

1. Introduction

- 1.1 These terms and conditions ("**Terms**", "**Terms and Conditions**") apply to courses delivered in partnership with UKMC.
- 1.2 These Terms and Conditions are important. Please read them carefully before completing your enrolment with the University. These Terms establish the basis of the agreement between the University and you as a student with information on the rights, roles and responsibilities of both parties.
- 1.3 You must indicate your acceptance of these Terms and Conditions as part, and as a condition, of your enrolment. Failure to abide by these Terms may result in the termination of your enrolment.
- 1.4 Please note that these Terms and Conditions apply to courses delivered in partnership with UKMC. Your teaching will be provided by UKMC on the University's behalf, but the University will be responsible for providing quality assurance of such teaching. Whilst your Course is delivered in partnership, for the avoidance of doubt, the University remains ultimately responsible for the delivery of your Course and all associated educational services provided to you. To the extent that any obligation of the University under these Terms and Conditions is to be discharged by UKMC on the University's behalf, the University shall procure that UKMC fulfils such obligation in accordance with these Terms and Conditions.

2. Definitions

In these Terms and Conditions, the following definitions shall apply unless the context requires otherwise:

- 2.1 "**AUB's Regulations, Policies and Procedures**" means the regulations, policies and procedures of AUB set out in Appendix 1 (as amended from time to time).
- 2.2 "**Course**" means the course set out in your offer letter.
- 2.3 "**Course Information**" means the information related to your Course provided to you by the University along with your offer letter.
- 2.4 "**Data Protection Legislation**" means any law, statute, declaration, decree, directive, legislative enactment, order, ordinance, regulation, rule or other binding restriction (as updated and amended from time to time) which relates to the protection of individuals with regard to the processing of personal data and privacy rights to which a party is subject, including the Data Protection Act 2018, the Privacy and Electronic Communications Regulations 2003 (as amended by SI 2011 No. 6) and the UK GDPR (as incorporated into UK law under the European Union (Withdrawal) Act 2018), as amended in accordance with the Data Protection, Privacy and Electronic Communications (Amendments etc.) (EU Exit) Regulations 2019 (as amended by SI 2020 No. 1586), and the Data (Use and Access) Act 2025 (as amended).
- 2.5 "**Fees Policy**" means the fees policy found at [at Regulations – AUB – Arts University Bournemouth](#) and also highlighted with any specific subcontract clarifications at [UKMC Policies & Legislation](#) as amended from time to time. "**Offer**" means our written offer to you offering a place on the Course.
- 2.6 "**Refund and Compensation Policy**" means the refund and compensation policy at [Regulations – AUB – Arts University Bournemouth](#) and also highlighted with any specific subcontract clarifications at [UKMC Policies & Legislation](#) as amended from time to time. "**Regulations, Policies and Procedures**" means AUB's Regulations, Policies and Procedures and UKMC's Regulations, Policies and Procedures.
- 2.7 "**Tuition Fees**" means the tuition fees payable for your Course.

- 2.8 "UKMC" means UK Management College Ltd (10159748) whose registered office is at College House, Stanley Street, Openshaw, Manchester M11 1LE and who is the University's delivery partner for the purposes of delivering the Course.
- 2.9 "UKMC Complaints Policy" means UKMC's complaints policy found at [Regulations – AUB – Arts University Bournemouth](#) and also highlighted with any specific subcontract clarifications at [UKMC Policies & Legislation](#) as amended from time to time. "UKMC's Regulations, Policies and Procedures" means the regulations, policies and procedures of UKMC set out in Appendix 1 (as amended from time to time).
- 2.10 "University", "AUB", "we", "us" or "our" means The Arts University Bournemouth, Wallisdown, Poole, Dorset BH12 5HH.
- 2.11 "University Complaints Policy" means the University's complaints policy at [Regulations – AUB – Arts University Bournemouth](#) and also highlighted with any specific subcontract clarifications at [UKMC Policies & Legislation](#) as amended from time to time.
- 2.12 "you" or "your" means the student who has accepted an offer and/or enrolled on a Course at the University.

3. Offer and Enrolment

- 3.1 By accepting our Offer of a place on a Course, you accept these Terms and Conditions in full, which along with:
- 3.1.1 your offer as set out in your offer letter;
 - 3.1.2 the Course Information;
 - 3.1.3 the Regulations, Policies and Procedures,
- form the contract between you and the University in relation to your Course (the "**Contract**").
- 3.2 All students who wish to study an AUB course leading to an approved Award, or credit, must enrol.
- 3.3 You will be invited to enrol online before your Course commences. Invitations will be emailed to you and access is available through MyAUB.
- 3.4 The University requires you to complete the online enrolment process before your Course starts each year. If you do not complete online enrolment as directed and have not engaged with the University during the enrolment period advised by the University, we will deem you to have withdrawn from your Course and ended the Contract.
- 3.5 You will also need to register with UKMC as part of your induction week. UKMC will contact you in advance of the start of the Course with details on how to register.
- 3.6 The University reserves the right to terminate the registration of any student who has failed to disclose information material to the proper consideration of their application, continuance on their course, or who has presented misleading or false information during the application and enrolment process.
- 3.7 Students who have an outstanding Tuition Fee debt to the University, as a result of previous study, will not be able to enrol until they have either cleared the debt or, exceptionally, have agreed an appropriate repayment plan with Arts University Bournemouth Finance Department.
- 3.8 Students who have outstanding work from previous study will not be eligible to enrol to the next level of study until they have passed all outstanding credit, unless agreed by the Progression and Awards Board in exceptional circumstances.

- 3.9 From a student perspective, when online enrolment has been submitted, that is the point at which a student enters a contract regarding educational services and terms and conditions, agrees to pay their fees, and verifies and checks their key personal information. Students have the Right to Cancel this contract before the end of the first taught week of the first term.
- 3.10 Under-18s will be expected to complete enrolment by going through the same processes as other students and in line with the University's under-18s Policy Statement and UKMC's Safeguarding and Prevent Policy; Code of Conduct.

4. STUDENT OBLIGATIONS

- 4.1 You agree to:
- 4.1.1 comply with these Terms and Conditions; and
 - 4.1.2 comply with the Regulations, Policies and Procedures.

5. Tuition Fees, Payment and Debt

Amount of tuition fees

- 5.1 The Tuition Fees applicable to your Course are set out in your offer letter. The Tuition Fees must be paid in accordance with our Fees Policy.
- 5.2 Tuition Fees are set, reviewed and published by the University on an annual basis in accordance with our Fees Policy.
- 5.3 By enrolling on your Course, you are agreeing to pay the Tuition Fees, make arrangements to pay your Tuition Fees or to provide acceptable evidence that the Student Loans Company or other sponsor has agreed to pay part or all of your Tuition Fees.
- 5.4 Your Tuition Fees will cover your first attempt, deferral and, in some circumstances one retake (without attendance) at all the modules necessary to complete that period of study. A period of study means the number of credits expected to be completed within the timeframe of your enrolment (e.g. most full-time undergraduate students studying a three-year course will study 120 credits in a year).

Additional Costs

- 5.5 There may be additional costs depending on your Course including for additional materials and equipment. Further details will be set out in your Course Information.

Students funded via the Student Loans Company

- 5.6 Eligible applicants can apply for a student loan from Student Loans Company to pay the cost of their Tuition Fees. Student Loans Company will pay Tuition Fees for the student in instalments to the University. Please note that Student Loans Company has its own rules and procedures and you must follow these.
- 5.7 When you take out a loan, you must repay the debt to Student Loans Company whenever you reach a particular income level. You should ensure that you understand how much money you will owe when you finish your studies. The amount of student loan money you will have to repay each year depends upon when you started your Course.
- 5.8 If Student Loans Company only pays for part of your Tuition Fees or refuses to pay your Tuition Fees then you will be responsible to pay the outstanding Tuition Fees to the University.

Payment terms for self-funded students

- 5.9 Details of the payment terms for self-funded students are set out in the Fees Policy.

6. Tuition fee increases

- 6.1 We reserve the right to increase your Tuition Fees each year in accordance with our Fees Policy.
- 6.2 If you are an enrolled student and you want to withdraw from your Course as a result of an increase in Tuition Fees, you must tell us as soon as possible that you wish to cancel your Contract in accordance with paragraph 8.2. You will remain liable for any Tuition Fees incurred up to the date before the Tuition Fee increase takes effect. Any refund which is due to you will be dealt with in accordance with our Refund and Compensation Policy.
- 6.3 If your studies are suspended in accordance with paragraph 7.1, the Tuition Fees when you begin or resume your studies may have increased in accordance with paragraph 6.1 above.

Non-payment of Tuition Fees

- 6.4 If you fail to pay your Fees in accordance with the Fees Policy then this may result in one or more of the following consequences:
 - 6.4.1 you may be prohibited from attending classes;
 - 6.4.2 you may be prohibited from using library or computing facilities or services;
 - 6.4.3 you may be prohibited from accessing Course content and / or discussion forums;
 - 6.4.4 you may be barred from assessment; you would still need to submit to deadline but your work would not be marked until the situation was resolved;
 - 6.4.5 your access to student records may be removed;
 - 6.4.6 you may be suspended;
 - 6.4.7 you may not be allowed to enrol or re-enrol;
 - 6.4.8 you may not be allowed to attend graduation;
 - 6.4.9 we may not issue your degree certificate.
- 6.5 We may refer your unpaid debt to an external debt collection agency at any time. If the external agency we refer your debt to makes a charge to us to process your debt, we may add this charge to your account.
- 6.6 For further details in relation to the sanctions for non-payment, please see the Fees Policy.

7. Authorised break from study (Intermission)

- 7.1 You may request, or be advised, to suspend your studies until such time as circumstances affecting your performance have passed, provided that the maximum period of registration for the Course (being eight (8) years from your registration date) is not exceeded.

8. Withdrawal and Termination

- 8.1 You have the right to cancel the Contract and your acceptance of a place at AUB for any reason during a 14-day cancellation period (the "**Cancellation Period**"), which will start on the day you accept an Offer from AUB.
- 8.2 To cancel the Contract, you must clearly inform us in writing of your decision to cancel. You can do this by:
 - 8.2.1 completing the online form via MyAUB;

- 8.2.2 contacting the AUB Admissions Office by email at admissions@aub.co.uk; or
- 8.2.3 using the Model Cancellation Form (available in Appendix 2 of these Terms) but note you do not have to use the model form.

8.3 Subject to paragraph 8.4, if you cancel the Contract within the Cancellation Period, we will reimburse any Tuition Fee payment 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. We will make the reimbursement using the same means of payment as you used for the initial transaction, unless you have expressly agreed otherwise. You will not incur any fees as a result of the reimbursement.

8.4 If your Course is due to begin within 14 days from the date you accept the offer of a place at AUB (for example, if you have applied through clearing) then, by accepting your Offer, you are expressly agreeing that the Course should begin within the Cancellation Period. If you then decide to withdraw from your Course within the Cancellation Period you may be liable to pay a proportion of your Tuition Fees based on the teaching which you have received up to the date of cancellation.

8.5 If you withdraw from your Course after the Cancellation Period has expired, we will not refund payments received from you. Depending on when you cancel the Contract (in particular, whether it is before or after enrolment) you may be obliged to pay a proportion of your Tuition Fees, as set out in below.

Student type	Date of withdrawal or Intermittence	Annual tuition fees due
Undergraduate	After Course commencement until the end of Term 1	33.3% of annual tuition fee
	From the commencement of Term 2 until the end of Term 2	33.3% of annual tuition fee
	From the commencement of Term 3 until the end of Term 3	33.4% of annual tuition fee

8.6 Where you withdraw from your Course and you are funded by the Student Loans Company, the Tuition Fees that you have incurred for an academic year which has not ended will be calculated in accordance with the Student Loans Company guidelines.

9. University's Cancellation Rights

9.1 The University reserves the right to terminate your Contract at any time with immediate effect if:

- 9.1.1 you have failed to meet the conditions of your offer, or it comes to our attention that you have failed to meet or no longer meet the entry requirements for your Course (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);
- 9.1.2 you do not pay your Tuition Fees after us issuing you with a final notice that your fees are outstanding in accordance with the Fees Policy;
- 9.1.3 you have failed to meet the requirements of your Course, including any wholesale or repeated failure or lack of participation by you as defined in the Attendance and Engagement Policy;
- 9.1.4 you are found guilty of a serious breach of the Regulations, Policies and Procedures at a disciplinary hearing; or
- 9.1.5 you break the Contract in any material way, and, where that situation is capable of being corrected, you do not correct it within 14 days of us asking you to do so.

9.2 If we cancel the Contract in accordance with paragraph 9.1, you may be charged pro rata Tuition Fees up to the date of termination. If you are a self-funded student, we will invoice you for any outstanding Tuition Fees, which will be payable within 14 days of the date of invoice. Upon your

request, we will refund any Tuition Fees which you have overpaid (if, for example, you have paid your Tuition Fees in advance) within 14 days of the date of termination. Further details on how you request a refund will be set out in the invoice you receive.

- 9.3 If we cancel the Contract in accordance with paragraph 9.1, and you are funded by the Student Loans Company, the Tuition Fees that you have incurred for an academic year which has not ended will be calculated in accordance with the Student Loans Company guidelines.
- 9.4 Following withdrawal from study, any application to an alternative course must be made through the admissions process of the University and it will not be covered by this Contract. If a place on the course is offered, a new Offer will be issued to you and a new contract will be formed in accordance with the Student Enrolment Terms and Conditions then in force. The date of re-commencement of study will depend on the point within the admissions cycle at which the application is made and the availability of places, and may also be subject to an agreed attendance and achievement agreement. You should also ensure that any necessary funding is available.

10. Changes to Academic Regulations, Policies, Procedures and Codes

- 10.1 During your Course, the University and/or UKMC may update and replace the Regulations, Policies and Procedures from time to time in order to ensure that they operate efficiently for students and meet relevant legal and regulatory obligations, and/or where changes are in the interests of students. Changes to the Regulations, Policies and Procedures will be appropriately notified to students via email or the website. Such changes will not affect the content of your Course (see paragraph 11 for provisions concerning changes to Courses).
- 10.2 Any changes made under this paragraph 10 will normally come into effect at the start of the next academic year. The University will take all reasonable steps to minimise disruption to students wherever reasonably possible.
- 10.3 The updated Regulations, Policies and Procedures will be made available on the University's website and may be publicised by other means so that students are made aware of any changes.

11. Changes to Courses

- 11.1 Once you have accepted your Offer, whilst we will use all reasonable efforts to deliver your Course as set out in the Contract, circumstances may arise where we are required to make changes to your Course. Examples of "changes" include changes to the content or structure of your Course, 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):
- 11.1.1 where changes are in students' overall interests, for example because of developments in teaching practice or technology, or new assessment methods;
 - 11.1.2 campus redevelopment or restructuring of the University and/or UKMC means that teaching locations change to a different site;
 - 11.1.3 where the partnership with UKMC ends for any reason;
 - 11.1.4 where regulatory or government requirements mean that changes must be made to ensure compliance. Examples include changes to how the University is required to operate because of changes to a professional body's requirements or other laws/regulations;
 - 11.1.5 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;
 - 11.1.6 where the University decides for academic or operational reasons to revise the compulsory or optional modules that are available on your Course; and/or
 - 11.1.7 due to factors beyond our reasonable control, it may sometimes be necessary to vary the content of the Course or modules or services as described in the Course Information.

12. Closure of Courses

- 12.1 Once you have accepted your Offer, whilst we will use all reasonable efforts to deliver your Course in accordance with the Contract, circumstances may arise where we are required to close your Course. Examples of where Course closure may be made or required are (without limitation):
- 12.1.1 where a key member of staff is no longer available (e.g. through illness or resignation) and suitable alternative teaching or supervision arrangements cannot be provided. This might be where the member of staff concerned has a particular specialism which cannot be adequately covered by other members of University staff, or by other resources (e.g. temporary staff) that the University would normally engage in such circumstances;
 - 12.1.2 campus redevelopment or restructuring of the University means that a teaching location becomes unavailable; or
 - 12.1.3 there are an insufficient number of students enrolled on the Course meaning the continued running of the Course is financially unviable and/or would lead to an unacceptable student experience.
- 12.2 Any Course closure and/or refund and compensation application in relation to a Course closure should be made in accordance with the Refund and Compensation Policy and will be dealt with in accordance with the Refund and Compensation Policy.

13. Consequences of changes to Courses or closure of Courses

Changes to Courses before enrolment

- 13.1 If we have to change your Course, we will use reasonable efforts to ensure that changes are kept to a minimum, but if we need to make any substantial changes to your Course (as against the commitments made in your Offer and/or Course Information and as reasonably determined by us) before you enrol at the University, we shall bring the changes to your attention as soon as possible and if you no longer wish to continue on the amended Course, you may either:
- 13.1.1 terminate the Contract and/or withdraw your application for the Course without any liability to us for Tuition Fees and with the University issuing you with a full refund of any and all Tuition Fees you have paid; or
 - 13.1.2 transfer to another course (if any) as may be offered by us for which you are qualified.

Changes to Courses or closure of Courses post enrolment

- 13.2 Where changes or Course closure is proposed or have to be made for the reasons outlined at paragraphs 11 and 12 above, the University will take all reasonable steps to minimise disruption to students (including where your Course is closed and the University is unable to complete delivery of your Course, using reasonable efforts to, with your consent, transfer you to a new course: (i) at the University for which you are qualified; or (ii) at an alternative higher education provider).
- 13.3 In the case of minor changes as reasonably determined by us (for example, changes to module titles or minor variations to module content), we will use reasonable efforts to keep such changes to a minimum and to keep you informed appropriately, for example by email or other appropriate means.
- 13.4 In the case of substantial changes as reasonably determined by us, before implementing any such change, we will (where possible and appropriate) consult with students 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".
- 13.5 If we make substantial changes to your Course (as against the commitments made in your Offer and/or Course Information and as reasonably determined by us) after you have enrolled and you are unhappy with the changes such that you no longer wish to continue to study on your Course, you

must notify us of this in writing, following which we may offer you a suitable alternative Course for which you are qualified.

- 13.6 If you agree to transfer to an alternative Course as may be offered to you by the University (and for which you have the requisite qualifications), you will only be liable to pay the lower of the total tuition fee for the original Course, or the alternative course, and we will reimburse you if there is any difference in the total tuition fees.
- 13.7 If you are unhappy with the alternative course we offer you or we are unable to offer you a suitable alternative Course, you may cancel your Contract with immediate effect in accordance with paragraph 8.2. The effect of cancelling your Contract is that you will not incur Tuition 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 depending on the circumstances. We will act reasonably in making a determination as to whether a full or partial refund is due (with reference to our Refund and Compensation Policy).
- 13.8 You should consider your options carefully before terminating your Contract in such circumstances. You may for example want to contact other institutions about whether you might be able to complete your Course with them. You may also want to consider other matters such as accommodation and travel costs.

14. DEFERRALS

- 14.1 You may request to defer your place on a Course but the University does not guarantee that your Course will be available in any subsequent academic year. Any deferral will be subject to a new Offer being sent to you which will be subject to the Student Enrolment Terms and Conditions then in force. A new Contract will be formed upon your acceptance of that Offer.

15. COMPLAINTS

- 15.1 Once you have enrolled as a student, complaints regarding the delivery of your Course, facilities, student support and other ancillary services provided by UKMC should be directed to UKMC in accordance with UKMC's Complaints Policy in the first instance. If, having exhausted UKMC's complaints procedure, you remain dissatisfied with the outcome, you may request a final review by the University in accordance with the University's Complaints Policy.
- 15.2 Complaints regarding academic quality and standards should be directed to the University in accordance with the University's Complaints Policy.
- 15.3 If you are unsure which policy applies you may contact the University's Senior Investigating Officer on complaint@aub.ac.uk setting out clearly the nature of the complaint and we will direct you to the appropriate procedure.
- 15.4 If you are not satisfied with the final outcome of your complaint, you may refer your complaint to the Office of the Independent Adjudicator for Higher Education (OIA). The OIA is an independent body that reviews individual student complaints about higher education providers in England and Wales. You must normally refer your complaint to the OIA within twelve (12) months of receiving a Completion of Procedures letter from the University. The OIA can consider complaints about matters such as teaching and supervision, services and facilities, complaints procedures, disciplinary matters and academic appeals, but cannot consider matters relating to academic judgement. Further information about the OIA, including its rules and eligibility criteria, is available at www.oiahe.org.uk. The OIA's address is: Second Floor, Abbey Gate, 57-75 Kings Road, Reading RG1 3AB.

16. INTELLECTUAL PROPERTY

Any Intellectual Property Rights developed by you during your Course are subject to our [Intellectual Property Policy available here](#).

17. DATA PROTECTION

17.1 The University and UKMC will process personal data in accordance with the Data Protection Legislation. You can refer to:

17.1.1 the University's [Data Privacy Policy](#); and

17.1.2 UKMC's [Data Protection and Data Security Policy](#).

for more information about how we use and process your data.

17.2 If you are involved in processing personal data (for example in some research projects) you must ensure that you abide by the requirements of the Data Protection Legislation. You should comply with our Data Protection Policy (available via the link set out in the Appendix), or a placement provider's policy if applicable (i.e. when you are on a third party placement and process personal data on behalf of a third party that is acting as the data controller for that personal data).

18. GENERAL

18.1 If any provision of the Contract between you and us is held to be void or unenforceable in whole or in part by any court or other competent authority, that Contract shall continue to be valid as to the other provisions contained in it and/or the remainder of the affected provision.

18.2 Neither party intends that any of these Terms and Conditions will be enforceable or able to be amended or suspended by any third party.

18.3 These Terms and Conditions are governed by and construed in accordance with English Law. The English Courts have exclusive jurisdiction to deal with any dispute arising out of or in connection with them.

19. Alternative format

19.1 The University will provide support to individuals who are unable to complete online enrolment. Such cases should be referred to the Student Records team studentrecords@aub.ac.uk.

Arts University Bournemouth is committed to the provision of a working and learning environment founded on dignity, respect and equity where unfair discrimination of any kind is treated with the utmost seriousness. It has developed and implemented an EDI Action Plan to guide its work in this area. All the University's policies and practices are designed to meet the principles of dignity, respect and fairness, and take account of the commitments set out in the EDI Action Plan. This policy has been subject to an Equality Impact Assessment to ensure consideration with regard to the provisions of the Equality Act 2010.

Date of last EIA review: [TBC]

Appendix 1 – Regulations, Policies and Procedures

Links to relevant policies and guidance

University Regulations, Policies and Procedures:

Data Protection Policy [Policies \(aub.ac.uk\)](#)

Withdraw, Intermit, Transfer booklet [Am I on the right course? \(aub.ac.uk\)](#)

Attendance and Engagement Policy [Policies \(aub.ac.uk\)](#)

[Acceptable Use Policy](#)

The University's Academic Regulations including:

- [Learning, Teaching and Assessment Framework](#)
- [Regulatory Framework and Undergraduate Assessment Regulations](#)
- [Academic misconduct policy](#)

Academic [Appeals Policy](#)

UKMC Regulations, Policies and Procedures:

A list of **UKMC** policies and procedures can be found at **[UKMC | Policies and Legislation. Academic](#)**

[UKMC Assessment of Group Work](#)

[UKMC Assessment Moderation Policy](#)

[UKMC Academic-Misconduct Policy](#)

[UKMC Academic Integrity Policy](#)

[UKMC Academic Freedom of Speech and Expression Code of Practice Policy](#)

[UKMC Academic Appeals Policy and Procedure](#)

[UKMC Course changes, Course Suspension and Course Closure Policy](#)

[UKMC Extenuating Circumstances Policy](#)

[UKMC Preparation and Conduct of Examinations Policy.pdf](#)

[UKMC Procedure for Holding Events and Guest Speakers](#)

[UKMC Assessment Policy](#)

Student Engagement and Conduct

[UKMC Admissions policy](#)

[UKMC Student Attendance and Engagement Monitoring Policy](#)

[UKMC Student Complaints Policy and Procedure](#)

[UKMC Student Discipline Procedure](#)

[UKMC Student Engagement Statement](#)

[UKMC Student Learning Partnership Agreement \(Student Code of Conduct\)](#)

[UKMC Student Association - Library and Learning Resources Policy](#)

[UKMC Students Compliments and Complaint Form](#)

UKMC Hardship Fund Policy and Process

Request & Reporting Forms

UKMC Students Compliments and Complaint Form

UKMC Safeguarding and Prevent Reporting Form

UKMC E6 Bullying, Harassment, Discrimination & Sexual Misconduct Reporting Form

UKMC - Conflict of Interest Declaration

UKMC - Subject Access Request / Freedom of information Request Form

UKMC Procedure for Holding Events and Guest Speakers - Event Request Organiser Form

GDPR Data Breach Reporting Form

Reactivation of Application Form

Other relevant links:

Office for Students <https://www.officeforstudents.org.uk/>

HESA/Jisc <https://www.hesa.ac.uk/>

UCAS facts about Student Finance England <https://www.ucas.com/sfe>

Appendix 2 – Model Cancellation Form

To: Admissions Office
Arts University Bournemouth
Wallisdown
Poole
Dorset
BH12 5HH

I hereby give notice that I cancel my contract for a place on the following Course:

Name of student

.....

Course

.....

Address of student

.....

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.....

.....

ID number of student (if known)

Signature of student
(not if sent by email)

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Date

.....