

Terms and Conditions for Students Accepting Course Offers (September 2018 Applications for University of South Wales Franchised Courses) – Updated June 2018

Before you accept this offer please ensure you have read and understood the following important Information:

Costs:

Tuition Fees and Student Loans

The tuition fees for the course are **£7500** per year. By accepting this offer and enrolling on the course you are agreeing to pay this fee for each year of your course. If you are a UK or EU student you are able to apply for a tuition fee loan to cover your tuition fees. For Welsh domiciled students please read the Gower College Swansea HE funding Guide before you apply for funding which is available [here](#).

The arrangements for student loans vary between regions. For students domiciled in England further information is available at <http://www.direct.gov.uk>. For students domiciled in Scotland further information is available at <http://www.saas.gov.uk>. For students domiciled in Northern Ireland further information is available at <http://www.studentfinancenl.co.uk>.

You will need to choose **University of South Wales** as the provider when you apply for your student loan and you will need to select **£7500** as the tuition fee regardless of where you reside. If you do not apply for a tuition fee loan and/or tuition fee grant you will be invoiced by the College for the full tuition fees. The College bursary, information below, is awarded by Gower College Swansea and does not reduce your tuition fee.

If You Need to Leave Your Course

You will be eligible for the tuition fee for all terms that you are registered with us. If you need to withdraw it's very important that you tell us straight away. Tuition fee payments are made by Student Finance in three instalments: 25% in term 1; 25% in term 2 and the remaining 50% in term 3. If you withdraw from your course part way through a term, you are liable for the fee for that term. No tuition fee loan will be paid by Student Finance after you have withdrawn.

College Bursary

All full time HE students starting their Course in September 2018 are eligible for a £1000 bursary in each year of their course based on satisfactory progression and attendance. The Bursary is awarded by Gower College Swansea and is independent of any USW policies *e.g. Minimum attendance*. The bursary consists of two payments, a **Progress Bursary of £500** and a **Completion Bursary of £500**. The Initial Bursary Award (Progress Bursary) will be made in February or March of the academic year. In order to receive this, first, £500 payment students must have a minimum of 70% attendance and have submitted all assessments due at that date*. You will also need to have shown satisfactory settlement of fees or evidence of Student Loan arrangements provided to the College finance team *e.g. grant letter*.

** Where students have submitted extenuating circumstances, for non-submission of work, the bursary would be released if extenuating circumstances are granted and the work submitted by the new deadline. This is likely to delay the award of the bursary.*

The End of Year Bursary Award (Completion Bursary) will be made in June following the progression and examination boards. In order to receive this, second, £500 payment students must be eligible for either progression to the next level or award of the full qualification, as confirmed by the Final, Summer, examination boards.

Additional Course Costs

Some Courses will have additional course costs which you need to be aware of before you accept this offer:

Business and Accountancy HND (AAT Option) – If you choose to study the AAT Option alongside your main qualification you will need to pay additional costs. This is not a mandatory part of the course and the course fees will vary, please contact the Course Leader, Bruce Fellowes for more information on 01792 284418 or at bruce.fellowes@gowercollegeswansea.ac.uk. You are not required to decide whether you wish to take this option until you enrol.

The Qualification You Will Study and the Award

The award of the qualification will be made by the University of South Wales (USW).

Responsibilities of the College and University:

When you start on your course you will be required to enrol with both Gower College Swansea and USW.

Academic Policies including Appeals, Malpractice and Complaints (USW)

All academic policies are those of USW. The regulations for taught courses are available [here](#). Academic complaints and appeals procedures are available [here](#). Students are not able to make an academic appeal under Gower College Swansea policies as the award of the qualification and all relevant regulations are those of USW. The USW Student Complaints Policy is available [here](#).

Teaching and Day to Day Responsibilities including Complaints and Non-Academic Appeals

Teaching and day to day responsibilities will be of Gower College Swansea, with the exception of any modules delivered at a USW campus. Complaints or appeals regarding issues related to non-academic matters will usually be dealt with under Gower College Swansea's Complaints Policy which is available [here](#) or Appeals Procedure which is available [here](#).

Code of Conduct and Student Disciplinary Procedures

When you enrol at the College and with USW you will be agreeing to abide by the codes of conduct of both institutions and may be subject to disciplinary action if you fail to do so. The Gower College Swansea Code of Conduct is available [here](#). The USW Student Code of Conduct is available [here](#). The College Student Disciplinary Procedure is available [here](#). The USW Student Disciplinary Procedure is available [here](#).

Course Variations:

Courses Subject to Validation

Courses advertised as Subject to Validation are required to go through the USW approval process before they can be delivered by Gower College Swansea. Although unlikely, it is possible that the course may not be approved for delivery. In this event the College will offer you an alternative course delivered by the College or work with you to find an alternative course with another provider. In some cases changes to Course Titles and Module Changes occur through validation, please see information below.

Course Title, Qualification Type or Module Changes

The College will inform you of any changes, or proposed changes, of course title, qualification or modules for the course you have applied for. If an applicant decides to withdraw their choice as a result of any changes which they were informed after the time at which their choice was made the College will work with you to find an alternative course with the College or another provider.

Courses Cancellations

Whilst the College will make every effort to ensure the course you have applied for runs all courses have a minimum number of enrolments required to be viable. If this is not reached Gower College Swansea or USW may make the decision to cancel the course. In this event the College will offer you an alternative course delivered by the College or work with you to find an alternative course with another provider.

Other Information:

Graduation

Attendance at any graduation events and ceremonies is optional. You are not required to attend in order to be awarded your qualification. You will be invited to attend both the USW and Gower College Swansea Graduation Ceremonies.

Academic Debt

If you have failed to pay your course tuition fees Gower College Swansea or USW may withhold your Award certificate until they are paid in full.