

Overview

When you accept an offer of a place at the University of Surrey, you are also agreeing to comply with our rules and regulations. Our academic regulations, which govern your study and assessment, and our non-academic policies and regulations are published at www.surrey.ac.uk/currentstudents/ask/regulations

They cover, among other things, payment of fees, attendance at classes, submission of work, attendance at examinations, student discipline, complaints procedures, and freedom of speech and equal opportunities policies. Please read them before you accept your offer of a place to ensure that you understand the commitment you are making. Please also be aware that our policies and regulations can change at the start of any academic year.

Your Right to Cancel

Once the University of Surrey has made you an offer of a place on a programme, setting out any conditions associated with the offer, and you or your appointed representative have accepted it, you have entered into a legally binding agreement with us. If you want to withdraw from this agreement and cancel your acceptance of an offer, you must notify us within 14 days of the date that you accepted the offer:

- For applicants applying to Surrey through UCAS, this means 14 days from the date that you/ your appointed representative accepted the offer as your Firm or Insurance choice in UCAS Track.
- For applicants applying directly to Surrey, this means 14 days from the date when you / your appointed representative accepted your offer in the Applicant Portal.

You must let us know in writing of your decision to cancel the acceptance of your offer. You can do this by informing us via the Applicant Portal or by emailing admissions@surrey.ac.uk.

Our Right to Withdraw Your Offer

The University reserves the right to withdraw an offer of a place in the following circumstances:

- You do not meet the academic conditions of your offer or other non-academic conditions required for entry to your specific programmes. For some programmes applicants are required to undertake DBS and Occupational Health Checks. All additional non-academic requirements are clearly stated on the individual programme pages.
- You provide incorrect or fraudulent information which results in an offer of a place being made.
- Where all available places on a programme have been filled (if a deposit has been received, this amount will be refunded in full).
- You are refused ATAS clearance.
- You are not eligible to obtain a visa to study in the UK.
- Failure to register by the latest registration date.

The Programme

The University of Surrey will aim to deliver your programme so that it closely matches the way in which it has been described to you by Surrey in print, online, and/or in person, especially at the point at which you accept your offer. However, it is important to realise that in some circumstances we may change aspects of your programme. Our programmes are delivered within an enthusiastic, academic community, by staff who are actively engaged in research. In this context, we might alter the curriculum so that our students can learn from the latest academic research. We also value student feedback and provide regular opportunities for our students to comment on the content of their programme. In response to this feedback, and in dialogue with current students, we may alter the curriculum. Other circumstances which can lead to changes include:

- staff changes, which can lead to new modules being offered, modules being withdrawn, or a change to who teaches the programme;
- changes made in response to new requirements from external professional or statutory bodies; or
- changes to the way in which universities are funded, which might lead to changes in the availability of some student services, for example.

Where we have made an offer for an advertised programme, we will only suspend or withdraw that programme in exceptional circumstances. These could include, for example, the departure of a key member of academic staff or unexpected circumstances that render essential teaching facilities unusable. Programmes may also be suspended where the demand from applicants in any academic year makes them unviable to run. If we have to suspend or withdraw a course, we will inform you at the earliest opportunity and make every effort to provide a suitable alternative. We will not withdraw or suspend a programme commencing in September/October after the 4th August. Programmes that commence at other points in the academic cycle will not be suspended or withdrawn, less than 2 months prior to the start date.

If you have applied to Surrey for an undergraduate programme through UCAS, you will be sent the UCAS Discontinued Course form, which will allow you to request a substitution of course or institution through UCAS.

For up to date programme information:

www.surrey.ac.uk/undergraduate

www.surrey.ac.uk/postgraduate

www.surrey.ac.uk/postgraduate/research

Tuition Fees

We aim to publish programme tuition fees no later than 6 months before the start of the following academic year, in order to support our applicants with their financial planning.

www.surrey.ac.uk/undergraduate/fees

www.surrey.ac.uk/postgraduate/pgt-fees

www.surrey.ac.uk/postgraduate/pgr-fees

www.surrey.ac.uk/englishandlanguages/study/english_language_programmes/pre_sessionals/how_to_apply/dates_and_fees

Our tuition fees are reviewed and approved annually by the University of Surrey Executive Board, and are subject to an annual increase. Students admitted to a programme that is delivered over several years of study should expect an inflationary increase in the tuition fee from one year to the next. The rate of increase will be published by no later than 6 months before the start of the following academic year.

International or UK/EU students who have not taken out a tuition fee loan are required to pay their fees either in full at the beginning of the academic session or in two instalments as follows: 50% payable 10 days after the invoice date, and 50% in January. The exact date will be detailed on the invoice.

Postgraduate Research students will be liable for fees from the 1st of the month of their programme start date, irrelevant of the date they register.

We may require you to pay a tuition fee deposit during the application process. Where this is the case, you will be advised at the point an offer is made. Programme fees will be indicated on your offer of admission, however, any discounts or fee waivers may not show at the point of offer as these may depend on you meeting specific conditions.

Applicants who have applied to study for a Pre-sessional programme are required to pay a deposit of 10% of the tuition fee to firmly accept their place. The full fee is due at least 4 weeks prior to the start of the programme.

For some programmes, applicants are required to attend an audition. There is a cost applied to this and information of exact costs can be found on the individual programme pages.

Policies and regulations relating to the payment of tuition fees and tuition fee deposits are set out in our tuition fees regulations.

www.surrey.ac.uk/currentstudents/ask/regulations

We encourage all applicants and students to print a copy of the tuition fee regulations for their records.

Additional Costs

Tuition fees cover the cost of teaching, provision. In addition to these fees, you are expected to cover other costs related to your study.

These costs include:

Recommended equipment: to support individual study (e.g. laptop, laboratory coats).

Books: all core texts are held in stock in the University Library. Many books and the majority of journal articles are also available for free electronically. However, you may be advised to buy core textbooks or other publications. Please contact your Department for an estimate of these costs.

Field trips and study abroad: a large number of our programmes include periods of study or work away from campus. These range from day visits, to longer periods of fieldwork in the UK or abroad, to a semester or academic year spent overseas. While the cost of tuition provided during these study periods is covered by your tuition fee, you are likely to need to pay additional expenses, including the cost of travel (in full or in part), your living expenses (e.g. accommodation costs), and the cost of any specialist equipment or clothing that you need.

More information, including indicative costs, where possible, will be found on the specific programme page.

www.surrey.ac.uk/undergraduate

www.surrey.ac.uk/postgraduate

www.surrey.ac.uk/postgraduate/research

You can also contact your Department for an estimate of these costs.

General living expenses: throughout your studies at Surrey you will need to cover the cost of your general living expenses, such as the cost of your accommodation, food etc. Our Student Advisors based in the Student Services Centre can offer you advice on planning a budget and managing your money.

www.surrey.ac.uk/discover/student-services

Fee Liability

As you may be aware, all students attending university in the United Kingdom are assessed as either 'home' or 'overseas' for the purposes of tuition fee liability. There is a considerable

difference between the 'home' and 'overseas' fee levels, so it is very important that we get every assessment right. In most cases, we can classify a student on the basis of information contained on their application. However, when this is not possible, we ask the applicant to complete a Fee Assessment Questionnaire, which will give us the information we require to assess their fee status quickly and accurately.

We determine the level of tuition fees that you will be charged for attending a programme at Surrey in accordance with UK legislation and in line with the guidelines provided by the UK Council for International Student Affairs (UKCISA, www.ukcisa.org.uk).

Your fee status will be assessed before the start of your studies and will normally apply for the duration of your programme. The circumstances in which fee status may change during your programme are described in UKCISA guidelines. Please note: we reserve the right to re-assess and amend your fee status if we receive information after your initial fee status assessment that was not provided at the time the assessment was made.

Student Visa

In accordance with Home Office policy, students who are not nationals of countries in the European Economic Area (EEA) may be required to obtain a visa to enter the UK in order to study at Surrey. We make every effort to ensure that we only make offers to study at Surrey to students who we expect to be eligible for a student visa. However, we reserve the right to withdraw an offer of study where information becomes available to indicate that a student will not be in a position to obtain the appropriate student visa.

For further information on applying for a Tier 4 Student Visa please go to www.gov.uk/tier-4-general-visa

If you require assistance from the University, help and advice is available from our Student Services Centre.

www.surrey.ac.uk/currentstudents/visa/

Intellectual Property

The University has an Intellectual Property Code, the full details of which can be found on:

www.surrey.ac.uk/policies/intellectual_property_code_including_patents.pdf

Student Inventions do not automatically vest in the University, but all postgraduate students are required as a condition of their registration to agree to assign all rights in such Inventions to the University.

The University does not generally seek rights in Inventions made by undergraduate Students, but in some circumstances the University may require an undergraduate to assign all his or her rights in an Invention.

Complaints Process

If you have any complaints regarding the admissions process then you should make reference to the University's Admissions Complaints Procedure.

www.surrey.ac.uk/apply/policies/admissions-complaints-procedure

Information about the University's complaint handling process for students enrolled at the University can be found on the website of the Office of Student Complaints, Appeals, and Regulations (OSCAR).

www.surrey.ac.uk/registry/resources/oscar

In some cases there is a right of appeal to the Office of the Independent Adjudicator (OIA).

Data Protection

The University of Surrey holds and processes personal data and sensitive personal data about its current, past or prospective, applicants, students, alumni and others who are defined as subjects under the Data Protection Act

Detailed information relating to how the University handles the personal data of applicants, students and alumni can be found within the University's Data Protection Policy.

www.surrey.ac.uk/information-management/dataprotection/handled/applicants-students-alumni

If you are a sponsored student then you understand that the University may share some personal information with sponsors and funding bodies.

Our Policies

Undergraduate Admissions Policy

www.surrey.ac.uk/apply/policies/undergraduate-admissions-policy

Postgraduate Admissions Policy

www.surrey.ac.uk/apply/policies/postgraduate-admissions-policy

Research Admissions Policy

www.surrey.ac.uk/apply/policies/postgraduate-research-admissions-policy

Admissions Complaints Policy

www.surrey.ac.uk/apply/policies/admissions-complaints-procedure