

## **Student Terms and Conditions**

These Terms and Conditions form a binding agreement between you and **Richmond American University London** ("Richmond University") should you choose to accept our offer of admission. Please read them carefully and ensure you understand them. Please contact the University if you have any questions or require clarification.

### **1. Compliance with University Regulations**

By enrolling at Richmond University, you agree to comply with all statutes, ordinances and regulations of the University as in force during your period of study.

### **2. Communication**

Richmond University will communicate with you via phone, letter, email or text message using the contact details provided in your application. It is your responsibility to check your communications regularly and to notify the Admissions Office immediately of any changes to your contact information. Given the volume of applications received, you are solely responsible for ensuring that you do not miss any deadlines or official correspondence relating to your application.

### **3. Verification of Qualifications**

Unless your results are received directly from the Universities and Colleges Admissions Service (UCAS) or verified by your school or college, you must provide satisfactory evidence of your qualifications, including English language qualifications (e.g., IELTS) if required. The Admissions Office may request original certificates or authenticated copies issued by the awarding institution, language testing body, lawyer, or other authorised verifier. Richmond University reserves the right to require original documents.

### **4. Conditional Offers**

The University reserves the right to withdraw an offer if references are unsatisfactory or if you fail to meet one or more of the specified conditions.

### **5. Accuracy of Information**

Your offer and subsequent enrolment are made on the basis that all information provided in your application is true and complete, and that you hold the stated qualifications. The University may cancel your offer or enrolment if it is found that you have provided false or misleading information.

### **6. Use of Personal Information**

Information provided in your application will be retained by Richmond University for the purpose of processing your enrolment and will form part of your student record after you have enrolled.

### **7. Tuition Fees and Payment**

Tuition fees are payable annually in advance for your first year. You must pay your tuition and housing fees (if applicable) by the due date or provide a satisfactory written undertaking from your sponsor or government loan provider confirming payment responsibility, including full invoicing details.

### **8. Financial Responsibility**

You are ultimately responsible for the payment of your tuition fees. If your sponsor or government loan provider fails to pay, you will be personally liable for all outstanding amounts.

#### **9. Non-Payment of Fees**

If you or your sponsor fails to pay any fees or charges by the due date, the University may revoke your access to university facilities, including library and computing services.

#### **10. Fee Status Classification**

By accepting your offer, you agree to the University's decision regarding your home or overseas fee status, determined based on available evidence at the time. Changes to fee status can only be made in specific and exceptional circumstances after registration. If you wish to appeal your classification, you must do so prior to enrolment.

#### **11. Living Expenses**

You are responsible for your own living expenses and must ensure that you have adequate financial resources or student loan arrangements in place before beginning your programme.

#### **12. Course Provision and Changes**

Richmond University will make every reasonable effort to provide the teaching and facilities necessary for your programme of study. In exceptional circumstances, it may be necessary to make significant changes to or withdraw a programme. In such cases, the University will notify you as soon as possible and offer an alternative suitable programme where available.

#### **13. Immigration Compliance**

In accordance with Home Office regulations under the Student Route (Points-Based Immigration System), Richmond University is required to report to the Home Office any student visa holder who fails to enrol, withdraws, defers, or ceases attendance for a significant period.

#### **14. Force Majeure**

Neither you nor the University shall be liable for any delay or failure to perform obligations due to circumstances beyond reasonable control, including but not limited to industrial action, fire, flood, extreme weather, explosion, war, terrorism, or power failure.

#### **15. Third Party Rights**

No term of this agreement is enforceable under the **Contracts (Rights of Third Parties) Act 1999** by any person who is not a party to it.

#### **16. Governing Law**

This agreement is governed by English law and subject to the exclusive jurisdiction of the English courts.