

## IMPORTANT INFORMATION ABOUT YOUR OFFER – 2023/24 Entry

The information contained in the enclosed offer letter and programme specification, together with the Academy's Student Admissions Policy, Terms and Conditions of Enrolment, Course Fees Policy and the weblinks to other Rules, Regulations and other provisions and requirements, policies and procedures of the Academy which apply to students, including the University of Bolton Academic, Examination and Assessment Regulations and Student Disciplinary Procedures and any third party contract (if applicable) will form part of your contract with the Academy.

**Applicants are advised to ensure they have read and understood this information before accepting their offer.**

This information can be found at <https://www.backstage-academy.co.uk/about/governance>

### Changes to your course

Full information about your course may be found in the programme specification attached with the offer letter. You are advised to read this information carefully as there may have been changes to the course since you first researched the course or made an application. By accepting this offer you are agreeing to the version of the programme specification attached.

### Contractual Information

By accepting this offer, you are entering into a contract governed by English law and jurisdiction with the Academy which initially gives you the option to purchase educational services from the Academy the terms of which are contained within the offer letter, the programme specification and in various policy documents (available at: <https://www.backstageacademy.co.uk/about/governance>). The contract requires the Academy to offer you the opportunity to enrol as a student in the stated academic year if you meet the entry criteria for the course and the conditions set out in your offer letter.

At enrolment, you will become liable to pay tuition fees and the Academy agrees to provide educational services. You are entitled to cancel this contract, without reason, any time up to 14 days after enrolment. If you do not cancel within this period you will be liable for tuition fees in accordance with the liability periods stated in the Course Fees Policy (available at: <https://www.backstage-academy.co.uk/about/governance>). Further information about enrolment will be provided in due course but the Terms and Conditions of Enrolment may be found at <https://www.backstage-academy.co.uk/about/governance>. You should pay particular attention particularly to the following terms contained within the policies mentioned above and which form part of your contract:

Course Fees Policy 23/24

(available at: <https://www.backstageacademy.co.uk/about/governance>)

### Cooling-Off Period

#### New Students

At enrolment, a student is liable to pay tuition fees and Backstage Academy agrees to provide educational services. New students are entitled to cancel this contract, without reason, any time up to 14 calendar days after completing online enrolment on their course of

study or up to 14 calendar days after the published start of the course whichever is the latest. Please refer to the Course Fees Policy 2023/24.

If a new student cancels within 14 calendar days of online enrolment or within 14 calendar days after the published start date of the course in accordance with the above, Backstage Academy will refund any monies paid by the student or their sponsor at enrolment. Backstage Academy will make the refund using the same means of payment as used for the initial transaction and the money will be sent to the same person or organisation who made the initial payment to Backstage Academy.

In the event that a student does not cancel their enrolment within 14 calendar days after online enrolment or within 14 days of the published start date of the course then the student will be deemed to have read and accepted the Terms and Conditions of Enrolment and will be liable to pay Backstage Academy full tuition fees for their course for the academic year. If a student communicates their withdrawal to Backstage Academy, they may be entitled to a refund of fees paid in accordance with the refund terms outlined in the Course Fees Policy 2023/24.

### **Students continuing, transferring or resuming study**

There is no right to cancel within 14 days for continuing students re-enrolling for subsequent years of study, for students transferring to a new course or for students resuming studies after a period of suspension. If, having re-enrolled online, you fail to notify Backstage Academy of your intention not to continue your studies by the first day of the term you are due to restart your studies then you will remain liable for the full course fees.

**IMPORTANT NOTICE: Where a student elects to pay fees via a Tuition Fee Loan and then withdraws or suspends studies, if the payments received by Backstage Academy do not fully cover the student's full fee liability the student will be required to pay the balance.**

### **Liability for Payment of Course Fees**

All students are reminded to ensure that they have the means to pay their tuition fees and other costs associated with their course before enrolling. It is the responsibility of the student to ensure that they are eligible for funding via a tuition fee loan or other means before enrolling and accepting Backstage Academy's Terms and Conditions of Enrolment.

All students are liable to pay course fees and any other related fees associated with a course of study. When a student accepts Backstage Academy's Terms and Conditions of Enrolment it signifies and forms their acceptance of personal liability for ultimate payment of all fees incurred for each academic year of their studies at Backstage Academy, whether invoiced or not, even if it is intended that these will be paid by someone else, e.g. Student Loans Company (SLC) or a sponsor. Any student who has not enrolled but attends a course of study will be deemed to have accepted Backstage Academy's Terms and Conditions of Enrolment by way of conduct from the date on which they first attended and be liable to pay course fees and any other related fees associated with that course of study.

### **Full time and part-time UK undergraduate students.**

It is the **responsibility of the student to apply to SLC for financial support**. Students can apply for financial assistance on-line and can access on-line forms at [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance).

If requested the student must provide Backstage Academy with a copy of their SLC financial notification letter.

**IMPORTANT NOTICE: If a student fails to apply, is ineligible to receive a tuition fee loan, or chooses to pay their course fees themselves, then the course fees incurred in each academic year of study will need to be promptly paid by the student in full by the dates specified by Backstage Academy on the invoice.**

### **Non-Payment of Course Fees**

Students who are unable to pay their course fees or are unable to have them paid on their behalf by the dates specified by Backstage Academy must contact Production Park Accounts without delay. Students who fail to pay or to make satisfactory arrangements to pay may be subject to any of the following actions by Backstage Academy depending on the type of debt incurred:

- Withdrawal (in whole or part) of library lending facilities;
- Removal of access to Backstage Academy's computer network;
- The withholding of official letters from Backstage Academy to third parties, e.g. Academic references, Council Tax exemption certificates;
- Withholding final results transcripts and award certificates;
- Ineligibility for the student and/or the student's guests to attend Backstage Academy's Degree ceremony;
- Withdrawal from their course.

**NOTICE: Students who have an academic debt (e.g. a course fee debt) to Backstage Academy at the end of the academic year and who have not agreed satisfactory arrangements with Production Park Accounts will not be permitted to re- enrol for the next year of their course, until the debt has been cleared or in exceptional circumstances a repayment plan has been agreed.**

### **Terms and Conditions of Enrolment 2023/24**

You are advised to read and understand the Terms and Conditions of Enrolment for Backstage Academy courses. These are available at: <https://www.backstage-academy.co.uk/about/governance>.

### **Complaints or Appeals Process for Applicants**

If you are unhappy with the way your application has been handled or would like to make a complaint to Backstage Academy please consult the Complaints and Appeals Process for Applicants (available at: <https://www.backstage-academy.co.uk/about/governance>)

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