

Student Terms and Conditions for Birkbeck English Pre-Sessional Course

Introduction

1.1 These terms and conditions govern the relationship between the student ("you") and Birkbeck, University of London ("we" or "the University") in relation to your enrolment and participation in the Pre-sessional English Course (the "Course") and your subsequent degree at Birkbeck (the "Main Programme of Study").

1.2 By accepting an offer of a place on the Course, you agree to abide by these terms and conditions, as well as the University's regulations, policies, and codes of conduct.

Eligibility and Admission

2.1 You must meet the eligibility requirements specified in the University's offer letter, including any academic qualifications and English language proficiency levels.

2.2 Accepting these terms and conditions, paying your deposit and Course fee and agreeing to attend the Course will result in you receiving an unconditional offer for your Main Programme of Study. Should you later decide not attend the Course, then your Main Programme offer will be updated to include the previous English language entry requirement as a condition of entry.

2.3 Admission to the Course is subject to verification of your qualifications and compliance with the University's and the Home Office's visa requirements.

2.4 The University reserves the right to withdraw your offer for the Course if it is determined that false or misleading information was provided during the application process.

Payment of Fees

3.1 You are required to complete enrolment and pay the Course fees in full by the deadline specified on the Birkbeck website.

3.2 Failure to pay fees by the deadline will result in withdrawal from the Course.

Refunds

4.1 Refunds will be processed only under the following circumstances:

- If the Course is cancelled by the University.
- If you indicate in writing that you wish to withdraw from the Course at least eight weeks prior to the Course start date.
- No refunds will be granted for withdrawal after the eight week period prior to the course start date, except in visa refusal cases, where evidence must be submitted to support the refund request .
- No refund will be given in the event of a visa refusal due to submission of fraudulent documentation, insufficient funds, incorrect documentation, or failure to attend a UKVI interview.
- Refunds related to your Main Programme of Study follow the Student Visa Deposit Terms and Conditions.

4.2 An administrative fee of £500 will be retained for a refund made due to visa refusal.

4.3 All refund requests must be submitted in writing with supporting documentation to globalrecruitment@bbk.ac.uk.

Visa and Immigration Compliance

5.1 If you require a visa to study in the UK, it is your responsibility to apply for and obtain the visa and comply with its conditions.

5.2 If you require a Student visa the University will issue a Confirmation of Acceptance for Studies (CAS) covering both the Course and your Main Programme, provided you meet eligibility conditions..

5.3 Failure to adhere to the attendance requirements for the Course or to register your visa by the registration deadline will result in sponsorship withdrawal and cancellation of your visa.

Attendance and Participation

6.1 You must attend all scheduled classes and complete assessments.

6.2 Missing a cumulative total of two classes during the Course will require you to attend a meeting to discuss your performance. Missing a cumulative total of three classes will result in withdrawal from both the Course and Main Programme, unless there are exceptional

circumstances which prevent you from attending. A class is defined as a single morning or afternoon teaching session.

6.3 Failure to meet these requirements will result in visa sponsorship withdrawal.

6.4 You must register your Student visa and begin studying on campus by the CAS deadline, indicated as the latest arrival date on your CAS.

Academic Integrity and Conduct

7.1 You must follow academic integrity principles.

7.2 Professional and respectful behaviour is required.

Course Content and Delivery

8.1 The University may make reasonable changes to course delivery.

8.2 You will be notified of material changes.

Liability

9.1 The University is not liable for loss or damage to personal property.

9.2 Liability for direct damages is limited to fees paid.

Complaints

10.1 Complaints must follow the University's Complaints Policy.

Discontinuation of Enrolment

11.1 Enrolment may be discontinued for breach of terms, lack of progress, or visa non-compliance.

11.2 No refunds will be issued after discontinuation.

Data Protection

12.1 Personal data is processed under UK GDPR.

12.2 Data may be shared with third parties such as UKVI.

Governing Law

13.1 Governed by English law.

13.2 Disputes subject to English courts.

Agreement

14.1 Accepting an offer means agreeing to these terms.

14.2 For questions, contact globalrecruitment@bbk.ac.uk

Registry

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