

## REGISTRATION DECLARATION

Please read the whole of this document carefully before you complete Registration. By completing your registration online, 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 ("University") is accurate and complete, and that no significant information has been omitted.
- I agree to inform the University 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 Student Route visa.
- I agree to use my best efforts to fulfil my commitments as a student of the University as set out in its Student Charter <https://www.herts.ac.uk/about-us/our-students/student-charter>
- I agree to comply with, and agree that I will be bound by, the University'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 understand that the University will need to process my personal information (which is likely to be personal data for the purposes of the University's data protection policy and UK law in relation to data protection) in order for the University to offer me a place on the course and to provide educational and other related services to me. By ticking the box below I consent to the University processing my sensitive personal data/special categories of personal data (e.g., ethnicity, health and medical data etc) and details of any criminal convictions if applicable for these purposes, in accordance with its data protection policies and data protection legislation including the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). Further details about personal data can be found at <https://www.herts.ac.uk/about-us/legal/freedom-of-information-data-protection/data-protection>. I acknowledge that in specified circumstances the University may disclose my personal data to third parties to either fulfil the University's legal obligations, for example 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>); or to third parties who provide services to the University in order to support my studies. Further information can be found here <https://www.herts.ac.uk/about-us/legal/freedom-of-information-data-protection/data-protection>.

- I understand that the photograph taken of me during registration/I will provide will be placed on the University's Virtual Learning Environment StudyNet (Canvas) and that if I want to change or remove the image, I can do so in StudyNet. I further understand that if I do wish to change my image on StudyNet I will not use any image that could be considered obscene, offensive, sexually explicit, hateful or inflammatory and failure to abide by this could result in sanctions under the University's UPRs.
- I 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 the University, 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 including the Key Facts Document in force from time to time during my period of study.
- I agree that I have read and understood the information provided to me about proposed changes to the course that I have chosen to study and that I consent to these changes.
- 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 Student Finance England (or an equivalent funding body) 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 offer letter from the University expressly stated that in such circumstances I would have no such liability or I am on an apprenticeship programme),
  - late or non-payment of my tuition fees may involve academic and/or non-academic sanctions being taken against me as set out in the University's Fees and Finance Policy 2023/24 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 the University's [Fees-and-Finance-Policy-2023-24](#)
- I acknowledge and agree that, by completing Stage 1 Registration, I am:
  - (i) confirming my intention to study on a University of Hertfordshire programme, and
  - (ii) authorising the University to complete my registration on the programme by uploading my passport (and/or other identity documents) to the Document Upload Portal.

I understand that, once both of these conditions have been satisfied, I will be a registered student of the University of Hertfordshire and will incur any applicable tuition fees in line with the University's Fees and Finance Policy, and I understand that (where appropriate) Student Finance England (or the relevant awarding body) will be notified of my registration.

If I have time limited immigration permission e.g. Student Route 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 the University 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 the University may be obliged as Student Route sponsor to report changes in my circumstances to the UK Home Office and/or

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other Government agencies, and that as a result of reporting such changes the University 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 Student Route visa, I owe the University, as are detailed in the University's UPR SA18 Requirements for Student Route Applicants and Students<sup>1</sup> and, in particular, I have noted the circumstances in which the University may withdraw Student Route visa sponsorship.

- I acknowledge that the University 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 the University 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 which may lead to the University having to make changes to the educational and related services and the way in which the services are provided as set out below.
- In particular, I acknowledge that there are circumstances when the University reserves 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. Please see sections 4, 6 and 7 of the Key Facts Document (sections 4, 7 and 8 in the case of apprenticeships) in force from time to time during your period of study for further information about when the University might need to exercise these rights.

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 the University have a statutory cancellation right which allows them to change their mind for any reason within a period of 14 calendar days, as set out in section 23 of the [Key-Facts-AY-2023.24](#). 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 calendar days after the day on which you complete your Registration. 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"**. Please note that this final paragraph does not apply to students studying on any of our apprenticeship programmes.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student ID: \_\_\_\_\_

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<sup>1</sup> This replaces in its entirety the Code of Practice – Additional Information for Student Route students with which you may have been previously provided.