



University of Essex

IMPORTANT INFORMATION ABOUT YOUR OFFER

UNDERGRADUATE STUDY 2020–21

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Introduction

We are really pleased you want to be part of our global community. Hopefully you'll find this information useful as you prepare to become a member of Essex. This booklet is divided into two parts. Part one is packed with handy information on applying for accommodation, dates for your diary, and more. Part two sets out the University's terms and conditions.

Please read the information in this booklet before you accept your offer from the University. We are confident that Essex can offer you the best education and hope that you decide to accept your offer. By accepting an offer from the University, you will be entering into a legally binding contract with us, with mutual rights and obligations. Important information about this contract can be found in part two of this booklet.

Undergraduate Admissions Office contact details

We hope this booklet will give you all the information you need before you accept the University's offer but should you have any queries, please contact the Undergraduate Admissions Office. You can use the contact details for the Admissions Adviser named in your offer letter or the general contact details for the Undergraduate Admissions Office are below.

You should inform the Undergraduate Admissions Office if you need to make any changes to the information you included in your application, for example, a change to your home or email address. If you have applied through UCAS, please also inform UCAS of any changes via your UCAS Track. It is also very important that you inform us of any changes to the qualifications you are taking, in case this affects the conditions of the offer we have made.

Please make sure that you quote your name, course and application number in all correspondence with the University.

T +44 (0)1206 873666

E admit@essex.ac.uk

Undergraduate Admissions Office
University of Essex
Wivenhoe Park
Colchester
CO4 3SQ

Part one – useful information for applicants

Visiting the University

If you haven't already visited us, you can always come for a tour of our campuses at Colchester and Southend. Just send us an email and we'll arrange a date – our doors are always open.

E tours@essex.ac.uk

Can't visit us in person? Why not take an online tour of our campuses and accommodation?

➤ essex.ac.uk/life

Your myEssex applicant portal

Your myEssex applicant portal provides important information about your application to the University, as well as accommodation, facilities on campus, the Students' Union and much more. Your portal is personalised to help you get the most out of your application experience.

➤ essex.ac.uk/apply

Accommodation

If you have applied for a course at our Colchester or Southend Campus, you will be able to apply for accommodation from January 2020, as long as you have firmly accepted our offer. Information about how to accept your offer is given on page 7 in part two of this booklet.

Applications for accommodation at our Colchester and Southend campuses are made online via your myEssex applicant portal. Full details of our accommodation and eligibility are online.

➤ essex.ac.uk/life/accommodation

SU Homes is run by our Students' Union in Colchester who maintain a register of private accommodation should you wish to live off campus.

➤ essexstudent.com/suhomes

Our East 15 students based at Loughton live and study in the local area and our Student Services Team are here to help with any questions you may have. Options available may include a shared house, living with a landlord or letting a whole house. If you have any questions, contact our Student Services Team.

E askthehub-1c@essex.ac.uk

View a list of Loughton-based letting agencies online.

➤ essexstudent.com/loughton/suhomes

Financial support

We offer a range of financial support packages through our scholarships and bursaries to support academic excellence and ensure students from all backgrounds reach their full potential.

For up-to-date information about financial support, including bursaries and scholarships, please refer to our student finance web pages.

➤ [essex.ac.uk/fees-and-funding](https://www.essex.ac.uk/fees-and-funding)

International students

We publish general advice and guidance for international students coming to live and study in the UK on our international student web pages. This includes information about travel, living costs, opening a bank account, insurance, support services at the University and other important issues.

➤ [essex.ac.uk/welcome/international-students](https://www.essex.ac.uk/welcome/international-students)

Term dates

Term dates for our Colchester and Southend campuses are:

Autumn term: 8 October – 18 December 2020

Spring term: 18 January – 26 March 2021

Summer term: 26 April – 2 July 2021

Please note some term dates may vary according to campus, degree level and course. If you have any queries about your start date you can contact the Admissions Adviser named in your offer letter or contact the Undergraduate Admissions Office using the contact details on page 3 of this booklet.

Office for Students

The University of Essex is registered with the Office for Students. The Register can be found online.

➤ officeforstudents.org.uk/advice-and-guidance/the-register/the-ofs-register

Student Protection Plan

The University's Student Protection Plan sets out how the University manages risks to the continuation of the delivery of education and should be read in conjunction with these terms and conditions.

➤ [essex.ac.uk/-/media/documents/about/governance/ofs/student-protection-plan.pdf](https://www.essex.ac.uk/-/media/documents/about/governance/ofs/student-protection-plan.pdf)

University of Essex Policy Statement on Equality, Diversity and Inclusion

The University of Essex celebrates diversity, challenges inequality and is committed to sustaining an inclusive and diverse community that is open to all who have the potential to benefit from membership of it and which ensures equality of opportunity for all its members. We expect employees, workers, contractors, students and visitors to be treated, and to treat each other, with dignity and respect regardless of age, disability, gender identity, marriage and civil partnership status, pregnancy and maternity, race, religion or belief, sex, sexual orientation, socio-economic background, political beliefs and affiliations, family circumstances or other irrelevant distinction.

Chat with us

Follow us on social media to find out more about life at Essex, our events, and our latest news. We're always happy to respond to any questions you have, so feel free to get in touch with us by private message or by commenting on any of our posts.



/uniofessex



/uniessex



/Uni_of_Essex



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Part two – student terms and conditions

Part two of this booklet sets out the University's terms and conditions. These terms will apply to you if you enter into a contract with the University. A contract is formed between you and the University at the point you firmly accept your offer. As a student at the University, you will be required to adhere to a range of regulations, which will be communicated to you when you register.

Your offer

Your offer is based on information provided in your application, and has been made in accordance with the University's admissions regulations and policy. Full details of the admissions policy are available online.

➤ essex.ac.uk/quality/university_policies/Admissions/default.asp

Conditional offers

If your offer is conditional, your offer letter will detail the conditions which you will need to fulfil in order to be admitted onto your chosen course. If you are still completing your qualifications, your conditional offer will include the grades you must achieve in order to be admitted by the University, including any grades you must achieve in specific subjects. Your offer may also be conditional upon you fulfilling some non-academic conditions.

Unconditional offers

If you have completed your qualifications and fulfilled all other requirements, your offer will be unconditional.

If you have any questions about your offer, you can use the contact details for the Admissions Adviser named in your offer letter or the general contact details for the Undergraduate Admissions Office are on page 3 of this booklet.

Accepting your offer and your contract with the University

We are confident that Essex can offer you the best education and hope that you decide to accept your offer. By accepting this offer, you will be entering into a legally binding contract with the University.

UCAS applicants

If you have applied to us through UCAS, you can accept your offer by making it your firm or insurance choice on your UCAS Track.

Direct Admissions applicants

If you applied to us through our online Direct Admissions service, you can accept your offer on your myEssex applicant portal.

Verification of qualifications and exam results

Our offer is subject to the verification of the results of the qualifications you detailed as part of your application. If you are taking A-levels, BTECs, OCR qualifications, the Access to HE Diploma or Scottish Highers, and are due to receive your results in the summer of 2020, it is likely we will receive your results directly from UCAS so we won't need to see your certificates. We may also be informed of your International Baccalaureate (IB) results, if your Diploma Programme Co-ordinator submits a request to the IB Office for us to receive them.

Applicants taking qualifications which we don't receive directly from UCAS, or applicants who did not apply to us through UCAS, will need to have their certificates or transcripts of results verified by the University. We'll need to see the certificates or transcripts for your admitting qualifications. If English is not your first language, we will also need to see the results of your English language qualification. Once you have received your results, please send a good quality, scanned colour copy or photograph of your certificates and/or transcripts to us by email.

E results@essex.ac.uk

You must submit evidence of your results no later than 31 August 2020, or by the published UCAS deadline. If you do not provide evidence of your results by the deadline, the University reserves the right to reject your application, in accordance with UCAS procedure.

Please note that black and white copies of certificates will only be acceptable where the original document is produced in black and white. We regret that we are unable to accept photocopies or faxed copies.

In some cases, we may ask you to provide originals or clearer copies of qualification documents prior to issuing you with a CAS (for Tier 4 applicants) or prior to Registration. Please note that you will not be permitted to register as a student at Essex until all your qualifications have been verified.

Where there is satisfactory or sufficient evidence that fraudulent documents or information have been used to obtain an offer (or in the event of failure to disclose information), the University reserves the right to withdraw your offer with immediate effect.

If you have previously withdrawn from a course at the University of Essex and have not mentioned this on your application, please contact the Undergraduate Admissions Office as soon as possible to let us know; it's important that we're aware that you were previously a student at the University, so we can make sure there are no complications with your application at a later stage.

English language requirements for EU, EEA and international students

If you have not already met the University's minimum English language requirement for entry to your chosen course, your offer will include a condition to meet the minimum level. The English language qualifications and tests which are acceptable for entry to the University and the levels required are listed on the following web pages:

EU and EEA applicants

➤ essex.ac.uk/see/ug-eu-english

International applicants

➤ essex.ac.uk/see/ug-intl-english

If you have taken IELTS but have not met our requirements, you may be able to complete a pre-sessional English pathway that enables you to start your course without retaking IELTS. These courses are delivered by the University of Essex International College. Further information can be found on the University of Essex International College website.

➤ kaplanpathways.com/colleges/university-essex-international-college/

Applicants who are under 18

Applicants who will be under 18 years of age on 4 October 2020 are required to comply with the University's procedures for under 18s. If you will be under 18 on 4 October 2020 (or 1 July 2020 if you require a Tier 4 visa to study in the UK), your conditional offer will include a requirement to complete and return the University's Under 18 Emergency Contact Details form.

Important information for students under the age of 18 can be found on our website.

➤ essex.ac.uk/student/student-communities/under-18

DBS and Occupational Health checks

Offers for some courses are subject to satisfactory Disclosure and Barring Service (DBS) check and/or Occupational Health checks. Where appropriate, further information is included in your offer letter.

Please note that you may not be able to register for your course or, if you have already registered, you may be required to withdraw from your course, if the outcome of your DBS check is not satisfactory.

Students who accept a place to study on a course which does not require a DBS check are not asked to disclose their criminal record prior to admission, but applicants under supervision or currently on licence are encouraged to make us aware of any conditions or requirements which may prevent them from fully engaging with their course and the broader University community. Where possible, the University will make reasonable adjustments, but if it becomes apparent that the student is unable to meet the course learning outcomes, they may be required to withdraw their application or transfer to an alternative course.

In all cases, where applicants choose to share information about a criminal offence or police caution with the University, they will be offered support and guidance through the University's specialist support services.

Applicants for courses that are subject to a mandatory DBS check

Courses that require a mandatory DBS check involve regulated activity as defined by the Disclosure and Barring Service. Applicants are required by the University to declare all criminal offences that are deemed to be unspent and spent in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

➤ [gov.uk/government/collections/dbs-eligibility-guidance#dbs-workforce-guides](https://www.gov.uk/government/collections/dbs-eligibility-guidance#dbs-workforce-guides)

Formal offers of admission will only be made following consideration of the conviction and application in accordance with the University's DBS Policy. Application of the policy takes place independently of the academic selection process, which is based entirely on academic merit, in accordance with standard admissions policy.

➤ essex.ac.uk/dbs/documents/student-membership-and-dbs-policy.pdf

Applicants who are convicted of a criminal offence or who receive a police caution after submitting an application for a mandatory course must inform the University. Disclosures can be made in writing to the Head of Undergraduate Admissions using the contact details on page 3 of this booklet.

Students studying a course for which a DBS check is not a mandatory requirement may still be required to disclose their criminal record after registering for the course if they engage in regulated activity that requires a DBS check, for example, through selecting a particular research topic or optional module.

Deferring entry

If you decide to take a gap year and wish to defer entry to 2021, please contact the Undergraduate Admissions Office. Please be aware that any conditions of offer must be met by 31 August 2020 even if your offer is for 2021 entry. If you require a Tier 4 visa to study in the UK, we will only be able to defer your place if we believe that you will continue to meet all the Tier 4 requirements to start your course in 2021. Additionally, we will only be able to issue deferred applicants with a CAS during the summer of 2021 if eligible. Eligibility can only be assessed in line with Tier 4 policy guidance in force at the time. Please check the Home Office webpages to see the most up-to-date Tier 4 Policy Guidance.

➤ assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/822984/T4_Migrant_Guidance_August_2019_.pdf

For the effect of deferring your place on tuition fees, please page 12 of this booklet.

Year abroad and placement year courses

If you have applied for a course which includes a year studying abroad or a placement year, there are some requirements you must meet during your first and second years at Essex. Further information about Essex Abroad and placement year opportunities can be found online.

➤ essex.ac.uk/essexabroad/default.aspx

➤ essex.ac.uk/careers/placements/default.aspx

14 day right to cancel

Accepting your offer as your firm choice (or insurance choice if you applied through UCAS) means a contract will be made between you and the University. If you change your mind you have the right to cancel your contract within 14 days. The cancellation period ends 14 days after the day on which you accepted our offer.

To meet the cancellation deadline, it is sufficient for you to inform us of your decision to cancel the contract in a clear statement (e.g. by email or letter) before the cancellation period has expired. If you send a letter by post you should retain proof of posting. We ask that you notify us of your decision to cancel by using the contact details for the Admissions Adviser named in your offer letter or by using the general contact details for the Undergraduate Admissions Office which are on page 3 of this booklet. You can also let us know you wish to cancel the contract by completing the cancellation form available on your myEssex applicant portal.

Before the start of your course you will still be able to cancel after the 14-day period but you will need to contact us and UCAS (if you applied by UCAS) to ensure this is possible and to arrange this.

If you cancel the contract, other than in respect of any non-refundable deposits, we will return any payments you have made to us for the course. We will return such payments without undue delay and not later than 14 days after the day on which we were informed of your decision to cancel this contract. We will return the payment using the same means of payment as you used in the initial transaction, unless you have expressly agreed otherwise. You will not incur any fees as a result of this reimbursement.

East 15 Acting School applicants

If you're applying for a course at East 15 Acting School, the terms and conditions in part two of this booklet apply to you. However, please note that in addition to the above, you will also have the right to cancel your contract within 14 days from the receipt of your £300 course deposit payment.

There are additional terms and conditions that specifically relate to the East 15 Acting School. These cover terms and conditions relating to the East 15 audition, East 15 admissions process, and East 15 course deposit. Please refer to the East 15 website for full terms and conditions.

➤ east15.ac.uk/terms-and-conditions

Tuition fees and tuition fee deposit:

Your first year tuition fee is detailed in your offer letter. For up to date information about tuition fees, please refer to our student fees and funding web pages.

➤ essex.ac.uk/fees-and-funding/default.aspx

You will be liable to pay the tuition fee for the year, or for part of the year, from the date that you register, even if you subsequently decide to leave the course. You will also be liable to pay tuition fees for your course in the event that your sponsor is unable to pay. The University's published policy on fee liability is available on our website.

➤ www.essex.ac.uk/fees-and-funding/documents/payment-liability-policy.pdf

If you apply to us directly and you require a Tier 4 visa to study in the UK, we will ask you to pay a tuition fee deposit unless you show proof that a University of Essex recognised sponsor is funding you. Our Tuition Fee Deposit Policy is online and we also recommend that you read our Tuition Fee Payment and Liability Policy.

[↗ essex.ac.uk/tuitionfeedeposit/](https://essex.ac.uk/tuitionfeedeposit/)

Tuition fee increases during your course

For students commencing their studies at the University of Essex in the 2020-21 academic year, your fees will increase for each academic year of study. This annual increase will be 5% or the RPI-X index, whichever is the higher. For full-time undergraduate students with a Home/EU fee status any fee increases during your programme of study will be limited to the RPI-X index, even if this is lower than 5%. Increases in fees for full-time undergraduate students with a Home/EU fee status remain subject to UK Government approval.

- The fee status of EU students may be subject to review should the terms of the UK's withdrawal from the European Union change the legal status of EU students.
- All fee increases take effect at the start of the academic year. We will give students not less than three months' notice of any increases that exceed the 5% or RPI-X index amount.
- You may terminate your contract (and therefore studies at the University) if you do not wish to pay the increased fee and will not be liable for the new fee, provided that you do not register for your next period of study. If you do wish to terminate your contract, you are advised to commence the withdrawal process in order to notify the University of your intention. Advice will be provided as part of this process. The effect of terminating your contract is that you will not incur fees for the next or subsequent academic years, and your studies with the University will terminate. You will remain liable for any fees within the year of study for which you are registered in accordance with the University's published policy on fee liability.

[↗ essex.ac.uk/fees-and-funding/current/payments/](https://essex.ac.uk/fees-and-funding/current/payments/)

Details of the University's withdrawal process can be found online.

[↗ essex.ac.uk/student/leaving-or-returning](https://essex.ac.uk/student/leaving-or-returning)

You should consider your options carefully before terminating your contract in such circumstances. You may, for example, want to contact other institutions about whether you might be able to complete your studies with them, and to check fee increases they might be contemplating. You may also want to consider other matters such as accommodation costs.

Tuition fee increases if you defer entry, or if you have a break in your studies

Please also note that if you defer entry, or your studies are suspended for any reason, the fees when you commence or resume studies may have increased in later academic years to take account of increased costs, as explained above.

Fee status

Please note that your fee status has been determined from the information provided in your application. The University may review your fee status during the admissions process and reserves the right to amend your fee status in accordance with UK Fees and Awards legislation in force at the relevant time. Further information about fee status is available on the University's and UKCISA's websites.

➤ essex.ac.uk/fees-and-funding/current/fee-status/

➤ ukcisa.org.uk/Information--Advice/Fees-and-Money/England-fee-status#layer-6082

If you believe that your fee status is incorrect, you should contact the Admissions Adviser named in your offer letter to discuss it as soon as possible, and before you register. You will need to provide all required evidence by the deadline of 31 October of the first year of study or 4 weeks after the start date of your course if your course does not start in October. If all evidence is received prior to this date, your fee status may be changed even if you have already registered. After this date, if evidence is still incomplete it is likely that you will remain on the same fee status for the remainder of the course.

If we have already assessed your fee status using our standard fee status process, we will not review this again unless you provide information about a change in your circumstances which was not available at the time of the original assessment.

If you have been classified by the University as eligible for UK Home or EU Home fees, please note this does not guarantee Student Loans Company funding for fees or living costs. The Student Loans Company will conduct their own eligibility assessment. Once registered at the University, all students, regardless of funding source and fee status, are liable for their fees. Further information can be found in the University's Tuition Fees and Liability Policy.

➤ essex.ac.uk/fees-and-funding/documents/payment-liability-policy.pdf

Your compliance with University Regulations

As part of the registration process, you will be asked if you agree to comply with the University's regulations, policies and procedures. You are therefore advised to read these in advance of registration. A full set of the University Regulations is available online.

➤ essex.ac.uk/about/governance/regulations/students.aspx

It is a term of your contract with the University that you will comply with the University's regulations, policies and procedures.

The Regulations cover a range of important matters, including:

- The circumstances in which students can have their registration terminated or may be required to withdraw from the University, without receiving an award, for example for:
- Breach of the required standards of academic integrity and honesty;
- Failing to register within 28 days of the start of the term of the student's next period of study;
- Lack of academic progress;

- Breach of the University's Code of Student Conduct which sets out the conduct expected of students and their guests; penalties for breach of the Code can also include warnings and fines;
- Breach of the University's Fitness to Practice Procedure for students enrolled on courses which may lead to a professional qualification or involve a professional placement (e.g. health, social work and education courses);
- Failing to comply with any conditions applicable to visa/ immigration control for students who are subject to immigration control;
- Non-payment of tuition fees when they are due, which can lead to withdrawal of university facilities;
- Failing to notify the relevant Head of Admissions of a criminal conviction prior to admission in relation to courses attracting a mandatory DBS check.

Your contract is also governed by the requirements of the University's Charter, Statutes and Ordinances. The Ordinances include the power to revoke awards where the Senate deems there to be good cause.

The University may amend its regulations, policies, procedures, Charter, statutes and ordinances periodically to ensure that it operates efficiently for students and meets relevant legal and regulatory obligations. Important changes will be appropriately notified to students.

East 15 Acting School and Edge Hotel School - Professional Codes of Conduct (PCC)

Professional Codes of Conduct apply to all modules and all programmes of study in these Schools, and set out clear expectations in relation to attendance, engagement, professional behaviour, and conduct. PCCs are contained within the Student Handbooks available on our website.

East 15

➤ east15.ac.uk/students

Edge Hotel School

➤ essex.ac.uk/student/resources/student-handbooks

Information for students if courses change or close

Course structure

Our research-led teaching is continually evolving to address the latest challenges and breakthroughs. To ensure your modules are as relevant as possible, your course structure may be subject to change.

➤ essex.ac.uk/programmespecs

When might courses change or close?

The University will make every effort to provide the required teaching, supervision and academic facilities. However the University cannot guarantee that teaching or supervision will be provided by a particular named individual.

After you have accepted an offer, the University will only make changes to courses, or close courses in the following limited circumstances:

- Where changes are in students' overall interests, for example because of new teaching or assessment practices, new technology or changes to the University's premises or structure;
- Where a key member of staff becomes unavailable (through resignation or illness, for example) and suitable alternative teaching or supervision arrangements cannot be provided. This might be where the staff member has a particular specialism which cannot be adequately covered by other members of staff, or by other methods (such as temporary staff) which the University would normally use;
- Where a teaching location becomes unavailable for reasons outside the University's control, for example, because of flooding;
- Where regulatory or government requirements mean that changes have to be made to better ensure compliance. For example this might happen where changes are appropriate to ensure compliance with a professional body's requirements where a course leads to a professional qualification (e.g. law or nursing), or changes to the immigration rules or other laws and regulations.

Examples of "changes" include changes to the content or structure of courses, to the location or method of teaching or assessment, or to the type of award.

If a course change or closure is proposed in such circumstances, the University will take all reasonable steps to minimise disruption to students. This will include informing students of the changes in advance and giving them appropriate opportunity to comment on the proposals.

A course would only be closed in exceptional circumstances. If it is ever necessary to close a course the University's preferred approach would be to continue to teach current students on that course until they have completed their studies. If, exceptionally, that is not possible, the University will explore other options with the affected students, for example by considering whether those students can be offered places on alternative courses, or whether their studies can be completed at another institution.

Immigration: Information for students who require a Tier 4 visa to study in the UK

If you're a national of a country outside the European Economic Area, you'll probably need a Tier 4 visa to study in the UK. Up-to-date advice and guidance about immigration requirements is available on our immigration webpages. We also recommend you read the Home Office website, and familiarise yourself with the Tier 4 policy guidance.

➤ essex.ac.uk/immigration

➤ assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/822984/T4_Migrant_Guidance_August_2019_.pdf

Confirmation of Acceptance for Studies (CAS)

To apply for a Tier 4 visa, you'll need a Confirmation of Acceptance for Studies (CAS) from your firm choice university. Your CAS statement includes your unique CAS number that you

will need to include on your Tier 4 visa application form and sets out all the information we have provided to the Home Office. Should you choose to accept the University of Essex's offer and if we are able to confirm your place, we will be in contact with you about your CAS statement from June onwards, once your status with us is unconditional firm (UF) if you applied through UCAS or unconditional accept (UA) if you applied to us directly.

We require full details of your academic history including all previous study (even if you did not pass or complete your course), any changes you make to your current study, and any breaks from studying you may have had. If you have not declared any previous study details on your application form, please contact the Undergraduate Admissions Office. We may be unable to confirm your place or refuse/withdraw sponsorship if you have not told us about something in your application which may affect your eligibility to apply for, or obtain, a Tier 4 visa.

Your responsibilities as a Tier 4 student

By accepting our Tier 4 sponsorship (using your CAS to apply for a Tier 4 visa), you'll have responsibilities both to us and the Home Office. You must continue to meet the Tier 4 immigration rules, requirements and conditions of your leave and understand what you must do to maintain your Tier 4 immigration status. One of your conditions is that you must study the course stated on the CAS with the Tier 4 sponsor that issued it. If you want to change your course and/or institution you may have to obtain a new visa first. To help you understand what your responsibilities are as a Tier 4 student, we provide guidance on our immigration webpages.

➤ essex.ac.uk/immigration/studies/responsibilities.aspx

The University's responsibility as a Tier 4 sponsor

As a Tier 4 sponsor, the University of Essex is required to ensure compliance with the Home Office requirements. Consequently, we reserve the right to make changes to your offer where we are required to do so in order to ensure compliance with the Home Office immigration rules, requirements or guidance. This includes circumstances where the Home Office has made changes to the immigration rules, requirements or guidance. In addition, we may refuse or withdraw our Tier 4 sponsorship if you have not told us about something in your application which may affect your eligibility to apply for, or obtain a Tier 4 visa or when changes to the immigration rules, requirements or guidance mean you are no longer eligible to apply for or obtain a Tier 4 visa.

Maintenance (funds) requirements for Tier 4 applications

When you make your Tier 4 visa application to the Home Office, you will be confirming that you meet all the Tier 4 requirements on the date you apply. One of these requirements is that you have enough money available to you to cover the tuition fees stated on your CAS plus monthly living costs. The Home Office provide full details about how much they expect you to have available as well as what they will accept as evidence in their Tier 4 policy guidance. The Tier 4 maintenance requirements are very prescriptive and you will need to ensure that you have the correct amount of money in an acceptable account for at least one month before you apply. The balance must be constantly maintained above the minimum amount you require throughout that period and until you obtain your Tier 4 visa.

➤ assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/822984/T4_Migrant_Guidance_August_2019_.pdf

Tier 4 credibility interviews

As part of your visa application, you may be invited to attend a short interview to help satisfy the Home Office that you are a genuine student and that your English language ability is at the required level. We have important, useful guidance about credibility interviews on our immigration webpages.

➤ [essex.ac.uk/immigration](https://www.essex.ac.uk/immigration)

Students from the EEA

Students from the European Economic Area (EEA) may require immigration permission to study in the UK should the terms of the UK's withdrawal from the European Union change their legal status.

The law governing your contract and who can deal with claims and complaints

Your contract with the University is governed by English law. The English courts have non-exclusive jurisdiction in respect of disputes arising out of and in connection with your contract.

Complaints

The University is committed to equality of opportunity for all applicants, and the University's admissions policies, procedures and processes are designed to ensure that all applicants are considered fairly, consistently and in accordance with professional standards. In the event that an applicant is dissatisfied with any aspect of the University's admissions or application process, the Complaints policy for applicants can be found online.

➤ [essex.ac.uk/quality/university_policies/Admissions/default.asp](https://www.essex.ac.uk/quality/university_policies/Admissions/default.asp)

Once registered at the University, students are able to use the Student Concerns and Complaints procedure, which sets out the University's internal procedure and how complaints may be referred to the Office of the Independent Adjudicator. The procedure can be found on our website.

➤ [essex.ac.uk/about/governance/policies](https://www.essex.ac.uk/about/governance/policies)

Limitation of the University's liability to you and others

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

Otherwise, the University's liability to you with respect to the provision of your course, the cancellation, postponement, or amendment 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 total amount of tuition fees due from you in respect of your course.

In the above context "the University" also includes the University's officers, employees and agents, and those provisions may be relied on by those officers, employees and agents. Otherwise, none of these terms will be enforceable by any third party.

We shall not be liable to you arising from matters outside our control. This includes but is not limited to: strikes, other industrial action, staff illness, severe weather, fire, civil commotion, riot, invasion, terrorist attack or threat of terrorist attack, war (whether declared or not), natural disaster, restrictions imposed by government or public authorities, epidemic or pandemic disease, or failure of public utilities or transport systems.

Personal data and data protection

How we use your personal data

The Undergraduate Admissions Office aims to operate in compliance with data protection legislation and good records management practice. Applicants' data is treated as confidential by all staff involved in the admissions process and is not divulged unnecessarily or inappropriately. In accordance with University policy, staff involved in admissions communicate only with applicants themselves, unless the applicant has given express permission for a third party to communicate on his/her behalf. Third parties may be parents, teachers, advisers or agents acting on behalf of applicants.

The University's Privacy Policy explains what data we might hold about you, how we use it, who we might share it with and the reasons for doing so. It also explains the rights you have relating to your personal information. The University's Data Protection Policy explains how the University complies with its obligations under the relevant legislation, including the procedures for subject access requests (your right to ask for copies of information we hold about you) and complaints in respect of personal data.

➤ essex.ac.uk/student/my-essex/your-information

Your obligations when dealing with other people's personal data during your course

As a student, you might work with the personal data of other people, either as part of research activity or as part of volunteering or employment. We will support you with policy, training and guidance. It is your responsibility to read any policies that you are directed to, undertake any training that is required, and to follow any guidance you are given.

There is more information on the Staff Directory section of the University web pages.

➤ essex.ac.uk/staff/research-governance

➤ essex.ac.uk/staff/working-with-information-and-data