

University of South Wales Dubai

Terms and Conditions of Pre-Enrolment for Students 2019/20

Please ensure that you have read and understood the Terms and Conditions below before accepting your offer. By accepting a place at USW Dubai, you agree to be bound by these terms.

Title: USW Dubai Terms and Conditions of Pre-Enrolment for Students				
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Pre-enrolment

When you accept the offer of a place at the University of South Wales Dubai (USW Dubai), a pre-enrolment contract on the terms set out below and specified in the communication regarding your offer is formed between you and the University.

Your pre-enrolment contract reserves you a place on your course and gives you the opportunity to enrol providing you have met the terms of your offer including entry requirements and any other special requirements.

You have a statutory right to cancel your pre-enrolment contract. The cancellation period will expire at the end of 14 calendar days after the day you accept the offer of a place at USW Dubai.

Your pre-enrolment contract expires upon enrolment at USW Dubai. Upon enrolment, you will become a student of University of South Wales (USW) and the relationship between you and the University will be governed by the USW Terms and Conditions of Enrolment, which are available [here](#).

Visa Applications

All students must check USW Dubai's information on visas, which are available [here](#).

This information includes a complete guide on how to apply for an Entry Permit (if applicable) and Student Resident Visa. It is your responsibility to ensure that you provide correct and valid documentation for any visa application. You must also ensure that you make any visa application in sufficient time for you to receive your visa and to travel to the UAE before the latest date at which you are allowed to enrol.

If your Student Resident Visa application is not approved by the end of the given enrolment period then it will be withdrawn. If you fail to make a visa application in time or you provide invalid, factually incorrect or inaccurate documentation in a visa application you may lose the deposit you paid to the University. If your visa application is refused, deposits will only be refunded once you have submitted evidence of your full visa refusal notification.

Attendance Monitoring

There is an obligation, on the part of the student and the University, to comply with UAE Government requirements for study and attendance at USW Dubai. The University must inform Immigration if a student is not in attendance at USW Dubai for 14 consecutive days or more. USW Dubai strictly monitors attendance for mandatory course related activities.

If there is no communication between the student and the University during absence, and/ or no valid reason is given for such absence, you will be considered as having absconded and financial penalties will be applied. In addition, Immigration may also apply an 'Immigration Fine'. If an 'Absconder' notice is not removed from your record, you will be unable to enter the UAE or other GCC countries in the future. UAE Government requirements are subject to change and you are encouraged visit the [Official Portal of the UAE Government](#) for further information.

Therefore, by accepting these Terms & Conditions, you are confirming that you have read the information on visas and immigration and understand that:

- It is your responsibility to check if you need to apply for a visa
- All documentation you use in a visa application must be valid and true
- You must make a visa application in time for you to travel to the UAE (if applicable) and enrol on your course before the last date you allowed to enrol
- You might not have your deposit refunded if you make an inaccurate or late visa application

- You must notify the University of any absences.

Accommodation

It is your responsibility to make sure that you arrange your own accommodation. Information regarding the University's accommodation partners is available [here](#).

Provision of Courses

Your start date for your course at USW Dubai is confirmed in the offer communication.

The USW Dubai prospectus is produced at the earliest possible date to provide maximum assistance to prospective applicants. Its contents, together with information provided to prospective applicants on our website, in open days (physical and virtual) etc. is as accurate as possible at the time of publication.

It is possible that certain courses referred to in the published material and information may be subject to change for the following principal reasons informed below.

Changes to course content

Course content and delivery schedules may change prior to you commencing the course to:

- make updates to courses to reflect best practice or new academic developments;
- improve and enhance students' experience of a course;
- incorporate changes arising from student feedback for the benefit of students;
- meet external, professional, statutory, regulatory and professional body requirements;
- safeguard academic standards, for example, in response to external examiner feedback.

Substantial changes will be communicated to the student prior to course commencement.

Changes to personnel

There might be circumstances when individual members of staff leave USW Dubai's employment or are otherwise unable to deliver an advertised module (e.g. because of unplanned illness or other absence). In these circumstances, the University will endeavour to make necessary arrangements to address staff departures/ absences. However, there may be circumstances where an affected module cannot be delivered.

Applicants that have accepted offers from USW Dubai will be notified as soon as reasonably practicable of any substantial changes. If as a result of any of the above changes you no longer want to study your course, you can reserve the right to:

- transfer your application to another course at USW Dubai or another USW campus in the UK¹;
- withdraw or defer your application;
- submit a formal admissions complaint – the relevant procedure for which is available [here](#).

¹ Subject to TIER4 UKVI Regulations and the UK visa application process.

Withdrawal

Some courses require a minimum number of students in order to ensure a good student experience. Where a low number of students have shown interest or accepted offers, USW may contact those applicants who have accepted an offer for the relevant course and discuss with them possible alternative options, including transferring to another course at USW Dubai or another USW campus in the UK². In exceptional cases, USW may decide to withdraw the course.

Tuition Fees and Deposits

USW charges tuition fees for the delivery of its courses and you have the responsibility for payment.

A minimum deposit of 25% must be paid to the University before your pre-enrolment can be processed³. The deposit will be held against fees for your course and is not usually refundable (see Section 2). Any refund will usually be subject to a 1000 AED administration charge. The remaining 75% can be paid in three equal payments. The usual payment deadline for each year of study is the last working day of the following months:

Course Commences:	September	February
1. 25% Deposit:	Pre-enrolment	Pre-enrolment
2. 25%:	November	April
3. 25%:	January	June
4. 25%:	March	August

USW will invoice you (or, if applicable, a third party paying on your behalf) for the tuition fees, to be paid on the date stipulated in the invoice. If a third party is paying your fees and payment is not made in full by the due date, USW will consider your personal circumstances and you may be invoiced personally for any outstanding balance.

You are contractually obliged to pay the tuition fees and all other charges on the dates they fall due following your acceptance of the offer made by USW Dubai. If you fail to make payment of the tuition fees and all other charges, the University reserves the right to suspend and/or withdraw you from your studies.

Students will pay the fee based on the fee regime in place at their initial enrolment on a course. This commitment will hold good for the normal course length (i.e. the length of the course expected at the start of the course). Students who transfer to a different mode of study (i.e. full-time to part-time or vice versa) will be charged according to the fee regime of the academic year during which they transfer.

You must read all the University information regarding your deposit, fees, and scholarships, and ensure that you can fully meet your financial responsibilities. You can find this information, including, how to pay your deposit [here](#). For information regarding payment options, withdrawal/suspension and debt recovery please see the University's [Fees and Debt Management Policy](#).

Personal data

Details of how your personnel data may be used by the University are detailed [here](#). Any use of your data will be undertaken in accordance with the EU General Data Protection Regulation (GDPR).

² Subject to TIER4 UKVI Regulations and the UK visa application process.

³For Out-country applicants, this includes the Entry Visa application process.

Provision of information

Current UK legislation means that USW may be required to share information about you with various agencies. This could be regarding an immigration application you have made or, after enrolment, regarding your academic status. These agencies could include an Embassy, Immigration, other authorities, or a financial sponsor if you have one.

By agreeing to these Terms and Conditions of Pre-Enrolment and USW Terms and Conditions of Course Enrolment, you indicate that you understand we may share your information where legally appropriate and that you give your consent for these external agencies to share information with us regarding your immigration status or personal situation.

After Enrolment

You must obtain your Student Visa within the required period as stipulated by the UAE Government.

If you break these Terms and Conditions and/or USW Terms and Conditions of Course Enrolment at any point during your study, you may be excluded from the University and reported to Immigration where appropriate.

Students who are sponsored by USW Dubai for their studies will be deported from the UAE if their student status is revoked. If you fail to attend your studies during the period of your sponsorship by USW Dubai without prior approval, you may be reported to Immigration as an absconder and may be deported from the country. You may also be fined by the UAE Government and will be responsible for any monies due within the UAE before leaving.

If you fail to successfully complete part of your course, you may experience complications and delays in progressing your studies. You might also have to pay additional fees and/or make an additional visa application in the UAE in line with Immigration rules. These will be your own financial responsibility. If you do not complete your course within the accepted University timeframe, you may not be able to attend a University graduation ceremony.

Complaints

As referred to in section 3 above, the procedure for admissions complaints is available [here](#).

USW recognises that there may be occasions where students feel they have cause for complaint about a service that they have received. USW's complaints regulations and procedures (available [here](#)) apply to students during their course and for up to three months after graduation or leaving USW.

Documents

You will be provided with a welcome pack prior to your enrolment at USW Dubai, which will draw your attention to the USW Terms and Conditions of Course Enrolment that apply to your time at USW Dubai.

Please notify USW if you require any of the documents mentioned above in hard copy.