STUDENT CONTRACT 2026/27

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1. INTRODUCTION

1.1 This document sets out the terms and conditions of your agreement with Roehampton University (the "**University**", "**we**" "**us** and "**our**") (the "**Terms and Conditions**"). You will be asked to accept these Terms and Conditions as part of the Offer (as defined in Clause 1.4).

1.2 Before accepting an offer of admission, and before you enrol, you must read these Terms and Conditions in full and raise any questions with the University if there is any part of it that you do not understand, using the address/email address below.

Registry
Roehampton University Roehampton Lane London SW15 5PU Registry@roehampton.ac.uk

1.3 These Terms and Conditions apply to all courses of study ("**Programme(s)**") delivered by the University, whether delivered directly by the University or on its behalf by an approved delivery partner ("**Delivery Partner**"). Where your Programme is delivered by a Delivery Partner, the University remains responsible for your Programme and all associated educational services provided to you. In addition, you may be required to comply with any additional terms, conditions, regulations or policies of the Delivery Partner that apply to your Programme (as notified to you separately by the Delivery Partner).

1.4 By accepting our offer of a place on a Programme ("**Offer**"), you accept these Terms and Conditions in full, which along with:-

1.4.1 your Offer; and

1.4.2 our policies and regulations (as available on the University's website) (the "**Policies and Regulations**"),

form the contract between you and the University in relation to your Programme (the "**Contract**").

2. RULES AND REGULATIONS

2.1 You agree as part of the Contract to abide by the University's Policies and Regulations that are in force at any given time. They include, in particular, rules and regulations relating to academic study; learning and assessment; conduct and discipline; fitness to study; use of services and facilities; payment of fees and expenses; health and safety; and intellectual property. Such rules and regulations are available on the University's website.

2.2 **You should read our Policies and Regulations carefully as breach of them may lead to the imposition of sanctions by the University, including your expulsion from the University.**

2.3 If you are registered on a Programme of study that leads to a professional qualification such as teaching, nursing or counselling psychology, you may also be subject to the Fitness to Practise Policy and Procedure. Such regulations are drafted in keeping with guidance issued by the professional body relevant to your Programme of study ("Programme"). You will need to continue to satisfy the relevant fitness to practice requirements in order to continue to be registered on any such Programme. Programmes with fitness to practice requirements have materials which detail the standards expected and provide other important information such as the procedures for appealing against a fitness to practice determination made by the University.

2.4 The University will abide by its own Policies and Regulations. The University reserves the right to add to, delete and/or make reasonable changes to them at any time where in the opinion of the

University this will assist in the proper delivery of education and/or it is in the interests of students. Changes are usually made for one or more of the following reasons:

2.4.1 to review and update the Policies and Regulations to ensure that they are fit for purpose;

2.4.2 to safeguard academic standards, for example, in response to external examiner feedback;

2.4.3 to reflect changes in the external environment, including legal or regulatory changes, changes, changes to funding or financial arrangements or changes to government policy, requirements or guidance;

2.4.4 to incorporate sector guidance or best practice;

2.4.5 to incorporate feedback from students; and/or

2.4.6 to aid clarity or consistency of approach.

2.5 Where the University makes changes to its Policies and Regulations, it will take all reasonable steps to bring them to your attention before they take effect. The updated Policies and Regulations will be made available on the University's website.

2.6 Changes will normally come into effect at the beginning of the University's next academic year (September). The University reserves the right to introduce changes during the academic year when it reasonably considers it to be in the interests of students or it is required by law or in other exceptional circumstances. The University will take all reasonable steps to minimise disruption to students wherever reasonably possible, for example, by giving reasonable notice of changes before they take effect, or by phasing in the changes, if appropriate.

3. REGISTRATION AT THE UNIVERSITY

3.1 Before registering at the University, you shall:

3.1.1 comply with any conditions set out in the University's offer of admission;

3.1.2 inform the University of any criminal convictions in the circumstances set out in the Admissions Policy for Taught Degree Programmes;

3.1.3 where necessary, obtain the correct visa giving the entitlement to enter and remain in the UK for the purpose of study in accordance with the UK Immigration Rules.

3.2 Throughout the period of your registration as a student at the University, you must promptly inform the University if you:
(a) are charged with a criminal offence; and/or
(b) receive a caution, reprimand, warning or other out-of-court disposal; and/or
(c) are convicted of a criminal offence,
where the matter is a Relevant Criminal Matter.

3.3 For the purposes of this Contract, a "Relevant Criminal Matter" means any criminal charge, caution, reprimand, warning, out-of-court disposal or conviction which:
(a) is not a fixed penalty notice for a minor motoring offence (for example, routine speeding or parking) unless it involved alcohol or drugs, dangerous driving, or resulted in disqualification; and/or
(b) may reasonably be considered to affect:
(i) the safety or wellbeing of students, staff, children or adults at risk;
(ii) the trust and confidence required for participation in placements, work-based learning or other activities arranged or approved by the University;
(iii) the University's ability to meet safeguarding, Prevent, health and safety, or immigration compliance obligations; and/or
(iv) your fitness to practise or suitability for a Programme subject to professional, statutory or regulatory body requirements.

3.4 You must make a disclosure under Clause 3.2 as soon as reasonably practicable and in any event within 10 working days of the charge, caution or conviction (as applicable) by contacting Student Casework (or such other contact point as the University may notify to you from time to time). Any disclosure will be considered in accordance with the Policies and Regulations.

3.5 Failure to disclose a Relevant Criminal Matter in accordance with Clause 3.2 may be treated as a breach of this Contract and/or as a disciplinary matter and may result in action being taken under the Policies and Regulations, including (where appropriate) termination or suspension of your registration.

3.6 The University may terminate your registration or temporarily suspend your registration pending further investigation if at any time:

3.6.1 it is discovered that you acted dishonestly, made false statements and/or omitted significant information in your application to the University;

3.6.2 it is decided by the University that any criminal convictions you may have are incompatible with study at the University;

3.6.3 it is the outcome of an investigation under the Student Disciplinary Regulations following an allegation that you have breached the Student Code of Conduct;

3.6.4 it is the outcome of a Fitness to Study procedure that you can no longer study at the University;

3.6.5 you are unable to prove that you currently have the entitlement to enter and remain in the UK for the purpose of study in accordance with the UK Immigration Rules, where necessary;

3.6.6 it is decided in accordance with a Fitness to Practise Procedure (for students registered on Programmes leading to a professional qualification) that you are not fit to proceed on the Programme; or

3.6.7 for any other reason specified in its Policies and Regulations.

3.7 On registration, you will automatically become a member of Roehampton University Students' Union ("RSU"). The University will share relevant information with RSU in accordance with its Student Data Privacy Notice. Membership will allow you access to events, societies, advice and representation throughout your time as a student at the University. It will also allow you such rights as attendance of general meetings, voting in elections and standing for positions within the RSU. It is your right to opt out of membership of the RSU in accordance with section 22 Education Act 1994 at any time whilst you are a member of the University. Further information on the right to opt out can be found in the RSU's Code of Practice. Further details about the RSU are available via the RSU website.

4. DELIVERY OF YOUR PROGRAMME

4.1 We will use all reasonable efforts to deliver your Programme in line with your Offer, and our Policies and Regulations.

4.2 Please note that your Programme will be delivered in line with the delivery method specified in your Offer. If we have to change the method of delivery of your Programme during an academic year, this may constitute a change to your Programme. Please see Clause **Error! Reference source not found.** for further details.

5. FEES

5.1 Amount of tuition fees

5.1.1 The amount of your tuition fees is set out in your Offer. At the beginning of your Programme, it is your responsibility to make arrangements to pay your tuition fees in accordance with the payment terms set out in the Student Fee Payment and Enrolment Regulations 2026/7.

5.1.2 Tuition fees are reviewed annually. See Student Fee Payment and Enrolment Regulations 2026/7.

5.2 Additional Costs

5.2.1 You are responsible for your own living expenses, travel and accommodation costs (unless otherwise agreed in writing). Additional costs that will be incurred on your Programme, for example for compulsory field trips, will have been detailed in your Offer or accompanying documents provided with your Offer ("**Additional Costs**").

5.3 Funding via the Student Loans Company

5.3.1 If you receive postgraduate or doctoral loan funding directly from the Student Loans Company you are responsible for making payments to the University directly. Please see the Student Fee Payment and Enrolment Regulations 2026/7 for further information.

5.4 Payment terms for self-funded students, sponsored students and approved non-UK Government Loan providers

5.4.1 Details of the payment terms for self-funded students, sponsored students and approved non-UK Government Loan providers are set out in the Student Fee Payment and Enrolment Regulations 2026/7.

5.5 Non-Payment or late payment of tuition fees

5.5.1 It is your responsibility to make arrangements to pay your tuition fees in accordance with the payment terms and conditions set out in the Student Fee Payment and Enrolment Regulations 2026/7.

5.5.2 If you do not pay your tuition fees as they fall due, and after reasonable notice and opportunity to remedy the non-payment, then one or more of the following may happen:-

(a) you may be prohibited from sitting examinations/submitting coursework;

(b) you may be prohibited from using our facilities or services;

(c) you may be prohibited from accessing online Programme content and/or discussion forums;

(d) you may be prohibited from attending classes;

(e) your access to student records may be removed;

(f) you may be suspended;

(g) you may not be allowed to enrol;

(h) you may not be allowed to graduate;

(i) your results may be withheld; and/or

(j) we may not issue your award.

6. ACCOMMODATION

Where relevant, you will be responsible for making your own arrangements for accommodation and insurance of your personal belongings for the duration of your studies. Any use by you of University accommodation or any arrangements for off campus accommodation made by the University on your behalf will be subject to separate agreements. Further information is available via the University's Accommodation Services.

7. INTERNATIONAL STUDENTS

7.1 Where necessary, you are responsible for obtaining your visa or other valid permission to enter and study in the UK and for complying with its conditions. If you do not secure valid immigration permission for study, you will not be able to start your Programme. If your permission expires during your Programme and you no longer have valid leave to remain in the UK, or if you breach the terms of your visa, the University may be required to inform UK Visas and Immigration and may require you to leave your Programme.

7.2 If the University is sponsoring your student visa it will inform you separately of your obligations towards the University in relation to your visa, including attendance requirements. It is your responsibility to check that all the details on your Certificate of Acceptance for Studies ("CAS") issued by the University are correct and up to date before making your student visa application. The University will issue your CAS once you have met all of the conditions of your offer and your admission has been confirmed. Further information about the requirements relevant to students who require a visa can be found at https://www.roehampton.ac.uk/international/visas-and-immigration/.

8. STUDENTS WITH DISABILITIES

8.1 If you have a disability you are encouraged to disclose this early so that support and/or access requirements can be considered in an effective and timely manner. Normally all admissions decisions are made on the basis of academic suitability. However, for some professional Programmes, admissions decisions will also involve consideration of the professional competency requirements of the Programme. Such decisions will be made in accordance with the Admissions Policy for Taught Degree Programmes.

8.2 The University will make reasonable adjustments to its provision of education to ensure that applicants and students are not disadvantaged. The University takes reasonable and proportionate steps to ensure that adjustments are planned, provided in advance and in anticipation of disabled people requiring support. Occasionally, however, cases may arise where it would not be reasonable for the University to make adjustments for a particular applicant or student. In such circumstances, the University may not be able to offer you a place or may need to terminate the Contract. Such decisions will be made in accordance with the Admissions Policy for Taught Degree Programmes. You will be informed of the decision and the reasons for it.

9. ACADEMIC STUDY

9.1 You agree as part of this Contract to:

9.1.1 participate fully in your Programme. Such participation includes attending and taking part in classes and activities, and undertaking assessment within set deadlines;

9.1.2 notify the University and provide reasons if you are unable to attend or submit assessment, in accordance with the Mitigating Circumstances Policy.

9.1.3 not seek to obtain, or assist another student in obtaining, an unfair advantage over other students in relation to their Programme of study, in accordance with the Student Code of Conduct and Disciplinary Procedure;

9.1.4 submit your work to the TurnitinUK to assist you in your learning but to also act as a plagiarism detective service when required to do so by the University. You authorise the University and third parties authorised by the University to make and to retain copies of

such work in order to assess it for originality and to compare it at a later date with future submissions;

9.1.5 the University will use lecture capture technology to record educational activities such as lectures. The recordings may be made available to students and staff of the University for non-commercial teaching purposes**.** Notice of recordings will be provided before the commencement of a lecture. You have the right to opt out of appearing in any recordings; and

9.1.6 you must not share the contents of the recordings of captured lectures or any materials provided or generated by the University for the purposes of your Programme with any third party. Students are permitted to use captured lectures or materials provided or generated by the University for the purpose of their own personal study only.

10. OUR TERMINATION RIGHTS

10.1 Subject to us complying with the Policies and Regulations, we may terminate the Contract at any time with immediate effect by giving you written notice if:

10.1.1 you have failed to meet any of the conditions set out in our Offer to you, or it comes to our attention that you have failed to meet or no longer meet the entry requirements for your Programme (including by way of us discovering that you have falsified your qualifications or your application contains material inaccuracies or fraudulent information, or that significant information has been omitted from your application form);

10.1.2 if you do not enrol onto your Programme by the relevant enrolment date;

10.1.3 you fail to pay your tuition fees or Additional Costs to us within the timeframe specified by the University, following notification that your payment is overdue;

10.1.4 we lose our right for the purposes of relevant legislation or regulatory requirements to provide your Programme to you;

10.1.5 an Event Outside of Our Control (see Clause 12) prevents us from providing your Programme for longer than 60 days;

10.1.6 you fail to progress academically in your Programme in accordance with the University's Policies and Regulations;

10.1.7 you fail to satisfy the University's attendance requirements;

10.1.8 you are in material breach of the Contract and, where that situation is capable of being corrected, you do not correct it within 14 days of us asking you to do so;

10.1.9 your behaviour, in our reasonable opinion, represents a significant risk to the health, safety or welfare of yourself or other students, staff or members of the University's community; and/or

10.1.10 you do not meet our fitness to study requirements.

10.2 If we cancel the Contract in accordance with Clause 10.1, you may be liable for tuition fees in accordance with the Student Fee Payment and Enrolment Regulations 2026-27

10.3 If the Contract has been terminated (for any reason), you will no longer be entitled to attend lectures, classes or seminars, use our facilities or services, submit assessments, take tests/examinations, or proceed to any degree, diploma or other award of the University.

11. CANCELLATION AND WITHDRAWAL

11.1 Cancellation by you during the Cooling-Off Period

11.1.1 You have the right to cancel your Contract for any reason in writing within a 14 day period ("**Cooling-Off Period**"), which commences on the day you accept an Offer. In such event, the University will refund all your tuition fees paid, as soon as we can, and no later than 14 days after the day on which you informed us of your decision to cancel the Contract.

11.1.2 If your Programme is due to begin within 14 days from the date you accept the offer of a place at the University then, by accepting your Offer, you are expressly agreeing that the Programme should begin within the Cooling-Off Period. If you then decide to withdraw from your Programme within the Cooling-Off Period you may be liable to pay a proportion of your tuition fees, as set out in the Student Fee Payment and Enrolment Regulations 2026-27

11.1.3 The University will make the refund using the same means of payment as you used for the initial transaction, unless you have expressly asked us and we have agreed otherwise; in any event, you will not incur any fees as a result of the refund.

11.2 Withdrawal by you (Other than during the Cooling-Off Period)

11.2.1 You may withdraw from a Programme after the Cooling-Off Period has expired. Depending on when you cancel the Contract you may be entitled to a refund or partial refund of your tuition fees, as set out in the Student Fee Payment and Enrolment Regulations 2026-27

11.3 Interrupting or deferring your Programme

11.3.1 Any request to interrupt or defer your studies will be at the University's discretion, but with the request being considered by the University in accordance with the Academic Regulations.

11.4 Programme Changes

11.4.1 Once you have accepted your Offer, whilst reasonable efforts will be undertaken to deliver your Programme as set out in the Contract, due to the time period between the publication of programme advertising and marketing information and registration on your Programme circumstances may arise where changes may be required to your Programme. Examples of "changes" include changes to the content or structure of your Programme, or to the location or method of teaching or assessment, or to the type of award. Examples of where changes may be made or required are (without limitation):-

(a) where changes are in students' overall interests, for example because of developments in teaching practice or technology, new assessment methods, or where a campus redevelopment or restructuring means that teaching locations change to a different site;

(b) where regulatory or government requirements mean that changes must be made to ensure compliance;

(c) where a key member of staff is no longer available (e.g. through illness or resignation) and suitable alternative teaching or supervision arrangements are provided;

(d) where it is decided for academic or operational reasons to revise the compulsory or optional modules that are available on your Programme; and/or

(e) due to Events Outside of Our Control (see Clause 12), it may sometimes be necessary to vary the content of the Programme or modules or services.

11.5 Programme Cancellation & Suspension

11.5.1 Once you have accepted your Offer, whilst reasonable efforts will be undertaken to deliver your Programme in accordance with the Contract, circumstances may arise where your Programme may be required to close. Examples of where Programme closure may be made or required are (without limitation):-

(a) the government requires changes to be made which we cannot reasonably accommodate;

(b) if there are insufficient numbers expected on a specific Programme, which would negatively impact on your academic and student experience;

(c) if we are the subject of Events Outside of Our Control (see Clause 12) which mean we can no longer deliver the Programme as expected.

11.5.2 If we cancel a Programme prior to your enrolment, we will endeavour to provide you with at least 1 months' notice in writing and seek to offer you a suitable alternative programme for which you are qualified (at no additional cost to you). If no such programme can be offered or you are not content to transfer to the alternative programme we suggest, we will support you in finding an alternative programme at an alternative higher education institution.

11.5.3 Any refund or compensation application in relation to a Programme closure would be considered in accordance with the Student Fee Payment and Enrolment Regulations 2026-27 and Student Protection Plan.

11.6 **Consequences of changes to Programmes or closure of Programmes**

Changes to Programmes before enrolment

11.6.1 If we have to change your Programme, we will use reasonable efforts to ensure that changes are kept to a minimum, but if substantial changes are required to be made to your Programme (as against the commitments made in your Offer and as reasonably determined) before you enrol at the University, these changes will be brought to your attention as soon as possible and if you no longer wish to continue on the amended Programme, you may either:-

(a) terminate the Contract and/or withdraw your application for the Programme without any liability for tuition fees and with the University issuing you with a full refund of any and all tuition fees you have paid; or

(b) transfer to another Programme (if any) as may be offered and for which you are qualified.

Changes to Programmes or closure of Programmes post enrolment

11.6.2 Where changes or Programme closure is proposed or have to be made for the reasons outlined at Clauses 11.4 and 11.5 above, the University will take all reasonable steps to minimise disruption to students (including where your Programme is closed and the University is unable to complete delivery of your Programme, using reasonable efforts to, with your consent, transfer you to a new Programme: (i) at the University for which you are qualified; or (ii) at an alternative higher education provider).

11.6.3 In the case of minor changes as reasonably determined (for example, changing optional modules, changes to module titles or minor variations to module content), reasonable efforts will be taken to keep such changes to a minimum and to keep you informed appropriately, for example by email or via notifications on the intranet.

11.6.4 In the case of substantial changes as reasonably determined, before implementing any such change, students will be consulted (where possible and appropriate) to seek their views on the changes/proposals and any potential alternatives or steps to minimise the

impact on students. Changes to the availability of optional modules, or changes which are to students' benefit will not normally be "substantial".

11.6.5 If substantial changes are made to your Programme (as against the commitments made in your Offer and as reasonably determined) after you have enrolled and you are unhappy with the changes such that you no longer wish to continue to study on your Programme, you must notify us of this in writing, following which you may be offered a suitable alternative programme for which you are qualified (at no additional cost to you).

11.6.6 If you agree to transfer to an alternative programme as may be offered to you (and for which you have the requisite qualifications), if the tuition fees for the alternative programme are:

(a) higher than the tuition fees for the original Programme, you will only be liable to pay the fees for the original Programme for which you applied and which is no longer available to you;

(b) lower than the tuition fees for the original Programme, you will only be liable to pay the lower fees for the alternative programme.

11.6.7 If you are unhappy with the alternative programme offered to you or you are not offered a suitable alternative programme, you may end your Contract with immediate effect. The effect of terminating your Contract is that you will not incur fees for the next or subsequent academic terms and you may be entitled to a full or partial refund of tuition fees you have paid, as well as compensation, depending on the circumstances and a reasonable determination will be made as to whether a full or partial refund and/or compensation is due in accordance with the Student Fee Payment and Enrolment Regulations 2026-27 and Student protection plan 2026/27 and 2027/28 .

12. EVENTS OUTSIDE OF OUR CONTROL

12.1 The University will do all that it reasonably can to provide you with the educational services and other services and facilities as described in the material information on the University's website or other documents issued by it to applicants and appropriately enrolled students.

12.2 Despite taking all reasonable steps to prevent them occurring, circumstances beyond the control of the University which could not have been prevented even if the University had taken reasonable care ("**Events Outside of Our Control**") may mean that it cannot provide such educational and other services and facilities as described. Such events may include:

12.2.1 terrorism, war (whether declared or not) or national emergencies;

12.2.2 pandemics (excluding Covid-19), epidemics and other threats to public health;

12.2.3 fire or flood;

12.2.4 severe weather conditions;

12.2.5 natural disasters;

12.2.6 political or civil unrest;

12.2.7 failure of public utilities or transport systems/networks;

12.2.8 damage, interruption or lack of access to buildings, facilities or equipment;

12.2.9 the acts of any restrictions imposed by governmental or local authority;

12.2.10 industrial action by staff or third parties which are outside of our jurisdiction to resolve;

12.2.11 the acts or delays of any governmental or local authority;

12.2.12 legal or regulatory changes, including changes to government guidance.

12.3 Where Events Outside of Our Control occur, the University will notify you that the events have occurred and will take all reasonable steps to minimise the resulting disruption to affected students, by, for example:

12.3.1 offering affected students the chance to move to another Programme where reasonably possible;

12.3.2 deferring the start date for the Programme;

12.3.3 delivering the Programme in a different way or to a different timetable;

12.3.4 delivering a modified version of the same Programme; and/or

12.3.5 assisting students to transfer to complete the Programme at another institution.

12.4 If an Event Outside of Our Control results in the complete inability to deliver your Programme for a continued period of 60 days or more and you are not satisfied with any such steps to mitigate the disruption caused, you may terminate your Contract with immediate effect.

12.5 Should you terminate your Contract pursuant to Clause 12.4, we will act reasonably in making a determination as to whether a full or partial refund and/or compensation is due (with reference to our Student protection plan 2026/27 and 2027/28 and Student Fee Payment and Enrolment Regulations 2026-27.

12.6 Where, as a result of Events Outside of Our Control, it is necessary to close or discontinue or cease to deliver a Programme, the University will inform affected students as soon as reasonably possible and will follow its Student protection plan 2026/27 and 2027/28 and its policy on refunds and compensation in line with the Student Fee Payment and Enrolment Regulations 2026-27.

13. LIABILITY

13.1 The University does not exclude or limit in any way its liability for:

13.1.1 death or personal injury caused by its negligence or the negligence of its employees, agents or subcontractors;

13.1.2 fraud or fraudulent misrepresentation; and

13.1.3 in respect of any other liabilities which may not be lawfully excluded or restricted.

13.2 The University shall not be liable and expressly excludes liability for:

13.2.1 infection or damage of students' equipment caused by, for example, computer viruses where such infection or damage was not caused as a result of the University's acts, omissions or negligence;

13.2.2 any injury to a student, financial or other loss or damage resulting from such injury, or for damage to property, caused by any other student, or by any person who is not an employee or authorised agent of the University;

13.2.3 financial or other consequential loss where such loss or damage is a result of theft, fire or flood;

13.2.4 any failure or delay, or for the consequences of any failure or delay, in performance of our obligations under these Terms and Conditions, if such failure or delay is due to Events Outside of Our Control, provided we comply with Clause 12; and

13.2.5 any losses which were not foreseeable to you and us when this Contract was formed and losses are foreseeable if they are an obvious consequence of the University's breach of this Contract. The University does not accept liability for loss of opportunity or loss of profit.

14. COMMUNICATIONS

14.1 The University will provide you with an e-mail account for the duration of your studies and will use this when communicating with you by e-mail.

14.2 You will:

14.2.1 be expected to use your allocated email account when contacting University staff by e-mail, so that University staff can be reasonably sure of your identity;

14.2.2 inform the University promptly via the Student Portal about any changes to your personal details, including postal address, telephone number and contact details.

15. PERSONAL DATA COLLECTION, PUBLICATION AND SHARING

15.1 By entering into this Contract you understand that the University and its partners or agents will process your personal data in order for the University to meets its obligations to deliver education services to you

15.2 The University needs to collect, hold and process your personal data for the purposes of administering and managing your Programme and all other services provided to you. Personal data includes but is not limited to your student records, application data, assessment marks, residence data, attendance data, accessing learning materials (including the virtual learning environment, and other systems) and financial data.

15.3 At enrolment, you will be asked to consent to the University processing your special category personal data. Provision of this information is optional. This data will be used as outlined in the Student Data Privacy Notice.

15.4 The University recognises the importance of the protection of personal data and will process your personal data in accordance with relevant data protection legislation, the University's Data Protection Policy and the Student Data Privacy Notice. You can raise any queries relating to the processing of your personal data with the University's Data Protection Officer via the address/email address below.

The Data Protection Officer Roehampton University Grove House

Roehampton Lane London

SW15 5PJ

dataprotectionofficer@roehampton.ac.uk

15.5 Information relating to your studies, including your student ID and results, may be published on the University's Student Portal and virtual learning environment. The email address that you enter when you enrol may be displayed within the Student Portal and other related systems (e.g.: the virtual learning environment) and may be viewable by other students on your module or Programme. Please consider this when choosing and entering your email address when enrolling.

15.6 When you have left the University your details will be passed to the Alumni Office. Your data will be processed by the Alumni Office in accordance with the University's Alumni Privacy Notice.

16. ATTENDANCE AND ACADEMIC REGULATIONS

You are expected to manage your own learning which includes attendance in scheduled teaching and spending sufficient time undertaking private study. You are expected to undertake assessment

within set deadlines. **Students who fail to attend classes or make satisfactory progression may have their registration with the University terminated in accordance with the Academic Regulations.**

17. IF THINGS GO WRONG

17.1 Complaints about the University are made through the Student Complaints Policy and Procedure. This procedure has been devised to help to resolve any student complaints as promptly, fairly and amicably as possible.

17.2 If you remain dissatisfied after following the Student Complaints Policy and Procedure to completion, you have the right to ask the Office of the Independent Adjudicator for Higher Education (OIA) to review the complaint.

17.3 The University may take action against you under the Student Code of Conduct and Disciplinary Procedure, Fitness to Practise Policy and Procedure and Support and Fitness to Study Policy and Procedures - July 2025Policy, if you do not act in accordance with the terms set out in this Contract, or with any of the University's rules and regulations in force at any given time. You agree that all relevant staff will be advised of the outcome. One of the possible outcomes of disciplinary action is that your registration at the University may be terminated.

18. NOTICES

18.1 Any notice to be given to the University by you under or in connection with this Contract shall be deemed to have been properly served if sent by first class post or e-mail to the University Secretary at the following address.

University Secretary

Grove House

Roehampton University

Roehampton Lane

London SW15 5PJ

18.2 Any notice to be given to you under or in connection with this Contract shall be deemed to have been properly served if:

18.2.1 sent by first class post to the last address you provided to the University; or

18.2.2 sent to your Roehampton e-mail account.

19. GENERAL

19.1 This Contract is only enforceable by you and the University. No other person shall have any rights in connection with this Contract.

19.2 If any part of this Contract becomes illegal or invalid, the parts of the Contract which are not illegal or invalid shall remain in force.

19.3 Failure of either you or the University to enforce any part of this Contract shall not be construed as a waiver of a right to enforce that part of the Contract and shall not affect the right later to enforce any part of this Contract.

19.4 This Contract is governed and construed in accordance with English Law. By agreeing to its terms and conditions you submit to the exclusive jurisdiction of the English courts for the resolution of any disputes which may arise out of or in connection with this contract or your studies.

Academic Registrar

[January 2026]