

**University Centre Leeds Higher Education Terms
and Conditions 2026/27**

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1. Introduction

Welcome to University Centre Leeds and thank you for choosing us as your preferred option for your Higher Education studies.

Prior to accepting your offer, it is important that you are aware of our commitment to you and our expectations of you in return. This document aims to provide a useful framework for us to work effectively together.

You should familiarise yourself with the range of regulations and policies, referred to in this document. These can all be found on the [University Centre Leeds Website](#)

Alternative formats are available on request from HEQuality@ucleeds.ac.uk

MyPortal is the online student platform for anything related to your course outside of learning, such as:

- Online enrolment
- Downloading confirmation of study letters
- Updating personal information
- Tracking fees and funding details
- Change Requests (withdrawals and suspensions)
- End of year results
- Surveys

2. University Centre Leeds Promise

- 2.1 To provide you with tuition, advice and learning support, taking reasonable care and making appropriate effort to deliver your programme as described in the University Centre Leeds prospectus and your course handbook;
- 2.2 To obtain regular feedback from you about your experience with University Centre Leeds;
- 2.3 To maintain and enhance the quality of your programme, drawing on both internal and external feedback;
- 2.4 To take all reasonable steps to provide you with the information you require to assist you in your studies;
- 2.5 To ensure that staff engage in continuing professional development to ensure that the content delivered on your programme and guidance provided by staff is current and industry relevant.

3. Your Promise as a University Centre Leeds student

- 3.1 To attend induction events, lectures, tutorials, workshops, examinations and other activities forming part of the programme (apart from absence for genuine medical reasons or other special circumstances);

- 3.2 To submit both formative and summative assessments as required for the programme;
- 3.3 To undertake adequate preparation for any required activity outside of University Centre Leeds, conducting yourself in an appropriate manner at all times;
- 3.4 To comply with any relevant professional standards relating to your programme and/or any special conditions set out in your course handbook or notified to you by University Centre Leeds;
- 3.5 To comply with the [HE Student Code of Conduct and Disciplinary Policy](#) which is available on the [University Centre Leeds website](#)
- 3.6 To wear your student ID card and lanyard at all times whilst on the premises;
- 3.7 To actively engage with University Centre Leeds by checking your student email account and Blackboard regularly for updates and information;
- 3.8 To disclose any unspent criminal convictions or ongoing criminal investigations when applying to, or received whilst studying with University Centre Leeds;
- 3.9 To notify University Centre Leeds via MyPortal of any changes to your name, term-time address and/or home address, or any other change to information supplied by you in your application;
- 3.10 To notify University Centre Leeds of any changes in circumstances, including your health status or any police investigations where this has a direct impact on your ability to undertake a specific programme of study.
- 3.11 To pay your tuition fees and other expenses relating to your programme in a timely manner.
- 3.12 To inform the Programme Manager and Student Funding if you are considering suspending or withdrawing from your course. Suspend/withdraw requests must then be made via MyPortal.
- 3.13 To comply with all relevant University Centre Leeds and awarding body regulations, which may be amended from time to time. These regulations can be found on the [University Centre Leeds Website](#). University Centre Leeds will inform you of any changes to regulations at the beginning of the standard academic year. Policies and regulations of significant importance include:

- Academic Appeals Policy
- Academic Misconduct Policy
- Admissions Policy
- Assessment and Moderation Policy
- Complaints Policy
- General Appeals Policy
- Higher Education Fees and Refunds Policy
- Student Charter

HE Student Code of Conduct and Disciplinary Policy
Research Ethics Policy
The Open University Academic Regulations (OU)
Academic Regulations Undergraduate Degree
Student IT Acceptable Use Policy

4. Tuition Fees

- 4.1 For all our programmes of study there is a fee (called a tuition fee) for each academic year of study, including any academic year that is repeated with or without you attending, with partial supervision and with or without extenuating circumstances accepted by us.
- 4.2 Your tuition fee will depend on your tuition-fee status under the Education (Fees and Awards) (England) Regulations 2007 (as amended). More information on tuition-fee status can be found on the [UK CISA website](#) (UK Council for International Student Affairs).
- 4.3 When you accept our offer, you confirm that you will give us full and correct information about who will pay your tuition fee.
- 4.4 If an external organisation other than the Student Loan Company is sponsoring you (paying your tuition fee), you agree that:
- we may share your personal information, including your academic progress, with your sponsor, without getting permission from you;
 - you will be responsible for making sure your tuition fee is paid and if your sponsor does not keep to any payment arrangement, any unpaid tuition fees will be transferred to your student-fee account to be paid immediately.
- 4.5 If you have not made a suitable arrangement to pay your tuition fee and related charges, or you do not keep to any arrangement you have made, we may restrict your access to University Centre Leeds resources, library and computing services. If there are unpaid fees or charges at the end of an academic year, you will normally not be able to enrol for the next academic year until those amounts have been paid or you have agreed a new payment arrangement with us. If you have any unpaid tuition fees or tuition-fee related charges one calendar month before the date of graduation, you will not normally be allowed to graduate.
- 4.6 International students (students from outside the UK who do not fall within the scope of schedule 1 of the Education (Fees and Awards) (England) Regulations 2007, as amended from time to time) applying for full-time study should read all sections of the tuition fee deposit webpage. [Fees and Funding](#)
- 4.7 You will not be charged a tuition fee in the following circumstances:
- If you fail to enrol on your programme after you have firmly accepted an unconditional offer.

- If you leave (suspend or withdraw from) your programme within the first two weeks after your start date.

If you choose to leave or suspend your programme in your first year more than two weeks after enrolment. The date is calculated from the course start date and includes weekends and bank holidays, including at any time during future academic years, we will recalculate the amount of tuition fee you will be charged, based on the date we are formally told about you leaving or suspending your studies, but you cannot claim a refund of the tuition fee for the period you were enrolled during that year.

4.8 We may need to change or withdraw an offer to an international student as a result of changes imposed by the Home Office or any other government agency. In such circumstances, we will take reasonable steps to make sure credits are properly awarded and may return part of the tuition fee.

4.9 Tuition fees for home students should remain at the level set at the commencement of their course for the remainder of their study on that programme.

4.10 Tuition fees for international students may increase subject to approval of the Board of Governors. The policy is to set the tuition fee at the relevant rate for the academic year, at the point of entry and will remain fixed for the remainder of the course.

4.11 The foundation year is not included in the fixed rate of tuition fee. Any other increase in fees to students which either comes about due to institutional decision at University Centre Leeds will only apply to new entrants or existing students starting another programme of study.

4.12 If you are a self-funded student your fees must be paid by yourself or a family member. We do not accept payment of fees from third parties, such as friends and Agents. This is due to the UK Proceeds of Crime Act 2002 (POCA 2002), the Terrorism Act 2000 and the Money Laundering, Terrorist Financing and Transfer of Funds 2017.

4.13 As a student you should:

- understand your responsibilities not to engage with suspicious activities;
- exercise vigilance;
- know what to do if you are concerned about activity linked to bank accounts you hold; and
- are aware of the serious consequences of involvement in this sort of criminal activity.

4.14 The British Council's [website](#) and the [UKCISA website](#) both contain helpful information for international students. Under Luminate's Fraud Policy and to prevent cases of money laundering,

University Centre Leeds will not accept transfers of funds for personal living or other expenses. Funds to cover living costs, including the cost of accommodation, must be paid directly to your own bank account under a separate transaction. Any payments so received will be returned directly to the sender by the same method that payment was made.

5. Changes to or Cancellation of Courses and Programmes of Study

5.1 University Centre Leeds reserves the right:

- To make such changes to the details of courses/programmes of study it considers reasonable including changes in content, delivery or teaching staff. These changes are unlikely to negatively impact students and will generally be motivated by annual reviews and/or student feedback. Where a change is more significant, student consultation will take place before any changes are made that will impact current students.
- To cancel any course/programme of study it considers reasonable including where the number of applicants holding offers is, at any time, deemed to be insufficient for University Centre Leeds to justify provision of the course/programme of study.

5.2 Where the delivery of a course/programme is uncertain because it is subject to final approval, this will be made clear in publicity materials. Every effort will be made to identify a suitable alternative in the event the course/programme is subsequently not approved.

5.3 Where the delivery of a course/programme is uncertain because of low applicant numbers, this will be communicated to applicants at the earliest stage and every effort will be made to identify a suitable alternative in the event the course/programme is subsequently cancelled.

5.4 Where an existing programme is cancelled, its delivery for continuing students will be unaffected: provision will be made for them to complete the course/programme, including those students who are required to repeat modules because of academic failure. The detail of such provision will be communicated to students in a timely fashion.

6. Duration of this Agreement

6.1 Commencement of the Agreement

6.1.1 This agreement commences on your acceptance of a place on a higher education programme with University Centre Leeds. If you wish to terminate the Agreement before enrolment you must notify University Centre Leeds, either directly to the Higher Education Admissions Team or via UCAS, that you do not wish to take up your place. There will be no consequences for withdrawal at this stage.

6.1.2 For international students, if you wish to terminate the Agreement before enrolment you must notify University Centre Leeds Higher Education Admissions Team. If a CAS (Confirmation of Acceptance for Studies) has been issued then an admin fee will be deducted from the refund. Please refer to our [HE Fees and Refund Policy](#) for details.

6.2 Termination of the Agreement

6.2.1 This Agreement will end automatically when University Centre Leeds publishes notification of awards relating to your programme of study. In cases where an award is not published, the effective date of completion will be the issue date of the record of your progress relating to your programme of study.

6.2.2 You may terminate this Agreement after you enrol, but only by giving formal notice as explained in clause 3.12. This will not necessarily end all your responsibilities under this Agreement (see clause 6.2). You must return all materials and equipment loaned to you by University Centre Leeds and pay any outstanding fees. Your liability for payment of fees on early termination is detailed in the Higher Education Fees and Refunds Policy and Refund and Compensation Policy

6.3 University Centre Leeds may end this Agreement if your studies cease, subject to your right to seek a review, as a result of:

6.3.1 Action taken against you leading to expulsion (in accordance with the institutions HE Student Code of Conduct and Disciplinary Policy or any associated professional conduct procedures);

6.3.2 University Centre Leeds withdrawing you from your studies for persistent non- attendance and/or non-engagement with the programme of study,

6.3.3 A decision of the assessment board, based on your academic performance and in accordance with Academic Regulations.

6.3.4 Non-payment of fees (in accordance with University Centre Leeds Higher Education Fees and Refunds Policy.

6.3.5 University Centre Leeds becoming aware of information about you that it did not previously know, which, in their reasonable opinion, makes it inappropriate for you to study on your programme. For example, this may apply if you have not supplied University Centre Leeds with all relevant information or have supplied false or misleading information relating to your application.

7. Other matters relating to the Agreement

7.1 Notices

7.1.1 Any notice given under this Agreement must be in writing or via email. Emails will be sent to your student email address and letters will be addressed to you at your term-time address, during term-time, or home address (if different) during holidays, as appropriate, in accordance with the addresses you have given us. Letters shall be regarded as properly served when delivered by hand to that address, or 48 hours after being posted to that address if sent by first-class post, or on receipt of delivery notice.

7.2 Partial operation of Agreement

7.2.1 If any provision of the terms and conditions contained in this Agreement becomes invalid, void or unenforceable, that shall not affect the legality, validity or enforceability of the other provisions. Any action taken by University Centre Leeds to terminate this Agreement under the provisions in section 6.2 will not restrict its ability to take any other action against you to which it may be entitled. Provided any action taken to terminate the Agreement is in accordance with these conditions or University Centre Leeds procedures, University Centre Leeds will not be liable for any loss or damage which you may suffer as a result.

7.3 Third parties

7.3.1 This Agreement relates solely to the relationship between University Centre Leeds and you and is not enforceable by any other person.

7.4. Legal liabilities

7.4.1 Neither you, nor University Centre Leeds, will be required to provide financial compensation to each other for any failure or delay in performing obligations, other than the payment of debts, if the failure or delay is due to any cause beyond that party's reasonable control (for example, fire, flood or industrial dispute).

7.4.2 University Centre Leeds cannot accept responsibility for and expressly excludes liability for:

- Any loss or damage to your property, including damage to any motor vehicle or cycle, while on institutions premises, unless caused by the negligence of University Centre Leeds or its employees;
- Death or any personal injury suffered by you, unless caused by the negligence of University Centre Leeds or its employees.

7.4.3 University Centre Leeds will maintain a Business Continuity Plan and review this periodically. If University Centre Leeds needs to implement this plan, you must take all reasonable steps to co-operate with them, for example if University Centre Leeds needs to relocate course delivery to an alternative site.

7.5. Force Majeure

7.5.1 University Centre Leeds will take all reasonable steps to provide your programme and related services. However, University Centre Leeds will not be held responsible for any loss, damage, expense or inconvenience resulting from any delay, variation or failure in provision relating to any programme arising from circumstances beyond the institution's reasonable control, including (but not limited to): natural disaster, severe weather disruption, terrorism, interruption of public utility services or industrial disputes (including those by its own employees).

7.6. Jurisdiction

7.6.1 This Agreement should be interpreted in all respects in accordance with the laws of England and Wales

8. Intellectual property Rights (IRPs)

8.1 Intellectual property is any idea, invention, method, discovery, process, design, trade or service mark, copyright work (including computer software and all data and information relating to it), database rights, trade secret, confidential information or any similar process, right or information.

8.2 Intellectual property you create during your studies or research will normally belong to you, unless any of the following apply.

- The intellectual property builds upon existing intellectual property created by us or was jointly invented with our employees or associates, in which case you must legally transfer the intellectual-property rights to us and will be entitled to a share of any income generated from that intellectual property, in line with our policy from time to time.
- The intellectual property builds upon existing intellectual property owned by a third party or was jointly invented with a third party or our employees or associates, in which case you must legally transfer the intellectual-property rights to the third party or us, and will be entitled to a share of any income generated from that intellectual property, in line with our policy from time to time.
- You are an employee of ours and developed the intellectual property in your role.

8.3 Students retain ownership of IPRs in their output 'Student Works' even where substantial University Centre Leeds resources/facilities are used (except where it is created jointly with a member of staff of University Centre Leeds).

8.4 By accepting terms and conditions in online self-enrolment, the student:

- grants University Centre Leeds a non-exclusive licence of IPRs in Student Works to use and exploit howsoever;
- grants University Centre Leeds the necessary rights and consents and waivers to create and retain a recording, reproduction or other copy of any works created by, featuring or pertaining to student(s) of University Centre Leeds, regardless of the medium of their creation.
- assigns to University Centre Leeds all IPRs in such Recordings and provides any necessary consents and waivers to use and exploit any such recording, reproduction or copy

8.5 University Centre Leeds grants to the student a non-exclusive licence to use any such Recording in except where the recording, reproduction or copy is of material for examination and assessment and providing such use does not conflict with University Centre Leeds's use of the Recording.

8.7 If, during the course of your studies or research, you have access to confidential information belonging to us or a third party, you must only use that confidential information in connection with your studies or research, and as specified in any relevant terms and conditions. You cannot pass on the confidential information without permission from us or the third party, as appropriate.