

## **Warwick International Foundation Programme**

### **TERMS AND CONDITIONS (2024-25 Academic Year) [ October 2023]**

#### **1. Application of these Terms**

Any offer of a place made to a student by the University is on the basis that in accepting such an offer the student agrees to abide by these terms and conditions, which form part of the contract between a student and the University of Warwick ('the University') and apply from the point of acceptance of offer, until the student is no longer enrolled at the University.

Please note that students will need to meet some of the Terms and Conditions before being able to take up their place at the University.

These Terms and Conditions are reviewed on an annual basis. If it is agreed at some future point that a student may defer their entry, these Terms and Conditions will apply until they are replaced by a new set of Terms and Conditions that will apply for the new year of entry. Those revised Terms and Conditions will then govern the student's relationship with the University until they are no longer enrolled at the University. Those Terms and Conditions may be different to the current ones and will be provided before a student takes up their deferred place at the University.

#### **2. Offers**

In order to be considered for a place on the Warwick International Foundation Programme (hereinafter 'Warwick IFP' or 'Programme') applicants must complete an application for one of the 20 academic routes available through the Universal Admissions System. Applications will be considered following the payment of a 75GBP application assessment fee, payable directly to the University following completion of an application form.

For applicants' eligibility to be assessed, certain documents must be submitted electronically as part of the application form. Failure to upload sufficient documents or incorrect documents will result in a delay in a decision being made and may result in an application being rejected. Entry criteria for the Warwick IFP will be published annually on the Warwick IFP website ([www.warwick.ac.uk/ifp](http://www.warwick.ac.uk/ifp)). The University reserves the right to amend the entry criteria for the Programme (for new applicants) at any time and applicants are strongly advised to check the website prior to applying.

Where an applicant's qualifications are not published on the IFP website, the application will be considered on a case-by-case basis.

Where an applicant does not meet the entry criteria for a course or fails to meet the required threshold after an application has been assessed, the department may choose to offer a place on an alternative course to the one originally applied for. The reason for this alternative offer will be communicated to the applicant in writing. In most circumstances, an offer of a place on a different course than originally applied for usually indicates that the candidate was not eligible for the original course. Each application will be considered on its own merits and students may choose to make multiple applications for different courses of the Warwick IFP. Each application will only be assessed following receipt of the 75GBP Application Assessment Fee.

#### **3. Accuracy of Information**

By accepting the offer of a place at the University you confirm and declare that the information you have provided in support of your admission to and enrolment with the University is accurate and complete to the best of your knowledge and that you will inform the University of any change in circumstances that may affect your admission to and enrolment with the University (such as completion of any additional qualifications not declared on your application).

The provision of false or misleading information may render your admission and enrolment invalid and will entitle the University to terminate its contract with you.

#### **4. Academic Programme**

##### *Courses on the IFP*

There are 20 available courses (routes) of the Warwick IFP for the academic year 2024/25:

1. Business Management (D-FP14)
2. Business Management with Extended Intensive English (D-FP14E)
3. Finance (D-FP15)
4. Finance with Extended Intensive English (D-FP15E)
5. Mathematics and Statistics (D-FP16)
6. Mathematics and Statistics with Extended Intensive English (D-FP16E)
7. Economics (D-FP17)
8. Economics with Extended Intensive English (D-FP17E)
9. Computer Science (D-FP18)
10. Computer Science with Extended Intensive English (D-FP18E)
11. Physics and Engineering (D-FP19)
12. Physics and Engineering with Extended Intensive English (D-FP19E)
13. Biological Sciences and Psychology (D-FP21)
14. Biological Sciences and Psychology with Extended Intensive English (D-FP21E)
15. Social Science (D-FP23)
16. Social Science with Extended Intensive English (D-FP23E)
17. Law (D-FP24)
18. Law with Extended Intensive English (D-FP24E)
19. Arts and Humanities (D-FP25)
20. Arts and Humanities with Extended Intensive English (D-FP25E)

Students may request to change course during the first two weeks of the academic programme, but no later than midday (12:00) on Friday 11 October 2024. The decision to allow a course transfer will be made in collaboration with the Director of Education (or their delegate) and the Operations Director (or their delegate). Course transfers will only be permitted where the student meets the standard academic entry criteria for the course they wish to transfer to and there is sufficient capacity within the course to enable such a transfer. Transfers will likely be denied where the student cannot demonstrate sufficient academic interest in the new course or explain how they anticipate it will better prepare them for their future undergraduate studies. The department may request that the candidate provides a revised personal statement aligned to the course they wish to transfer to.

#### **5. Extended Intensive English**

Students who do not achieve the IELTS score required for their chosen course, but have achieved a score of 5.5 overall, with 5.0 in components (or the equivalent in another, approved English Language Test) are eligible to join the Extended Intensive English programme. Students can choose to transfer to this course at any point of the application cycle up to 28 days before the start date of

the Extended Intensive English Programme without making a new application and without paying an additional application assessment fee.

Students who meet the entry criteria for their main course are also able to join the programme, providing their overall IELTS score is below 6.5.

Applicants who wish to study the Extended Intensive English programme must pay an additional £450 non-refundable deposit in addition to their main course deposit in order to secure a place on the programme.

## **6. Immigration**

A Confirmation of Acceptance of Studies (CAS) number will be issued to all eligible students who wish to study the Warwick IFP and who require a visa in order to commence their studies.

The University of Warwick IFP Team is responsible for the issuing of all CAS to students. Students will receive a CAS number via email typically three (3) months before the start date of the Programme.

The Warwick IFP team may be required to conduct further investigations into study eligibility of applicants prior to the issuing of a CAS which may require an exploration of:

- The applicant's prior study history (in the UK or overseas);
- Any previous visa refusals
- The applicant's personal finances and ability to fund their studies and residence in the UK throughout the duration of the Programme;
- Evidence of the applicant's English Language competency (demonstrated through a Secure English Language Test); and
- Any history of prior sponsorship for study within the UK.

The University is required to adhere to any Sponsorship Guidance issued by the UK Home Office, which may require additional information to be sought from applicants prior to a CAS being issued.

A CAS will only be issued to students once they are sixteen (16) years old. All students that will be under the age of eighteen (18) when requesting a CAS number for their visa application must also submit a parental letter confirming their permission to travel and live independently in the UK.

A CAS will only be issued to students after their application status has been changed to 'Unconditional' and the department is in receipt of the required course deposit, or Financial Guarantee letter if a student is receiving sponsorship.

## **7. 'Warwick IFP Guaranteed Offer'**

Students studying on the Warwick IFP will be eligible to receive a conditional offer of a place on a related undergraduate programme at the University.

An applicant will only be guaranteed to receive a conditional offer when:

- They make a UCAS application, linked to the University of Warwick IFP UCAS Centre, to study at the University in the academic year following their successful completion of the Programme;
- They apply for a degree programme that is a part of the Guaranteed Offer scheme and meet the prescribed standard conditions outlined in their offer;

- They complete all elements of the UCAS application, including the submission of a relevant personal statement, in line with UCAS's terms and conditions of service (available via [ucas.com](https://ucas.com)); and
- Their application represents the student's own work and is made in good faith.

Where a student applies for more than one degree programme that is a part of the Guaranteed Offer scheme, they will only be guaranteed to receive one (1) offer. In this circumstance, the offer awarded will be wholly determined by the University Undergraduate Admissions Service and/or relevant academic department.

### **8. Conditions of the Warwick IFP 'Guaranteed Offer Scheme'**

All guaranteed undergraduate offers will be conditional upon students meeting a prescribed standard at the end of the Warwick IFP. Each student will receive an offer email outlining the specific requirements that they must meet in order to gain entry to their chosen course.

Any offer made to the applicant under the 'Guaranteed Offer Scheme' will usually be based upon successful completion of the applicant's current (IFP) studies. Any previous studies of the applicant stated on their UCAS Statement will **not** typically be the basis of any offer of study at Undergraduate Level at Warwick.

In addition to the academic requirements outlined on the Warwick IFP Student Hub, all applicants must meet the minimum English Language Requirements for the course as specified in their undergraduate offer letter, which will be based on a student's completion of, and grades achieved in, their English for Academic Purposes module.

### **9. Accommodation**

Warwick IFP applicants will be eligible to apply for accommodation on the University of Warwick campus when they have accepted an offer to study on the programme. Applications will be dealt with directly by the Warwick Accommodation team and the latest date to apply is stated on the Warwick IFP website.

### **10. Applicants under the age of eighteen (18)**

The University does not consider applications from any applicant who will be under the age of 16 before the course start date. All successful applicants are expected to evidence academic maturity in their application. Applicants who are under 18 should be aware that they are applying to study in an adult environment and there may be a small number of limitations for them at the University while they are under 18.

The University treats all its students as independent, mature individuals and students who are under the age of 18 years will be treated in the same way. The University will always correspond with students, unless explicit permission is provided by the student for us to speak with another individual (including parents).

### **11. Payments to the Warwick IFP**

#### *Academic Deposit*

Applicants must meet the full terms of their offer to study the Warwick IFP. In addition to any academic and English language conditions outlined in their offer letter applicants must pay a 2000GBP Academic Deposit towards their overall academic fee.

The only exception to this will be students who are receiving full sponsorship for their course, in which case a Financial Guarantee Letter will be required to be submitted to secure a place on the course.

If an applicant is unable to attend the Warwick IFP but has paid their Academic Deposit, they will receive a refund of their deposit, less a 150GBP administration fee.

Refunds must be sought, in writing, by 1 November 2024.

#### *Academic Deposit – Extended Intensive English*

Students who have opted to join the Extended Intensive English Programme will be required to pay a non-refundable deposit of 450GBP in addition to the IFP Academic Deposit. This payment is to secure a place on the course and should be made as soon as possible.

The remaining fee for this module will be required upon enrolment.

If for any reason a student withdraws from the Extended Intensive English Programme prior to the commencement of the course or within twenty one (21) days of the stated start-date of the course, all academic fees paid shall be refunded, less the 450GBP non-refundable deposit.

#### *Course Fees*

The tuition fee stated in a student's offer letter (if applicable) is based on the start date shown in the offer letter and applies only for the year(s) specified. If it is agreed that a student may defer entry to a future year, the tuition fee may be different to that stated in the offer letter. The University will seek to provide confirmation of any fee changes at the earliest opportunity.

Students have the choice to either pay all of their tuition fees for the academic year at the start of their course or pay in instalments. The University offers only one instalment option, and the standard payment schedule is as follows:

- 50% of tuition fees due on the course start date
- 25% of tuition fees due on the first day of Term 2
- 25% of tuition fees due on the first day of Term 3

Accommodation Fees are payable in advance termly on the first day of each term. The University does not offer any other payment schedule for accommodation.

Further information on the ordinance on the Payment of Annual Fees, Residential Charges and other Debts can be found on the University's website.

The University's preferred method of payment is via the integrated Flywire portal within our Student Records system. This enables payments to be made using credit/debit cards or by bank transfer and other alternative payment methods. We also currently accept direct debit payments. For more information on payment methods, and details on how this operates when paying from different territories, please visit:

<https://warwick.ac.uk/services/finance/studentfinance/makingpayments/methodsofpayment>

If a student is paying from an account in a country, and/or in respect of a student from a country, on the Restricted Countries List (the 'List') which requires a pre-payment advice form, they will need to

complete the form before attempting to make any payment. The List and fuller details can be found here:

<https://warwick.ac.uk/services/finance/studentfinance/makingpayments/methodsofpayment>

Please address any queries to: [fincompliance@warwick.ac.uk](mailto:fincompliance@warwick.ac.uk)

Students will be invoiced by the University for the full amount or remaining portion of their fees for the course, unless they have either:

- an official letter from an employer or a sponsor indicating responsibility for the payment of their fees in full or part; or
- they have applied for and obtained a discount or remission of fees.

It is a student's responsibility to ensure that, where applicable, a copy of the appropriate funding documentation as referred to above, is submitted to the Student Finance Office, before enrolment if possible, or as soon as possible thereafter.

If for any reason a student withdraws from the Warwick IFP prior to the commencement of the Programme or within twenty one (21) days of the stated start-date of the course, all academic fees paid shall be refunded, less a 150GBP administration fee.

If a student withdraws from the Warwick IFP after twenty one (21) days from the stated start-date of the Programme but before the commencement of the second term of study, 75% of the academic fee will be refunded.

If a student withdraws from the Warwick IFP after the commencement of the second term of study, 50% of the academic fee will be refunded.

If a student withdraws from the Warwick IFP after commencement of third term, no refund will be made.

If a student takes a period of temporary withdrawal for one academic year, they will be charged the tuition fee applying to the year of return – this may be higher than the one charged in the year they had taken as temporary withdrawal.

### *Summary of Charges*

	<b>Cost</b>	<b>Administration Fee</b>	<b>Notification Period</b>
Academic Fee	£ 23,935 (inclusive of Academic Deposit)	£150	See above
Extended Intensive English	£ 2,495	£450 (the module deposit)	21 days
Academic Deposit	£2,000	£150	21 days

## **12. Additional Costs**

In addition to the academic fees outlined above, students may be required to pay additional costs to cover optional elements of their course, such as costs associated with field trips.

Students are expected to have appropriate finances to support all necessary living costs and may be required to evidence this in advance.

The University does not accept responsibility for any personal debt students may incur.

## **13. Laptops**

Students will be required to have a laptop and access to broadband or a data connection in order to engage with their course of study. If a student is unable to purchase a laptop, the University has a laptop loan scheme which can be found here:

<https://warwick.ac.uk/services/it-students/computers/laptop-loans>

## **14. Communications to, from and within the University**

On enrolment, students will be allocated a University email address and associated IT Services account. All email communications from the University will be sent to this email address and students are expected to use that account for all communications with the University. Students are expected to check their University e-mail account regularly. Students will also be required to engage with a range of online learning and data management tools during their studies which will be associated with their IT Services account. Students are expected to engage fully with these platforms in the pursuit of their studies and must comply with the University's rules governing online communications, Dignity at Warwick and Information and Data Security at all times.

## **15. University Regulations**

By accepting the offer of a place at the University students agree to comply with the provisions of all the University's Ordinances, Regulations, Rules, Codes, Policies and Procedures that apply to enrolled students from time to time ("the Regulations"). [The Regulations can be found here.](#)

## **16. Changes to University Regulations**

The University reserves the right to add to, delete or make reasonable changes to the Regulations where in the opinion of the University this will assist in the proper delivery of education. Changes are usually made for one or more of the following reasons:

- (a) To review and update the Regulations to ensure they are fit for purpose;
- (b) To reflect changes in the external environment, including legal or regulatory changes, changes to funding or financial arrangements or changes to government policy, requirements or guidance;
- (c) To incorporate sector guidance or best practice;
- (d) To incorporate feedback from students; and/or
- (e) To aid clarity or consistency of approach.

The University will consult with the Students' Union before making any substantive changes to the Regulations.

Any changes will normally come into effect at the start of the following academic year, although they may be introduced during the academic year where the University reasonably considers this to

be in the interests of students or where this is required by law or other exceptional circumstances. The University will take all reasonable steps to minimise disruption to students wherever reasonably possible, for example, by giving reasonable notice of changes to Regulations before they take effect, or by phasing in the changes, if appropriate.

The updated Regulations 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.

## **17. Disclaimers**

The University will do all that it reasonably can to provide educational services as described on its website or in the prospectus or other documents issued by it to appropriately enrolled students. Sometimes circumstances beyond the control of the University which could not have been prevented even if the University had taken reasonable care mean that it is prevented from, hindered, or delayed in providing or otherwise cannot provide such educational services and facilities. Examples of such circumstances include:

- (a) industrial or protest action by University staff, students or third parties;
- (b) the unanticipated and/or unavoidable absence or departure of key members of University or specialist staff;
- (c) insufficient uptake of a programme;
- (d) changes required by accrediting/regulatory bodies;
- (e) significant changes to the University's funding;
- (f) damage, interruption or lack of access buildings, facilities or equipment;
- (g) interruption or failure of utility service;
- (h) non-performance by suppliers or subcontractors;
- (i) pandemics, epidemics or other threats to public health;
- (j) the acts or delays of any governmental, public or local authority;
- (k) acts of terrorism;
- (l) political or civil unrest;
- (m) flood, drought, earthquake, other natural disaster or severe weather condition;
- (n) power failure, fire, explosion or accident; and/or
- (o) nuclear, chemical or biological contamination

In these circumstances, the University will take all reasonable steps to minimise the resultant disruption to those affected students by, for example, offering affected students the chance to move to another course or institution, by delivering a modified version of the course, changing the location of the course and/or the method of delivery of the course and/or engaging Regulation 41.

The University will use all reasonable endeavours to deliver the course in accordance with the description applied to it in the prospectus for the academic year in which a student begins the course. However, the University will be entitled to make reasonable changes to the course (including to the content and syllabus of the course where developments in the subject area make that necessary, or the location of the course or the method of delivery of the course) where that will



enable the University to deliver a better quality of educational experience to students enrolled on the course. In making any such changes, the University will aim to keep the changes to the minimum necessary to achieve the required quality of experience and will notify and consult with affected students in advance about any changes that are required. If the University changes a student's course and they are not satisfied with the changes, they will be offered the opportunity to either change courses or withdraw from the course.

The University is committed to ensuring that it maintains a strong financial base and the infrastructure and staffing required to enable students enrolled on its courses to complete their studies. Where changes to resourcing or courses on offer are planned, the University's priority will be to protect students' interests and ensure that any changes are introduced in such a way as to enable students to complete their courses in a way which meets their expectations. The University's Student Protection Plan sets out the risk assessment and mitigating measure that the University has undertaken to protect student's interests.

The University does not accept responsibility and expressly excludes liability to the full extent possible under the general law for loss or damage to students' property or for infection of students' equipment caused by computer viruses, and for the consequences of any such damage.

For the avoidance of doubt, the University does not exclude or limit in any way its liability for:

1. death or personal injury caused by its negligence or the negligence of its employees, agents or subcontractors; or
2. fraud or fraudulent misrepresentation.

## **18. Confidentiality**

The Student agrees to treat any confidential information and materials received from the University in confidence and to use it only for purposes of the Course.

The above commitment of confidentiality shall not apply to any information which is already in or comes into the public domain otherwise than through the fault of the receiving party or has been independently developed by the receiving party.

## **19. Intellectual Property**

The University retains title to all intellectual property rights subsisting in the course content and materials.

The Student may be granted access to lecture slides, notes, example problems and other teaching materials via a password-protected webpage or USB memory stick, and this access is solely for the purposes of undertaking the course.

The Student will not pass on the Course content and materials to any third party in electronic or printed form, or post them on the internet.

The Student may be given a password to access the Course content and materials on the course webpage. This password will be kept confidential and will not be passed on to any third party for the purpose of accessing the materials.

## **20. Force Majeure**

The University shall not be liable for any failure or delay in the performance, in whole or part, of any or our obligations arising from or attributable to acts, events, omissions or accidents beyond our reasonable control including, but not limited to strikes, lock-outs or other industrial disputes (whether involving our workforce or the workforce of any other party), act of God, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm, pandemics, epidemics or other outbreaks of disease or infection, failure in the public supply of electricity, heating, lighting, air conditioning or telecommunications equipment

## **21. Data Protection**

The information provided in a student's application will be used by the University for the administration of the application, academic record and student and welfare services. It will also be used for research and the compilation of statistics. The University may also, in fulfilling its legal obligations, supply this information to outside organisations including the Police, the Home Office, Local Authorities or the Department of Work and Pensions and its Agencies. Where a student is employed by a third party during all or any of the period of their study at the University and the employer has a direct interest in their status as a student at the University (for example an employer is paying for a student's course), information regarding a student's attendance and performance may be disclosed to the employer.

Where a student has a disability, information provided in connection with that disability will be processed by the Disability Advisory Service for the purposes of assessing what, if any, reasonable adjustments are required and for implementing those adjustments should a student be made an offer of a place. Information concerning a disability will be disclosed to other relevant staff who would reasonably need to be in possession of such information for the purposes of implementing any or all of the adjustments identified, should the student accept the offer. Students have the right to request that information about their disability is not disclosed to such staff and while all reasonable efforts will be made to implement reasonable adjustments, the request for confidentiality may in some circumstances prevent those adjustments being made.

For a full list of the purposes for which the University processes personal data, please review the University's privacy statement: <https://warwick.ac.uk/services/idc/dataprotection>

## **22. Additional Terms in Respect of Applicants Requiring a Visa to Study in the UK (and Further Information for all International Students)**

If a student requires a visa for entry to or study in the United Kingdom, they are responsible for obtaining it and complying with its conditions. If a student does not have valid immigration permission for study purposes they will not be able to start their course.

An application to the University is separate to a student's sponsorship for visa purposes; an offer of a place to study is no guarantee of a student's eligibility for a visa under the Student Route, which will be assessed at the point that a Confirmation of Studies (CAS) is requested from the University.

If a student requires student entry clearance or leave (a 'visa') to remain to study in the UK, failure to take up an accepted offer of a place, or withdrawal from the course after arrival, is likely to affect a student's permission to come to or remain in the UK. In order to comply with the UK immigration regulations, the University is required to notify the immigration authorities, where relevant, of non-arrival and of any changes to a student's enrolment status.

By agreeing to these Terms and Conditions, students are additionally confirming that they are not currently, nor have ever previously been, in the United Kingdom without valid immigration permission. If, at a later date, the University is informed that a student has been in the United Kingdom without such valid permission it may be required to inform the immigration authorities and/or withdraw its 'sponsorship' of the student's application for leave.

UK Visas and Immigration require that all international students whom we sponsor for student entry clearance must be deemed to be progressing academically from any previous studies undertaken in the UK. Additionally, any such student's total degree-level study in the UK must not exceed five years. The University of Warwick will be unable to sponsor a student for entry clearance if to do so would infringe either requirement.

### **23. International Students funded by one or more funding or scholarship bodies**

By accepting these terms and conditions a student consents to the University sharing enrolment and academic progress information with their funding organisation.

### **24. Student Feedback and Complaints**

We are committed to providing a high-quality service to all our students throughout their University experience. As part of this we actively encourage feedback on all aspects of the student experience. We understand though that there may be occasions where our level of service has been significantly short of what is expected, and a student may wish to submit a complaint. Information about the Student Feedback and Complaints procedure can be found here:

<http://www2.warwick.ac.uk/services/feedbackcomplaints>.

### **25. General**

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

The University will not be liable for any delay in performing its obligations under these Terms and Conditions if that delay is caused by circumstances beyond its reasonable control and the University will be entitled to a reasonable extension of time for the performance of its obligations.

The contract between the student and the University shall be governed by and construed in accordance with the laws of England and Wales and the parties agree to submit to the jurisdiction of the courts of England and Wales. The University's contract with its students does not confer third party benefits for the purposes of the Contract (Rights of Third Parties) Act 1999.