

**THE UNIVERSITY OF OXFORD**  
**CONTINUING EDUCATION**  
**SHORT SELECTIVE COURSE TERMS AND CONDITIONS**



*YOU SHOULD READ THIS DOCUMENT CAREFULLY. It contains important information about your contract with the University, including: rules that apply to your conduct, behaviour and use of University services, circumstances when your studies at the University may be suspended or terminate, and how changes might have to be made to teaching or services in certain circumstances.*

**Contract with the University**

1. The purpose of these Terms and Conditions is to set out the contractual basis for your relationship with the University, and to draw your attention to key terms.
2. Your contract with the University is made up of:
  - a. these Terms and Conditions,
  - b. the course description on the course web page which is available through the following link: [Department of Continuing Education search page](#) (you should consider printing a copy of the course web page as a record of the information provided),
  - c. the offer letter from the Department for Continuing Education,
  - d. the University's Statutes and Regulations, and rules and policies made under them (see paragraphs 8 to 11 below).
3. Your formal offer of a place at the University is set out in the offer letter or email from the Department for Continuing Education (the "Offer"). By accepting your Offer you enter into your contract with the University.
4. You will enter into this contract with the University even if your fees are paid by a third party on your behalf.

**Conditions of your contract with the University**

5. Your contract with the University is likely to be subject to academic and/or financial conditions set out in your Offer or accompanying documents.
6. It is also a condition of your contract that any information submitted with or in relation to your application is true, accurate and complete (ie does not omit information you have been asked to provide).
7. Failure to meet any condition has the following consequences:
  - a. if the failure to meet a condition is discovered after you have accepted your Offer, but before you register for your course, your contract with the University may be terminated at the University's discretion; or
  - b. if the failure to meet a condition is discovered once you have started your course, disciplinary proceedings may be brought against you under [Statute XI](#), which may result in sanctions including suspension or expulsion.

## University Statutes, Regulations and Policies

8. By paying your fees you agree to comply with the University's Statutes and Regulations as amended from time to time and with the Statements and Codes of Policy, Practice and Procedure which are made under them. These include:
  - a. the University's Code of Discipline under [Statute XI](#);
  - b. other regulations concerning your studies, conduct, and behavior including regulations relating to harassment, the use of IT facilities, health and safety issues, and legislative requirements such as data protection;
  - c. any Health and Safety Instructions ('HSI') setting out standards of behaviour required of you during any pandemic, epidemic or local health emergency. HSI means any University code, policy or guidance issued in such circumstances. If an HSI is in force you must comply with it as a condition of in-person access to teaching and facilities, and may be disciplined for non-compliance;
  - d. the Department for Continuing Education's ("Department's") policies and guidance as amended from time to time.
9. The Department's webpage at [Policies and Guidance](#) contains links to the key Departmental and University policies which you need to be aware of and comply with.
10. You may be removed or suspended from the course if the University considers that you are in breach of any of these rules including the Code of Discipline, or if you are found to have breached any HSI.
11. You are only permitted to access or use University land, premises, facilities or services for the academic, welfare, leisure or sporting purposes for which such premises, facilities or services have been provided, or for meetings and events for other purposes where section 6 of the [University's Code of Practice on Freedom of Speech](#) has been complied with. Misuse of, unauthorised access to or use of, or occupation of University land, premises, facilities or services, and/or activities which prevent or substantially limit or impede authorised access or use by University students or staff, or which attempt to do so, are not permitted and may result in immediate termination of your contract with the University, and/or you being reported to the police and/or civil legal action against you.

## Your responsibilities

12. It is your responsibility:
  - a. to act as a responsible member of the University's community, including treating other members of the community and the public with courtesy, dignity and respect, and to behave in a manner consistent with the University's [Equality Policy](#).
  - b. to comply with any measures or instructions given by the University to reduce risk of transmission of any illness or to safeguard health during a pandemic, epidemic or local health emergency, including any HSI (eg wearing a face-mask, using hand sanitiser or following distancing procedures, if required). You must also immediately declare to the Department if you have any serious and easily transmissible infectious illness (and the Department will inform you if at any point they require students to declare Covid-19 infections).

- c. to follow good academic practice, including following the University's policies and guidance on conduct during assessments, plagiarism, and conflicts of interest.
- d. (for courses taught in person in Oxford) to obtain an appropriate visa or immigration permission if necessary, abide by any visa/immigration conditions including maximum permitted working hours and the types of work allowed and provide a copy of your visa/immigration status and passport page when requested by the Department. If your visa/immigration permission expires during your course and you no longer have valid leave to remain in the UK, or have breached the terms of your student visa, the University may be required to inform UK Visas and Immigration. Failure to comply with these obligations may result in legal consequences for you under UK immigration law, which may affect your ability to complete your studies with the Department. Disciplinary action may also be taken if false or intentionally misleading statements or documents are provided to the University regarding visas or immigration status. Affected students are encouraged to seek support and information from the Department.
- e. for courses taught wholly or partly online to act in accordance with the Department's [Netiquette Guidelines](#).
- f. to behave in accordance with the University's [Code of Practice on Freedom of Speech](#).

### **Fees and Payment**

- 13. Details of the fees and charges you will have to pay are set out on the course web page.
- 14. Once you have accepted your Offer, an invoice will be issued to you with full details of how to pay.
- 15. It is your responsibility to ensure that the course fees and all other charges relating to the course (some of which may be subject to a separate agreement) are paid before the first day of the course, or any earlier deadline which is notified to you.
- 16. If your fees are to be paid by a third party which informs the Department for Continuing Education that it accepts full liability for your fees, then the University will invoice the third party directly and will seek to recover any unpaid fees from the third party in the first instance. However, the University reserves the right to seek payment from you if recovery from the third party is unsuccessful.
- 17. The University reserves the right to refuse you admission to your course if you have not paid all course, registration, and accommodation fees (if booked through the Department for Continuing Education) before the course starts.
- 18. All payments must be in GB Pounds Sterling. You must pay any currency conversion costs or other charges incurred in making the payment or in processing a refund.

### **Cancellations and Refunds – within 14 days**

- 19. You have the right to cancel your contract at any time within 14 days of its commencement (ie from the date the contract commences when you accept your Offer – see clause 3, above). You will receive a full refund of any payments you have made.
- 20. If you choose a course that is due to start within 14 days of commencement of your contract and you then wish to cancel after your course has started, you will be

required to pay for any part of your course that has taken place before you gave notice of cancellation. This amount will be calculated on a pro-rata basis, taking account of any course materials, services or sundry items which have been provided to you or purchased on your behalf.

21. To cancel within 14 days please inform us in writing, preferably by email to the course administrator or, alternatively, by post to: University of Oxford Department for Continuing Education, Rewley House, 1 Wellington Square, Oxford, Oxfordshire, OX1 2JA, United Kingdom. Please write the name of your course in the subject-line of your email or on the envelope. You may use the cancellation form provided with the acknowledgement email or letter if you wish, but you are not obliged to do so.

### **Cancellations and Refunds – after 14 days**

22. If you cancel your place on a course at any time after expiry of the 14-day period you will not be entitled to a refund, except at the discretion of the University. If a refund is made, an administration fee may be charged.
23. Subject to academic approval and availability, you may be able to transfer your enrolment to a different Continuing Education course, or a later iteration of the same course, subject to any administration fees. Course fees already paid can be transferred to the new course, and any outstanding balance must be paid in full before the place can be confirmed. No refund will be given if the difference in price between the new course and the original course is less than £75. You will also be charged a £75 transfer fee.
24. To cancel after 14 days, or to ask to transfer, please write to us as early as possible, preferably by email to the course administrator or, alternatively, by post to: University of Oxford Department for Continuing Education, Rewley House, 1 Wellington Square, Oxford, Oxfordshire, OX1 2JA, United Kingdom explaining your reason for requesting the cancellation, details of the course you are cancelling and your booking reference. Please write the name of your course in the subject-line of your email or on the envelope. If you are asking to transfer, you should also tell us the course you wish to transfer to and include a completed application form for the new course.

### **Cancellation by us**

25. Where there are good reasons to do so the University may cancel your course and will make every reasonable effort to give you as much notice of cancellation as possible (normally at least 15 working days prior to the start date). The University will endeavour to offer a transfer to another course if practical and acceptable to you, subject to payment or refund of any difference in the purchase price, but if no acceptable alternative can be offered it will refund all fees paid by you.
26. The University's liability when it cancels a course will be limited to a refund of any fees or charges paid for the cancelled course, and to a refund of received University accommodation fees (if booked through the Department for Continuing Education). For partial cancellation of a course, such refunds will be made on a proportionate basis, subject to the specific paragraphs at 30 and 31 below applicable to circumstances connected to a pandemic, epidemic or local health emergency. Consideration of whether any refunds are applicable, and the level of any refunds, will take into account the fact that the Department's courses that include elements which are usually provided face to face or in person (eg accommodation and/or meals during residential courses, field trips and study tours) are subsidised by fees received across the whole Department.

### **Changes to Courses – General Provisions**

27. The University will seek to deliver each course in accordance with the description set out on its course web page.
28. However, there may be situations in which it is desirable or necessary for the University to make changes in course provision, either before or after enrolment. The University therefore reserves the right to:
  - a. make reasonable changes to the timetable, location or academic staff specified for a course; and
  - b. make reasonable changes to the content and syllabus of a course.
29. In exceptional circumstances we may need to suspend, discontinue or combine courses. This may be because of academic changes within subject areas, or as a result of low student numbers on a course.

### **Changes to courses as a result of a pandemic, epidemic or local health emergency**

30. In addition to the above, where a pandemic, epidemic or local health emergency necessitating measures to reduce risk of infection or illness occurs the University may make reasonable changes to comply with government or local authority regulations or guidance, and/or its own health and safety advice and/or to ensure the health and safety of staff, students and third parties and/or to respond to consequential staffing or resource constraints. If it makes such changes the University will inform you and will ensure that the key learning outcomes of your course are still provided. The University will also provide broadly equivalent teaching and assessment services, and key University services by alternative means, if reasonably possible, although the manner of delivery may need to change. Examples of possible changes under this paragraph are explained in the [Changes to Courses Policy](#) (which applies to all courses offered by the Department).
31. Subject to paragraph 30, no refunds, discounts, damages or waivers of course fees or other charges will be payable to you where changes or delays have resulted from, been caused by, or are in relation to a pandemic, epidemic or local health emergency necessitating measures to reduce risk of infection or illness. The University will also not be liable for any consequential losses or expenses you may incur (eg travel or accommodation costs) as a result of any such pandemic, epidemic or health emergency measures.

### **Other Changes**

32. Other changes to facilities, premises or services which do not concern course provision, and which provide an equivalent service, may need to be made from time to time for operational, legal/regulatory or other reasons. Wherever possible, you will be notified of such changes in advance.

### **Events beyond the University's control**

33. The University will not be in breach of its obligations under its contract with you, nor liable to you for any loss caused to you under its contract with you, where the breach or loss results from events which are beyond the University's reasonable control. Examples of events which may fall into this category include: a pandemic, an epidemic or a local health emergency necessitating measures to reduce risk of infection or illness; industrial action; acts of God; acts of terrorism; government order or law; action by any governmental authority; the unanticipated departure or absence

of key members of University staff; or failure or delay by third party suppliers and subcontractors. In such circumstances the University will take reasonable steps to mitigate the impact on you and to restore teaching and services. This paragraph is not intended to restrict any legal rights where doing so would be unlawful (eg under consumer law).

### **Personal Data**

34. The University will collect and use your information about you in accordance with the principles set out in the [University's Student Privacy Policy](#) on the University website.. This includes ensuring that your data will only be used in a way which is fair, lawful and secure.

### **Complaints Procedure**

35. If you have a complaint you should follow [Continuing Education's Complaints Policy](#) available on the Department's website.

### **Termination**

36. Your contract with the University will end in the following circumstances:
- a. when you finish your course or if you cancel or withdraw from your course and so cease to be a current student;
  - b. if the Department exercises its right to cancel or discontinue your course under paragraphs 25, 26 or 29 above;
  - c. if you cease to be a current student as a result of a University or Department procedure such as a disciplinary procedure; or
  - d. if you fail to comply with paragraph 5 or 6 above.
37. The following terms will survive termination of your contract with the University for any reason:
- a. terms relating to personal data as described at paragraph 34 above; and
  - b. terms relating to University procedures to the extent that they relate to events that occurred prior to termination including the complaints procedure, the disciplinary procedure, the harassment procedure and/or the academic integrity in research procedure.

### **Jurisdiction**

38. Your contract with the University and any dispute arising from it (including non-contractual disputes) shall be governed by the laws of England and Wales and shall be subject to the exclusive jurisdiction of the English Courts.