

DECK COURSES - BOOKING FORM

Please complete the Booking Form in full (using BLOCK capitals throughout), and return it with the deposit payment and photocopies of your supporting documentation.

Personal Information									
Family Name			First Name(s)						
Home Address			Date of Birth						
			Telephone No.						
			Mobile Tel. No.						
			E-Mail Address						
Post Code (UK only)			Discharge Book No.						
Do you have any disabilities (i.e. Dyslexia)		Yes/No	If 'Yes', please provide us with supporting documentation to enable us to ensure you have everything you need to complete your course.			Passport Number			
Do you have any Criminal Convictions?				Yes / No		PLEASE REFER TO NOTE 1			
Country of Permanent Residence			Place of Birth (Country)						
Nationality		Please Circle Residential Category PLEASE REFER TO NOTE 2			1 2 3 4 5 6 9				
Do you need a Tier 4 Student Visa to study in the UK				Yes / No		Do you currently live in the UK?		Yes / No	
Have you ever been issued with a visa to study in the UK even if you did not use it?						Yes / No			
Have you ever had a visa to enter the UK (NOT FOR STUDY), even if you did not use it?						Yes / No			
Have you ever been issued with a Confirmation of Acceptance for Studies (CAS) for a Tier 4 visa?						Yes / No			
Have you ever studied in the UK before you applied to Warsash Maritime Academy? (Southampton Solent University)						Yes / No			
Have you ever had a UK visa application refused?						Yes / No			
Will you be applying for your Tier 4 visa from a country which is different from your passport, if so which country?									
If you have answered Yes to any of the above questions then please send the relevant documents when returning your application form to wma.admissions@solent.ac.uk									
Approximate length of watch-keeping sea service (in months) as:				RATING		OOW		CHIEF MATE	
Types of ship served on:									
Company & Training Manager				Will your company be paying your course fees? (Yes/No)					
Course Requirements									
Please indicate the date that you wish to commence your course of study and 'tick' the relevant course box(es) below:								/ / 20	
OOW STCW 95 II/1	Officer of the Watch	Exam route: minimum sea service requirement 36 months	Do you require: (Please tick)	EDH Efficient Deck Hand	NaEST(O) Navigation Aids & Equipment Simulator Training	HELM(O) Human Element Leadership & Management			
UCMEP STCW 95 AII/2	Chief Mate (post HND)	Exam route for ex-Cadets with full HND and 12 months w/k sea service as OOW	Do you require: (Please tick)	NaEST(M) Navigation Aids & Equipment Simulator Training (Management)	HELM(M) Human Element Leadership & Management				
UCMFDP STCW 95 AII/2	Chief Mate (post FdSc)	Exam route for ex-Cadets with full Foundation Degree and 12 months w/k sea service as OOW	Do you require: (Please tick)	NaEST(M) Navigation Aids & Equipment Simulator Training (Management)	HELM(M) Human Element Leadership & Management				
MCM STCW 95 AII/2	Chief Mate & Master	Exam route for Officers with HND Nautical Science part 1 with 12 months w/k sea service as OOW	Do you require: (Please tick)	NaEST(M) Navigation Aids & Equipment Simulator Training (Management)	HELM(M) Human Element Leadership & Management				
UMSD10P	Master's MCA Oral Examination (4-week course in preparation for MCA Oral Examination)								
UMSDRP	Deck Revision (Independent study option - direct tutorial support can also be arranged in advance)								
Candidates undertaking the HND Nautical Science (Chief Mates/Master examination route) must have <u>one</u> of the following: A: HND or HNC Nautical Science Part 1 or B: STCW 95 A-II/1 OOW Certificate of Competency									
As stated above, indicate A or B:		College Attended:		Finish Date:					
<i>Please note: The balance of course fees are due prior to the course start date. Students are responsible for the payment of all fees unless a Company letter of Sponsorship is presented at the time of booking.</i>									

Have you applied for, or obtained, a Notice of Eligibility from the Maritime and Coastguard Agency (MCA)?			
Not yet applied for (tick):		Applied for (state date):	Obtained (please attach copy):
<i>Please note: You are responsible for obtaining your own Notice of Eligibility from the MCA and where possible this should be done before the course starts. Failure to do so may prevent you from completing your course of study and/or cause unnecessary expense or delay. Please also note that all relevant documentation, proof of entry, special qualifications etc. must be brought with you to college when enrolling.</i>			
Personal Statement. Please include what your career goals are, how this course will advance your career goals and any other information you consider relevant to your application.			

Booking Form - Application and Attachments			
Deposit paid by Bank Transfer/Epayment/Card payment over phone		The total amount being forwarded is (£ GBP):	
My Notice of Eligibility is attached (tick)		Photocopies of all supporting documents*	

* NB. Applications will not be processed unless all supporting documents are enclosed. Deposits can be paid by bank transfer, former students can use the Epayment system <https://epayments.solent.ac.uk/open> or card payments can be processed over the phone following receipt of a booking form and all the required documents. Please see the Course and Fee Guidance notes for information on bank transfers, please note these payments can take up to a week to be processed and allocated to your account.

DECLARATION BY APPLICANT

I confirm that I have disclosed information on all previous study in the UK and all the details in this form are correct to the best of my knowledge.

I understand and accept that the information given on this form will be retained by the University in accordance with the provisions of Data Protection Act 1998 and that personal information about me will be used for personnel and administrative purposes and statutory returns. This information may also be transmitted and displayed on an internal network for relevant Southampton SOLENT University business purposes.

I also understand that, were relevant, I will not be issued with a Confirmation of Acceptance for Studies (CAS) until this form has been completed. By signing the application I give my permission for Southampton Solent University to verify the information given in this form with any previous UK institution at which I have studied and/or with the Home Office UK Visas and Immigration service.

I confirm I have read and understood the Course Fees & Guidance Notes.

Signature of Applicant _____ Date _____

Note 1

Criminal Conviction

To help us reduce the risk of harm or injury to our students caused by the criminal behaviour of other students, we must know any relevant criminal convictions that an applicant may have.

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

You must declare YES if any of the following statements apply to you:

- a. I have a relevant criminal conviction that is not spent
- b. I am serving a prison sentence for a relevant criminal conviction

If statement b applies to you then you must also give the prison address as your postal address on your application and a senior prison officer must support your application.

Applicants who answer YES will *not* be automatically excluded from the application process. However, the Student Affairs Manager may want to consider the application further or ask for more information before clearing an applicant.

If you are convicted of a relevant criminal offence after you have applied you must contact the Student Affairs Manager for further details. You may do this through the Course Administrator.

England & Wales Criminal Records Bureau - www.crb.gov.uk

Note 2

Residential Category (compiled with the help of UKCISA)

Along with other information in your application this helps Southampton Solent University to establish your status for the payment of tuition fees. Although we cannot tell you which category to select, the brief explanations set out below should establish your provisional status. Southampton Solent University will make the final decision on your category and so all queries should be directed to us.

The categories are as follows:

1 UK Citizen or EU National:

You are a UK or EU national, or are the child or grandchild, or spouse or civil partner of a UK or EU national, and have lived in the European Economic Area (EEA), Switzerland or Overseas Territories (OT) for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full-time education, you also lived in the EEA, Switzerland or OT prior to that three year period.

2 EEA or Swiss National:

Either: You are an EEA or Swiss national working in the UK, or you are the child, spouse or civil partner of such a person or you are the parent or grandparent of an EEA national working in the UK. You have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full time education, you also lived in the EEA, Switzerland or OT prior to that three year period. Or: You are the child of a Swiss National and have lived in the EEA or Switzerland or OT for the past three years, but not just for full- time education. If you have been living in the EEA or Switzerland or OT for three year partly for full time education, you also lived in the EEA, Switzerland or OT prior to that three year period.

3 Child of a Turkish worker:

You are the child of a Turkish national who has lawfully worked in the UK, and you have lived in the EEA, Switzerland or Turkey for the past three years.

4**Refugee:**

You have been recognised as a refugee by the British government or you are the spouse, civil partner or child under 18 of such a person at the time of the asylum application.

5 Humanitarian Protection or similar:

You have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave or you are the spouse, civil partner or child under 18 or such a person at the time of the asylum application.

6 Settled in the UK:

You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years, but not just for full-time education. (However, this does not apply if you are exempt from immigration control, for example, as a diplomat, a member of visiting armed forces or an employee of an international organisation or the family or staff member of such a person: if this is your situation your residential category is Other).

9**Other:**

If none of the above apply to you please contact the relevant faculty you are making an application to for further assistance.

APPLICATION FOR ADMISSION - WARSASH MATRITIME ACADEMY

DECK COURSES - BOOKING FORM

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Personal Information							
Family Name	JALA			First Name(s)	ADER K.		
Home Address	FLOOR, 24/3 NULL BAZAAR, MUMBAI - 400 003, MAHARASHTRA, INDIA.			Date of Birth	29 th MAY 1983		
				Telephone No.	+91 7400 3		
				Mobile Tel. No.	+91 9757 0		
				E-Mail Address	@GMAIL.COM		
Post Code (UK only)				Discharge Book No.	MUM 97		
Do you have any disabilities (i.e. Dyslexia)	Yes <input type="radio"/> No <input checked="" type="radio"/>	If 'Yes', please provide us with supporting documentation to enable us to ensure you have everything you need to complete your course.		Passport Number	J904		
Do you have any Criminal Convictions?	Yes <input type="radio"/> No <input checked="" type="radio"/>			PLEASE REFER TO NOTE 1			
Country of Permanent Residence	INDIA			Place of Birth (Country)	MUMBAI (INDIA)		
Nationality	INDIAN		Please Circle Residential Category PLEASE REFER TO NOTE 2		1 2 3 4 5 6 <input checked="" type="radio"/> 9		
Do you need a Tier 4 Student Visa to study in the UK	Yes <input type="radio"/> No <input checked="" type="radio"/>		Do you currently live in the UK?		Yes <input type="radio"/> No <input checked="" type="radio"/>		
Have you ever been issued with a visa to study in the UK even if you did not use it?				Yes <input type="radio"/> No <input checked="" type="radio"/>			
Have you ever had a visa to enter the UK (NOT FOR STUDY), even if you did not use it?				Yes <input type="radio"/> No <input checked="" type="radio"/>			
Have you ever been issued with a Confirmation of Acceptance for Studies (CAS) for a Tier 4 visa?				Yes <input type="radio"/> No <input checked="" type="radio"/>			
Have you ever studied in the UK before you applied to Warsash Maritime Academy? (Southampton Solent University)				Yes <input type="radio"/> No <input checked="" type="radio"/>			
Have you ever had a UK visa application refused?				Yes <input type="radio"/> No <input checked="" type="radio"/>			
Will you be applying for your Tier 4 visa from a country which is different from your passport, if so which country?				NO			
If you have answered Yes to any of the above questions then please send the relevant documents when returning your application form to wma.admissions@solent.ac.uk							
Approximate length of watch-keeping sea service (in months) as:	RATING		OOW		12 +		CHIEF MATE
Types of ship served on:	CONTAINERS, OIL TANKERS						
Company & Training Manager	ANGLO-EASTERN UNIVAN					Will your company be paying your course fees? (Yes/No)	
NO							
Course Requirements							
Please indicate the date that you wish to commence your course of study and 'tick' the relevant course box(es) below:						February / 20 18	
OOW STCW 95 II/1	Officer of the Watch	Exam route: minimum sea service requirement 36 months	Do you require: (Please tick)	EDH Efficient Deck Hand	NaEST(O) Navigation Aids & Equipment Simulator Training	HELM(O) Human Element Leadership & Management	
UCMEP STCW 95 AII/2	Chief Mate (post HND)	Exam route for ex-Cadets with full HND and 12 months w/k sea service as OOW	Do you require: (Please tick)	NaEST(M) Navigation Aids & Equipment Simulator Training (Management)	HELM(M) Human Element Leadership & Management		
UCMFDP STCW 95 AII/2	Chief Mate (post FdSc)	Exam route for ex-Cadets with full Foundation Degree and 12 months w/k sea service as OOW	Do you require: (Please tick)	NaEST(M) Navigation Aids & Equipment Simulator Training (Management)	HELM(M) Human Element Leadership & Management		
MC/M STCW 95 AII/2	Chief Mate & Master	Exam route for Officers with HND Nautical Science part 1 with 12 months w/k sea service as OOW	Do you require: (Please tick) <input checked="" type="checkbox"/>	NaEST(M) Navigation Aids & Equipment Simulator Training (Management)	HELM(M) Human Element Leadership & Management		
UMSD1OP	Master's MCA Oral Examination (4-week course in preparation for MCA Oral Examination)						
UMSDRP	Deck Revision (Independent study option - direct tutorial support can also be arranged in advance)						
Candidates undertaking the HND Nautical Science (Chief Mates/Master examination route) must have one of the following: A: HND or HNC Nautical Science Part 1 or B: STCW 95 A-II/1 OOW Certificate of Competency							
As stated above, indicate A or B:		B		College Attended:		Finish Date:	
Please note: The balance of course fees are due prior to the course start date. Students are responsible for the payment of all fees unless a Company letter of Sponsorship is presented at the time of booking.							

NOTE: THIS IS A SAMPLE FILLED UP FORM FOR REFERENCE PURPOSE TO HELP YOU FILL YOUR FORM. YOU WILL NEED TO CHANGE ANSWERS AS PER YOUR INDIVIDUAL CASE SPECIALLY REGARDING YOUR PAST UK TRAVEL AND UK VISA INFORMATION.

Have you applied for, or obtained, a Notice of Eligibility from the Maritime and Coastguard Agency (MCA)?			
Not yet applied for (tick):	<input checked="" type="checkbox"/>	Applied for (state date):	Obtained (please attach copy):
<p>Please note: You are responsible for obtaining your own Notice of Eligibility from the MCA and where possible this should be done before the course starts. Failure to do so may prevent you from completing your course of study and/or cause unnecessary expense or delay. Please also note that all relevant documentation, proof of entry, special qualifications etc. must be brought with you to college when enrolling.</p>			
<p>Personal Statement. Please include what your career goals are, how this course will advance your career goals and any other information you consider relevant to your application.</p>			
<p>AT PRESENT I AM WORKING ON BOARD MERCHANT SHIPS ((ONTANERS)) IN THE RANK OF SECOND MATE WITH ANGLO EASTERN UNIVAN GROUP SHIP MANAGEMENT PVT. LTD.</p> <p>MY CAREER GOAL IS TO BECOME A MASTER MARINER.</p> <p>THIS COURSE WILL HELP ME OBTAIN MY CHIEF MATES COC.</p> <p>I CHOSE WARSASH MARITIME ACADEMY SOUTHAMPTON U.K. BECAUSE</p> <ol style="list-style-type: none"> 1) GOOD FEED BACK FROM MY FRIENDS WHO HAVE BEEN FORMER STUDENTS OF THIS COLLEGE. 2) WARMER CLIMATE THAN NORTH UK. 3) MCA HEAD OFFICE IN SOUTH HAMPTON. 4) PROXIMITY TO LONDON. <p>AFTER COMPLETION OF MY COURSE & OBTAINING COG, I INTEND TO RETURN INDIA & JOIN MY PREVIOUS COMPANY AT A HIGHER RANK & SALARY SHOULDERING HIGHER JOB RESPONSIBILITIES.</p>			

Booking Form - Application and Attachments			
Deposit paid by Bank Transfer/Epayment/Card payment over phone	<input checked="" type="checkbox"/>	The total amount being forwarded is (£ GBP):	1,000
My Notice of Eligibility is attached (tick)	<input checked="" type="checkbox"/>	Photocopies of all supporting documents*	<input checked="" type="checkbox"/>

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I also understand that, were relevant, I will not be issued with a Confirmation of Acceptance for Studies (CAS) until this form has been completed. By signing the application I give my permission for Southampton Solent University to verify the information given in this form with any previous UK institution at which I have studied and/or with the Home Office UK Visas and Immigration service.

I confirm I have read and understood the Course Fees & Guidance Notes.

Signature of Applicant  Date 01-AUG-2017



Warsash Maritime School
East Park Terrace
Southampton
SO14 0YN

Tel: +44 (0)23 8201 5066
Email: admissions@solent.ac.uk
<https://maritime.solent.ac.uk>

MASTER AND CHIEF MATE (EXAMINATION ROUTE) FOR EXPERIENCED SEAFARERS

This course is for candidates who hold a current STCW Officer of the Watch Certificate (II/1) (without a valid HND in Nautical Science) to achieve a STCW Chief Mate (II/2) certificate of competency.

This course enables such candidates to achieve Chief Mate (unlimited) and Master (limited to <3000 GT) certification via the SQA route.

While undertaking this course the following short courses are included in the fees structure at a discounted rate:

- HND Nautical Science
- SQA Examination written preparation - Navigation (not including examination fee)
- SQA Examination written preparation – Ship Stability (not including examination fee)
- MCA Orals Preparation
- NAEST (M)
- HELM (M)

The package fee for completing all of the above as a single booking will be **£8,700**. Please note: SQA exam fees are payable separately (external fee) and not included in the above cost.

Any candidates requiring additional short courses to meet the requirements of their NOE can book these through the WMS website.

Course start dates (Initial distance learning followed by a campus phase)

Distance Learning Start Date	Last Date of Enrolment	Campus Start Date	Course End Date
03 Nov 25	14 Nov 25	12 Jan 26	10 Jul 26
09 Feb 26	20 Feb 26	13 Apr 26	09 Oct 26

Please note that candidates must arrive on campus during the first week of delivery or they risk being withdrawn from the course.

Course pre-requisites

- 36 months seagoing service with 6 months engaged in bridge watchkeeping duties.
- Hold a valid personal medical fitness certificate recognised by the MCA.
- Overseas students are required to hold an English language qualification such as IELTS (UKVI SELT) 4.0 overall with a minimum of 4.0 in each component, or equivalent.

Please note that to be issued with a NOE for application for your MCA CoC, you meet the requirements of **MSN 1856 Amendment 1**.

Course content

Distance Learning

Before coming to the university, candidates will be given access to the university virtual learning environment (SOL) to undertake preparatory study for modules for:

- WDD011 - Law and Management
- WDD012 – Bridge and Engineering Systems
- WDD013 – Cargo and Port operations

These modules will be assessed within the first 4 weeks of the campus learning phase, making it critical for learners to arrive on campus when scheduled.

Campus Learning

The remainder of the HND Nautical Science, short courses and MCA competence assessment preparation will be delivered on campus, in-person, where candidates must attend for not less than 80% of the time or will be withdrawn from the course. Short courses have a 100% attendance requirement.

Funding

This course is eligible for funding from Student Finance England (for home students living in the UK), more information can be found **here** and **here**.

British seafarers are also encouraged to explore the **Slater Scholarship**.

For further information, please contact Admissions:

Tel: +44 (0)23 8201 5066

Email: **admissions@solent.ac.uk**

18 May 2020

Bank Details - Unlimited

Bank Name: Lloyds Bank PLC

Bank Address: PO Box 72

Bailey Drive

Gillingham Business Park

Gillingham

Kent

ME8 0LS

Account Name: Southampton Solent University

Account Number: 02052321

Sort Code: 30-00-02

Swift Code: LOYDGB2L

IBAN code: GB14LOYD30000202052321

SUMMARY OF TERMS AND CONDITIONS FOR STUDENTS ON UNDERGRADUATE AND POSTGRADUATE TAUGHT COURSES IN FULL-TIME AND PART TIME MODES FOR 2020-2021 ACADEMIC YEAR ENTRY

1. Whole Agreement

This summary document and the documents referred to herein, constitute the extent of the Agreement between Solent University and yourself. If at any time you change your mind and decide not to take up your place, or wish to defer your entry, please write to the Admissions and Enrolment Office as soon as possible. If after enrolment you wish to suspend your studies or withdraw from the course you must inform the Student Registry department at the University, but should be aware that you may remain liable for some or all of your fees as highlighted below. As a Tier 4 (General Student) Sponsor of the UK points based immigration scheme, the University is required to inform the Home Office where a Non-EEA applicant, having accepted the course and secured a visa using the University's sponsor licence number, fails to enrol at the University or later withdraws from the course. The terms of this offer and the regulations governing studies at Solent University are subject to English Law. By accepting the offer and subsequently by enrolling on the course, you are agreeing to abide by the University's regulations, policies and procedures current at the time of enrolment or as changed in line with these terms and conditions.

2. Course information; Regulations; Policies and Procedures

Details of the University's courses and facilities are set out on the University's website. This offer is subject to the conditions outlined on the website and the University's academic and other regulations including finance, fee payment policies and disciplinary procedures.
(<https://www.solent.ac.uk/about/our-policies-and-legal-information/terms-conditions-undergraduate-and-postgraduate-courses>)

3. Entry criteria

Students are required to provide the Admissions and Enrolment Office with original or certified qualifications, as stated in their offer, prior to enrolment unless they are a UCAS applicant who has received confirmation via UCAS Apply. The University is entitled to withdraw its offer to you, or terminate your enrolment as a student of the University, if it is discovered that you have made false statements, omitted significant information or provided counterfeit or forged documents in your application to the University. Non-EEA students should note that their eligibility for a Certificate of Acceptance for Studies (CAS) will be assessed separately to the academic offer. The offer of a place on a course at Solent University should not be taken as confirmation that the University will be able to issue a CAS for non-EEA applicants.

4. Payment of All Fees and Charges

- I. All students are initially registered for the full duration of their academic course/programme and remain liable for their tuition fees. Tuition fees cover the provision of tuition and the cost of University facilities, including the libraries and computers which are available for use when studying.

- II. Students remain liable in the case where they are in receipt of a student loan, and where a sponsor or other third party is paying the fees. Students remain responsible for all course fees if their sponsor defaults on the payment, for whatever reason.
- III. Where your fees are being paid by a corporate sponsor or private loan a copy of the sponsorship agreement or loan schedule will be required at first enrolment and annually thereafter.
- IV. If you are applying for a UK government student loan to cover the fees, details of the loan arrangement will be required at first enrolment and upon request annually thereafter.
- V. All tuition fees are due annually, in full, at or prior to the commencement of a period of study. For students on courses less than a year's duration, including students on maritime senior courses, payment must be made in full prior to registration on their course.
- VI. For students on courses of at least one year's duration, including cadets on phased courses, arrangements may be made for payment of the annual tuition fee in instalments, either through standard instalment plans offered during on-line registration or by contacting the Income team. To be assured of a place on the course, all students on maritime senior courses wishing to reserve a place will, at the time of booking, be required to make a deposit payment of £1000 International or to make full payment if the course fee is a lesser amount. Students who fail to commence their course will be eligible, on written request, to transfer their deposit to the same course of study running at a later date, which is within 24 months of the commencement date for the original course booking.
- VII. Non-EEA applicants:- Non-EEA applicants will be asked to pay a deposit of £3000 on acceptance of an unconditional offer and prior to receiving a CAS or the full fee if the total fee is less than £3000. Applicants/students who are subsequently refused a visa due to deception will not receive a refund. In all other cases the deposit will be refunded where an applicant/student provides evidence that a visa could not be obtained or when a CAS has not been issued by the University. Any other non-refundable deposits or prepayments which the student is liable for will be deducted from the amount refunded. In addition, where students have made payment through QA Higher Education, the deposit paid will be refunded by QA Higher Education less an administration charge of £150 if all other terms and conditions are met.
- VIII. Additionally non-EEA students are required to pay a minimum of 50% of their tuition fees and enter into a payment plan for the remainder of their tuition fees prior to enrolment. The total amount due for 2020-2021 is advised in your offer letter.
- IX. Students must have a payment plan for any unpaid course fees with a defined method of payment in place with the University prior to registration on their course.
- X. Failure to pay tuition fees in accordance with the student's chosen payment option will result in the full amount of their annual fee becoming due immediately.
- XI. Students may be required to pay additional costs, including such items as the cost of personal membership to professional bodies and additional materials beyond the supplied standard provision, for example consumables for art and design courses. Additional costs also include optional field trips and enhancement activities for personal development which do not form part of compulsory assessment. Please note this is not an exhaustive list. Information on additional fees for your individual course has previously been identified and is on the course pages at; www.solent.ac.uk

- XII. The University reserves the right to take action to recover any outstanding debts, as per its Student Debt Management Policy. A copy of the Management of Student Fees and Charges Policy is available for students from the terms and conditions web page link above. The policy includes the use of debt collection agencies, County Court action and the recharging of any fees incurred in this process to the student's account.
- XIII. Sanctions are imposed on students who fail to pay tuition fees and other related fees by the due date and on those students who have defaulted on agreed payment plans. Students will be informed in writing of the intention to impose sanctions. Any subsequent failure to pay may result in the student being withdrawn from their course. Students withdrawn for non-payment of tuition fees will remain liable for a proportional payment of tuition fees in line with the University's withdrawal policy.
- XIV. The application of sanctions may result in the following restrictions:
 - a) A late payment charge of £50 may be levied to cover the cost of administration where an agreed payment plan is broken, or a student is referred to a collection agency.
 - b) The withdrawal of access to all University IT network and hardware (including Solent Online Learning).
 - c) The removal of permission to borrow books from the Library.
 - d) The termination of enrolment during the academic year.
 - e) Students in debt for tuition and other related fees will be unable to progress onto further stages of the course or transfer to another course.
 - f) Students in debt will be unable to register on a new course.
 - g) The withdrawal of the invitation and permission to attend the graduation ceremony and award certificates being withheld.

5. Attendance

- I. The University monitors student attendance. You are expected to attend all timetabled sessions of your course and to fully engage with the course by submitting and attending for all required assessments.
- II. As part of its duties as a sponsor of Non-EEA students, the University is required to monitor the attendance of all Non-EEA students and to report to the Home Office those students who are not attending or fully engaged with their course.
- III. As part of its duties to funding bodies and sponsors, the University will share attendance and engagement data as required.

6. Changes to Teaching Sessions and Examinations

All reasonable steps will be taken by the University to provide educational services as described and to minimise any disruption to those services. However, the University reserves the right, to postpone, re-locate, re-structure or cancel any classes, tutorials, lectures, seminars or other teaching sessions or examinations due to the occurrence of any event or circumstance beyond its reasonable control (including, but not limited to, industrial action, whether on the part of the University's staff or otherwise, short notice absence of teaching or other staff, short notice unavailability of premises, facilities or materials.) The University will make all reasonable efforts to inform you of any such changes as early as possible.

7. Withdrawal, Cancellation and changes of Courses

- I. The University seeks to continually enhance its students' experience and achievement and to ensure that courses remain current and in line with sector best practice. As such modifications to courses or university regulations may be made following for example: Changes to the requirements of external sector bodies, Professional, Statutory or Regulatory Body requirements, Student feedback, External examiner feedback or other changes that the University believes will enhance the students' experience and or achievement, that affect either individual courses or the wider provision and assessment of Higher Education.
- II. The University has made reasonable efforts to ensure that the information provided in the prospectus and on our web site is both helpful and accurate as at the date of publication. However, this information is subject to change over time. For this reason, it is particularly important that you should check the website for updates (www.solent.ac.uk) or contact the University using the contact details provided, prior to accepting an offer and before enrolling on the course.
- III. Some circumstances (such as staff changes, resource limitations, industrial action or a change in the law or the level of demand for a particular course or unit and other factors over which the University has no control) may result in the University having to withdraw or change aspects of the course, units and/or student services detailed in the prospectus or previously on our website. This could include, but not necessarily be limited to, course/unit content, staffing, the location where the course / unit is taught or the manner of teaching delivery, and the facilities provided to deliver or support the course. In the unlikely event that the University does discontinue a course of study or changes it significantly before it begins, we will tell relevant individuals (for example, those with an offer of a place) at the earliest possible opportunity. In the case of other changes, we will ensure that they are reflected on our website as soon as possible and relevant individuals will be informed. Where the University has withdrawn or changed material aspects of the course, units and/or student services, any prospective or continuing student adversely affected to their detriment by those changes may request an exceptional change to their course of study (such as changing to a different course where possible) or other remedy (including permitting the student to transfer to another provider or to withdraw from the University without financial penalty) to mitigate any specific detriment suffered by that student as a result of the change(s). Any such requests should be made in writing to the student registry department and will be considered on a case by case basis.

8. Fees

The tuition fee and all other fees quoted are the level of fees to be charged in relation to the delivery of your course for 2020-2021. The University reserves the right to vary tuition fees in line with national inflation rates and subject to Government Policy on Higher Education. For other fees changes will be kept to a minimum, subject to changes in the cost of the provision to the University. Fees payable to external bodies are not set by the university and as such beyond our control, resulting in any changes being passed to the student. Students will be notified of any planned changes as soon as possible. As the tuition fee is based on the information available at the time of offer, if it is subsequently found that an

incorrect fee has been quoted, the University reserves the right to increase or decrease the fee accordingly.

9. Cancellation & Withdrawal

Once a student has accepted an offer to study at Solent University (firm or insurance), they will be able to cancel their acceptance within 14 days without giving any reason. The cancellation period will expire after 14 days from the date on which you accepted the offer, which is the date on which your contract with the University began. To exercise your right to cancel, you must inform us of your decision to cancel this contract by a clear written statement, which may be sent by post or email. An example cancellation form can be found at: <https://www.solent.ac.uk/about/our-policies-and-legal-information/terms-conditions-undergraduate-and-postgraduate-courses/notice-of-right-to-cancel>

All students who withdraw before the start of their course or unit may be eligible for a full refund of any tuition fees paid, providing that prior to the commencement of the course, written notification of withdrawal has been received by the University. Any deposits or regulatory prepayments paid prior to registration will not be refunded. Where they withdraw after commencing their course, they may be eligible for a reduction in fees depending on the length of the course, the student fee status, and at what point in the academic year they withdraw.

Students attending a course lasting **less than a year** remain liable for the full fee regardless of date of withdrawal.

Students attending a course lasting an academic year or more, who withdraw within 14 days of their course start date, in their first year of study, will not receive a refund of any deposits or regulatory prepayments paid prior to registration unless exceptional circumstances apply but the university will refund any other tuition fees that the student has paid. Students who withdraw after this period will be charged as detailed below.

Fee Status	First Term Withdrawal	Second Term Withdrawal	Third Term Withdrawal
Home/EU/EEA	25% of the annual fee	50% of the annual fee	100% of the annual fee
Overseas	50% of the annual fee	100% of the annual fee	100% of the annual fee
Postgraduate Research	Pro rata on a monthly basis based on the annual fee	Pro rata on a monthly basis based on the annual fee	Pro rata on a monthly basis based on the annual fee
Apprenticeships	Pro rata based on ESFA Terms and Conditions	Pro rata based on ESFA Terms and Conditions	Pro rata based on ESFA Terms and Conditions

Where a student engaged in a maritime phased course leaves within 21 days of their course start date they will be eligible for a refund of any fees paid less any deposit payment where written notification of withdrawal has been received by the University. Students who leave after 21 days will be liable for the full phase fee.

10. Credit Balance Refunds

In all cases a refund will be made to the original payee. This may be the student or a person or organisation paying on the student's behalf such as a parent, employer or scholarship provider. Where the original payment was made by debit or credit card then the refund amount will be sent to the card used. If the card has expired then the Income Team will contact the student for up to date bank details and the refund will be sent by bank transfer.

For all other overpayments the refund will be by bank transfer.

Where the bank transfer has been received from overseas, the payment will be refunded back to the account from which it was sent.

All refunds will be calculated in UK Sterling but may be refunded in the currency of the original payment. The University will not refund any shortfalls due to exchange rate fluctuations, or offer compensation for any bank or other charges incurred.

Refunds will not be made in cash.

11. Apprentices

These terms and conditions apply to apprentices, however if there is a conflict between these terms and conditions and ESFA funding conditions, the ESFA funding condition will take precedent.