

TERMS & CONDITIONS OF ENROLMENT FOR 2022/23  
TERMS & CONDITIONS OF ENROLMENT FOR APPRENTICES  
ENROLLING WITH THE UNIVERSITY OF BOLTON

Important Notice Set out below are the University of Bolton's Terms & Conditions of Enrolment for all students who wish to study at the University. These Terms & Conditions of Enrolment together with the University's Student Admissions Policy, Course Fees Policy, other Rules, Regulations, other provisions and requirements and other policies and procedures of the University which apply to students will form an essential part of the contract between the University of Bolton and you (the student). If you are a continuing student, you will be required to make yourself aware of the most recent version of these documents and to read and accept for each year of your study the current version of these Terms & Conditions of Enrolment, which will be an update to your continuing contract.

As part of the enrolment process, you will be asked to carefully read and understand each condition below, please note that after reading each condition you will be asked to tick an acceptance box to indicate your agreement to that condition. The enrolment process will be concluded once you have ticked each and every acceptance box to indicate your agreement to these Terms & Conditions of Enrolment and the University will then confirm to you completion of your enrolment to study. If you decline to accept each condition of enrolment you will not be considered as enrolled and you will be considered as wishing to terminate your contract with the University - in which case you will not be entitled to attend classes and/or have

a course or programme of study. I accept that whilst the University will make reasonable adjustments to ensure that I am not disadvantaged in demonstrating my competence, no adjustments will be made to competence standards deemed justifiable to the course or programme of study in question.

3. I understand and accept it is a condition of my entry on to the course, and my subsequent continuation on the course that I remain employed by my course sponsor (my employer) and that my course sponsor has a contract with the University.
4. I understand and accept that if I am registered on a course of study leading to a professional qualification I may also be subject to regulations relating to fitness to practice which are drawn up in light of guidance issued by the relevant professional body.
5. I accept a place on the course as stated in the enrolment and agree that I will undertake my studies in a diligent and responsible manner.
6. I understand and accept that the University will make every effort to provide education services with reasonable care and skill and in the manner set out in its published material. I accept that the University cannot guarantee that teaching and supervision will be provided by any particular named individuals or mode of delivery. I understand that the content of individual courses are under constant academic review and may change from time to time and any change to a course will be made in consultation with enrolled students affected by the change and in accordance with Modification to a Taught Programme Published Guidelines (available at: <https://www.bolton.ac.uk/studentpolicyzone/>) which will be exercised fairly and reasonably and which I will be entitled to receive fair and reasonable notice. The content of course modules and mode of associated assessments may be updated on an annual basis. This is to ensure that all modules are up-to-date and responsive to employment and sector needs. The published course material and the programme specification contain indicative 'optional modules' that may be subject to change due to circumstances outside of our control. For this reason we cannot guarantee to run any specific optional modules. I further understand that I am able to withdraw from my course of study in accordance with the Course Fees Policy if I am adversely affected by any change to my course.
7. I understand and accept that external factors such as pandemic industrial action or other circumstances beyond the control of the University may make it impossible for the University to provide those education services offered. For this reason the University may have to make variations and will make every effort to minimise any disruption that may result from such changes and will seek to provide fair and reasonable remedy to those adversely affected by such disruption.
8. I understand and accept it is a condition of my entry on to the course, and my subsequent continuation in each Academic Year, that I formally enrol for each year of study using the University's on

12. I understand and I am fully aware that providing false or inaccurate information including verification of my identity when enrolling can lead to disciplinary, financial and legal action being taken against me, to my enrolment in the course being cancelled or restricted and any contributor to my course fees or funding being so informed. I understand and I am fully aware that if my course involves a professional accreditation or potential registration, it may also lead to consideration of fitness to practise in line with the fitness to practise procedure available in the Student Policy Zone (accessible via <https://www.bolton.ac.uk/studentpolicy-zone/>).
13. I agree to provide and keep updated an emergency contact name and details for use by the University at its discretion.
14. I understand and agree to the University holding and processing my personal data, including special category and criminal convictions and offences personal data, contained in my student record, obtained from me or other people or agencies whilst I am a potential, current or past student of the University as set out in the current Data Protection Policy and Student Privacy Notice (Processing Your Personal Data) that explain how the University collects, processes and uses personal data, available in the Student Policy Zone (accessible via <https://www.bolton.ac.uk/studentpolicy-zone/>). I understand and I am fully aware of the University's policies relating to data protection.

I understand and agree that where I am (i) employed by a third party during my studies and/or (ii) sponsored by my employer or a funder, such third parties may have a direct interest in my status as a student and information regarding my progression, performance and attendance may be shared with my employer, course sponsor or funder.

I understand that in some circumstances, it may be necessary for the University to transfer my personal data to a country outside the UK and European Economic Area (for example, if I undertake a course in such a country, or that is my country of origin) and that by completing this on-line enrolment I consent to the transfer of data in these circumstances and for those purposes.

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