you enrol online. If you cancel your place within this cancellation period, you will receive a full refund of any tuition fees which you have paid to the University. To cancel your place you must notify the University in writing. You can notify the University of your cancellation using this [form](#).

If you enrolled in person, there is no statutory cancellation period, but if you change your mind about studying at the University within the first three weeks of your course starting, whether you enrolled online or in person, the University will refund any tuition fees paid in full.

If you have paid a deposit, you will only be entitled to a refund of this deposit if you are refused a visa or other exceptional circumstances apply.

After the date three weeks after your course starts, you may withdraw from the University, transfer to another institution or take time out, and you will receive a refund of any tuition fees paid by you on a pro rata basis for the unexpired period of the Academic Year. In these circumstances the University may retain an amount to cover its reasonable costs and losses

as a result of your withdrawal, including any deposit paid. You are strongly advised to discuss the implications in advance with relevant University staff and any sponsor/employer/funding body, since such decisions can have significant implications.

Can the University terminate my contract?

Yes, if you materially breach the [Terms and Conditions or Student Regulations](#) and in the particular circumstances in clause 12 of the Terms and Conditions.

Can the University make changes to or discontinue my Course or change the Terms and Conditions or Student Regulations?

Yes, but only in certain circumstances. See the [Terms and Conditions](#) for full details.

Will the University increase my tuition fees each year?

For full-time undergraduate designated courses the government has set a maximum annual tuition fee for UK/EU students, which is £9250 in 2018/19 (the fee has not increased since the 2017/18 fee), so future fee increases for these courses will depend on what the government allows. Normally the government gives prior warning of changes.

Where you are assessed as an international student for fees assessment purposes and commence your course in 2018/19, undergraduate fees will not be subject to an annual increase with inflation so you will pay the same annual fee for each year of your course where the course has a duration of two years or more

The University reviews other fee levels annually and may increase fees for subsequent years. The University will normally give prior warning of fee increases.

Information about the amounts by which tuition fees may increase, and how fee increases will be calculated, will be made available to prospective students through the University's website and to applicants via email once the University has published its position for 2018/19 entrants. See the [Student Fees Regulation](#) and the [Contractual Statements for Full-Time Undergraduate Applicants](#) for further details.

Please refer to the guidance issued on [the student portal](#) which provides further information on how the [Student Fees Regulations](#) are implemented, including details of how/when fees are payable and the impact of your withdrawal from the University on your liability to pay fees.

What happens if I do not pay my tuition fees?

Until the debt is paid, the University may charge interest on any outstanding tuition fees, withhold services from you and withdraw you from your course. Ultimately the University may terminate your enrolment contract and pursue you for the debt. You will not be able to re-enrol, receive your award certificate or official verification of your studies or attend a graduation ceremony if you have tuition fee debt.

Will I own any Intellectual Property I create in the course of my studies?

As a general principle, the University recognises that each student is the owner of the intellectual property s/he creates in the course of his/her studies, however, this is subject to exceptions. Please see the [Intellectual Property Regulations for Students](#) for more details.

How will the University protect my Personal Data?

Please see the [Privacy Notice for Student Applicants and the Student Privacy Notice](#) for information on the purposes for which personal data on applicants and students is held, the categories of data held, the safeguards in place, and organisations to whom the University may disclose your personal data. Further information about our [Privacy Notices](#) is available on our website.

The University has set out the roles and responsibilities of staff in its '[Information Governance Policy](#)'. Students' responsibilities regarding data are set out in '[Use of personal data by students: Your responsibilities](#)'.

As a public authority, the University has appointed a Data Protection Officer who can be contacted at DPO@shu.ac.uk.

Exclusion and limit of liability by the University

The University expressly excludes liability to the fullest extent permissible by law for all damage to your property and for personal injuries or death, unless caused by the negligence of the University or its staff. It also excludes liability for the non-return of work submitted for assessment, all indirect and consequential losses, and loss of opportunity, income or profit. Unless it is liable in negligence for personal injury or death, the University limits its liability to the value of tuition fees paid by you or on your behalf, or, if greater, any relevant amount received from its insurers.

The University will consider individual circumstances via the relevant student or applicant complaints procedure.

What other Student Regulations do I need to be aware of?

The Student Regulations applicable to undergraduate and postgraduate taught applicants/students and to postgraduate research applicants/students are available at <https://www.shu.ac.uk/study-here/terms-and-conditions-and-student-regulations> and on the student portal at <https://students.shu.ac.uk/regulations/index.html>.

Do I have to abide by a code of conduct?

Yes, the University's [Disciplinary Regulations for Students](#) include a code of conduct which students are expected to follow. Some courses also have professional conduct requirements.

What happens if I breach the Student Regulations?

The University will investigate allegations of misconduct according to the [Disciplinary Regulations](#) and the [Student Fitness to Practise Regulations](#). Any student may be subject to disciplinary sanctions if they are found to be responsible for misconduct. Sanctions for misconduct can range from an oral reprimand to withdrawal of an award and expulsion from the University.

If you do not meet the requirements of [regulations for assessment](#) at the University level and your course, you may not be allowed to progress to the next stage of your course, you may have to repeat assessments for parts of your course, you may have to withdraw from your course and you may not be awarded the qualification for which you are studying.

If you breach the regulations about academic misconduct, the sanctions can range from reductions in your marks and having to repeat assessments, to not allowing you to receive an award and expulsion from the University, depending on the seriousness of the misconduct.

If you breach regulations for using the University's IT facilities and learning resources, the University may withdraw services from you and there may be an investigation which can lead to disciplinary sanctions.

How do I make a complaint about the admissions process as an applicant?

Please follow the Appeals and Complaints Procedure for Applicants.

How do I make a complaint about the University as an enrolled student?

Please follow the Student Complaints Policy and Procedure.

How can I contact the University?

Sheffield Hallam University's principal address is City Campus, Howard Street, Sheffield, S1 1WB, Telephone Number +44(0)114 225 5555, Fax Number +44 (0)114 225 4449, Minicom only +44 (0)114 225 3582, Email: enquiries@shu.ac.uk

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