

REGISTRATION (STAGE 1) DECLARATION

Please read the whole of this document carefully before you complete Registration (Stage 1). By completing your registration, you will be deemed to have agreed to the following statements:

- I confirm that all the information about myself that I have provided to the University of Hertfordshire (“UH”) is accurate and complete, and that no significant information has been omitted
- I agree to inform UH of any change in my circumstances which may have an impact on my ability to study, or my right to remain registered as a student, or (if applicable) my Tier 4 student visa
- I agree to use my best efforts to fulfil my commitments as a student of UH as set out in its Student Charter (<http://www.herts.ac.uk/about-us/student-charter>)
- By ticking the box below I consent to UH processing my Personal information, including Sensitive Personal Information/Special Categories of Personal Information and details of any criminal convictions if applicable, in accordance with its data protection policies and data protection legislation including the General Data Protection Regulations. (Further details of UH’s data protection policies can be found at www.herts.ac.uk/legal/freedom-of-information-data-protection/data-protection.) I acknowledge therefore that in specified circumstances UH may disclose my personal details to third parties, such as to the Higher Education Statistics Agency (HESA). (Further information about the purposes for which HESA records are used can be found at <https://www.hesa.ac.uk/about/regulation/data-protection/notices>) A full list of the third parties UH will share information with can be found here:

I CONSENT TO UH SHARING MY INFORMATION AS LISTED ABOVE WITH THE THIRD PARTIES LISTED HERE: <https://www.herts.ac.uk/about-us/legal/freedom-of-information-data-protection/data-protection>

- I agree to comply with, and agree that I will be bound by, UH’s institutional policies, procedures and regulations (the “UPRs”) that are in force from time to time during my period of study. (The current version of the UPRs can be found at <http://www.herts.ac.uk/about-us/corporate-governance/uprs>.)
- I also agree to comply with, and agree that I will be bound by, the other terms upon which I have been accepted as a student of UH, including (without limitation) the terms of my offer letter and its accompanying documents, and any other applicable terms, requirements or policies that have been made available to me
- I acknowledge that, by registering, I become liable to pay my tuition fees and any other course-related fees by the dates they are due. I also acknowledge that:
 - if any of my fees are being paid by the Student Loans Company or by any other third party such as a family member, employer or industrial sponsor, I will be liable to pay the fees in full myself if for whatever reason they fail to do so (unless the terms of my UH offer letter expressly stated that in such circumstances I would have no such liability),
 - late or non-payment of my tuition fees may involve academic and/or non-academic sanctions being taken against me as set out in UH’s [Fees and Finance Policy 2017/18](#) and
 - if I withdraw from my course during the academic year, my entitlement (if any) to any refund of tuition fees for that year will be determined in accordance with UH’s [Fees and Finance Policy 2017/18](#).
- If I have a Tier 4 student visa, I acknowledge that it is my responsibility to maintain appropriate immigration permission to remain in the UK for the purposes of my course. I acknowledge the right of UH to contact the UK Home Office and/or other Government agencies to resolve any queries on my immigration status and history. I also acknowledge that UH may be obliged as a Tier 4 sponsor to report changes in my circumstances to the UK Home Office and/or other Government agencies, and that as a result of reporting such changes UH may be obliged to cancel my registration as a student. I further agree to comply with the specific responsibilities that, as the holder of a Tier 4 student visa, I owe UH, as are detailed in UH’s [Codes of Practice](#) for international students.
- I acknowledge that UH will use every reasonable effort to provide my educational and other related services in the manner and to the standards set out in its prospectuses, on its web site, and in its other published materials. However, I recognise that UH cannot make any absolute commitment to provide the services in this manner and to these standards because, for example, there may be circumstances outside its reasonable control which have a detrimental effect on how it provides the services to me.
- I acknowledge that there are circumstances when UH has to reserve the right to make changes to the content or structure or methods of delivery of my course and/or modules or, exceptionally, to discontinue or merge my course and/or modules. (If you are registering on your course for the first time, please see

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sections 6 and 7 of your [Key Facts Document](#) for 2017/18 entry for further information about when UH might need to exercise this right.)

Finally, if you are registering on your course for the first time, please note that most students who accept an offer of a place on a course at UH have a statutory cancellation right which allows them to change their mind for any reason within a period of 14 days, as set out in section 23 of UH's [Key Facts document](#) for 2017/18 entry. If you were not provided with written information about this cancellation right, including the conditions, time limit and procedures for exercising the right, when you accepted your offer, you will (if registering on your course for the first time) instead now have a right to cancel your contract to study with us within a new cancellation period. This new cancellation period will end at the end of 14 days after the day on which you complete your Registration (Stage 1). The conditions and procedures for exercising this cancellation right will otherwise remain as set out in the Key Facts document referred to above. **If your course has already begun or is due to begin before the end of your statutory cancellation period (whether or not this is the new cancellation period referred to above), then by completing your registration you are expressly agreeing that the University's service to you should begin within the cancellation period, and you are acknowledging the possible consequences for you set out in the Key Facts document under the sub-section headed "Starting your course before the end of the cancellation period".**

Signature: _____

Date: _____