

**THE UNIVERSITY OF OXFORD**  
**CONTINUING EDUCATION**



**SHORT SELECTIVE COURSE TERMS AND CONDITIONS**

*PLEASE READ THIS DOCUMENT CAREFULLY. IT CONTAINS IMPORTANT INFORMATION ABOUT YOUR CONTRACT WITH THE UNIVERSITY*

**Contract with the University**

1. The purpose of these Terms and Conditions is to set out the contractual basis for your relationship with the University, and to draw your attention to key terms.
2. Your contract with the University is made up of:
  - a. these Terms and Conditions,
  - b. the course description on the course web page which is available through [www.conted.ox.ac.uk/courses/index.php](http://www.conted.ox.ac.uk/courses/index.php) (you should consider printing a copy of this page as a record of the information provided),
  - c. the offer letter from the Department for Continuing Education,
  - d. the University's Statutes and Regulations, and rules and policies made under them (see paragraphs 5 and 6 below).
3. Your formal offer of a place at the University is set out in the offer letter or email from the Department for Continuing Education (the "Offer"). By accepting your Offer you enter into your contract with the University. Please note that your Offer may be subject to academic and/or financial conditions.
4. You will enter into this contract with the University even if your fees are paid by a third party on your behalf.

**University Statutes, Regulations and Policies**

5. By paying your fees you agree to comply with the University's Statutes and Regulations as amended from time to time and with the Statements and Codes of Policy, Practice and Procedure which are made under them. These include the University's Code of Discipline, and other regulations concerning your studies, conduct and behaviour including regulations relating to harassment, the use of IT facilities, health and safety issues and legislative requirements such as data protection.
6. The Department for Continuing Education's Policies and Guidelines which are set out at <https://www.conted.ox.ac.uk/students/currentstudents/policy.php> contain the key provisions which you need to be aware of.
7. You may be removed or suspended from the course if the University considers that you are in breach of any of these rules including the Code of Discipline.

**Fees and Payment**

8. Details of the fees and charges you will have to pay are set out on the course web page.
9. Once you have accepted your Offer, an invoice will be issued to you with full details of how to pay.
10. It is your responsibility to ensure that the University's fees for the course and all other charges relating to the course (some of which may be subject to a separate agreement) are paid before the first day of the course, or any earlier deadline which is notified to you.

11. If your fees are to be paid by a third party which informs the Department for Continuing Education that it accepts full liability for your fees, then the University will invoice the third party directly and will seek to recover any unpaid fees from the third party in the first instance. However, the University reserves the right seek payment from you if recovery from the third party is unsuccessful.
12. The University reserves the right to refuse you admission to your course if you have not paid all course, registration and accommodation fees (if booked through the Department for Continuing Education) before the course starts.
13. All payments must be in GB Pounds Sterling. You must pay any currency conversion costs or other charges incurred in making the payment or in processing a refund.

#### **Cancellations and refunds – within 14 days**

14. You have the right to cancel your contract at any time within 14 days of its commencement. You will receive a full refund of any payments you have made.
15. If you choose a course that is due to start within 14 days of commencement of your contract and you then wish to cancel after your course has started, you will be required to pay for any part of your course that has taken place before you gave notice of cancellation. This amount will be calculated on a pro rata basis.
16. To cancel within 14 days please inform us in writing, either by email to the course administrator or in writing to: University of Oxford Department for Continuing Education, Rewley House, 1 Wellington Square, Oxford, Oxfordshire, OX1 2JA, United Kingdom. Please write the name of your course in the subject-line of your email or on the envelope. You may use the cancellation form provided with the acknowledgement email or letter if you wish, but you are not obliged to do so.

#### **Cancellations and refunds – after 14 days**

17. If you cancel your place on a course at any time after expiry of the 14 day period you will not be entitled to a refund, except at the discretion of the University. If a refund is made an administration fee may be charged.
18. Subject to academic approval and availability, you may be able to transfer your enrolment to a different Continuing Education course, or a later iteration of the same course, subject to any administration fees. Course fees already paid can be transferred to the new course, and any outstanding balance must be paid in full before the place can be confirmed. No refund will be given if the new course costs less than the original course. You will also be charged a £75 transfer fee.
19. To cancel after 14 days, or to ask to transfer, please write to us as early as possible either by email to the course administrator or by post to: University of Oxford Department for Continuing Education, Rewley House, 1 Wellington Square, Oxford, Oxfordshire, OX1 2JA, United Kingdom explaining your reason for requesting the cancellation, details of the course you are cancelling and your booking reference. Please write the name of your course in the subject-line of your email or on the envelope. If you are asking to transfer you should also tell us the course you wish to transfer to and include a completed application form for the new course.

#### **Cancellation by us**

20. Where there are good reasons to do so the University may cancel your course and will make every reasonable effort to give you as much notice of cancellation as possible (normally at least 15 working days prior to the start date). The University will refund all fees paid by you and will endeavour to offer a transfer to another course as an alternative, subject to payment or refund of any difference in purchase price.

21. The University's liability when it cancels a course will be limited to a refund of any fees or charges paid for the cancelled course, and to a refund of received University accommodation fees (if booked through the Department for Continuing Education). For partial cancellation of a course, such refunds will be made on a proportionate basis.

### **Changes to Courses**

22. The University will seek to deliver each course in accordance with the description set out on your course web page.
23. However, there may be situations in which it is desirable or necessary for the University to make changes in course provision, either before or after enrolment. The University therefore reserves the right to:
- a. make reasonable changes to the timetable, location or academic staff specified for a course; and
  - b. make reasonable changes to the content and syllabus of a course.

### **Visual and/or audio recordings**

24. The University may make visual and/or audio recordings of students during the course and use these for promotional, management or educational purposes. If you do not consent to this you must notify the Department for Continuing Education in writing before the start of your course.

### **Personal Data**

25. By paying your fees you agree to the University collecting and using your individual personal data, including, in exceptional circumstances, sensitive personal data. This will be done in accordance with the principles set out in the Data Protection Act 1998. These include ensuring that your data will only be used in a way which is fair, lawful and secure.
26. More information is available at <http://www.ox.ac.uk/students/life/it/studentrecord/data>.

### **Complaints Procedure**

27. If you have a complaint you should follow Continuing Education's Complaints Policy available at <https://www.conted.ox.ac.uk/courses/webfiles/Policy/ComplaintsPolicy.pdf>.

### **Jurisdiction**

28. Your contract with the University and any dispute arising from it (including non-contractual disputes) shall be governed by the laws of England and Wales and shall be subject to the exclusive jurisdiction of the English Courts.