

BCC FAIR TERMS AND CONDITIONS

This agreement sets out the terms and conditions between the Birmingham Christian College and students on undergraduate, postgraduate taught, HE programmes and all other programmes leading to the award of a degree, diploma or certificate, who enrol or re-enrol in the 2025-2026 academic year. The terms and conditions apply to students from the moment they accept an offer to study with the college and may be updated from time to time.

It is very important that you review these terms and conditions, and the documents detailed within them, carefully before accepting any offer made by the College or re-enrolling each year.

1. Our Contract with you and its formation

When you accept an offer made by Birmingham Christian College (“the College” or we/us”) for a place on a programme of study leading to the award of a University degree, diploma or certificate (Programme”) a legally binding contract is formed between you and the College (“the contract”).

The terms and conditions included in this document, together with the documents identified in this section below, constitute the terms of the contract and apply to you from the moment you accept an offer of a place with us. The contract may be updated from time to time and varied in line with section 5 (and schedule 1) below and terminated in accordance with section 13. You will be asked to review the terms and conditions each year, and on enrolling with us, or re-enrolling with us, you are agreeing that you have read, understood, and accepted our current terms and conditions. Section 5 (and schedule 1) contains details of your options if you are unhappy with any change to these terms and conditions.

1.1 Your offer

Your offer of a place is made on the basis that the information supplied in your application papers are true and complete, and that you hold the qualifications that you claim to hold. You will be asked when you apply to produce original certificates of the qualifications you hold.

Where there are conditions specified in your offer letter your place on a course will be subject to you meeting these conditions.

1.2 Types of offers

When your offer is made, it is stated as either conditional or unconditional. There are certain requirements and processes for each offer and it is important to ensure you have followed the correct guidance for each.

- Conditional Offer - Your offer will be conditional if you still have examinations to take, we need verification of your qualifications, or if you have to meet other non-academic entry requirements. Your offer will state the examinations you must pass and the results you must achieve, plus any non-academic requirements.
- Unless an earlier date is specified in your offer, all conditions must be met in full by 31 August for the September intake and by 30 November for January starters, or before the start of the academic year. This includes any changes to exam results following any re-mark or appeal.
- Unconditional Offer - Your offer will be unconditional if you have already met all the academic and non-academic requirements for entry. You will not be required to meet further conditions; however, you will still need to accept your offer by the deadline and

follow our steps on what to do next including applying for accommodation (if required) and preparation for your studies.

1.3 Deferred entry

If your offer is for deferred entry, you must still satisfy all the conditions of your offer by 31 August for the September intake or 30 November for January starters (or by any earlier date specified in your offer). If you successfully meet these conditions, or if your offer is unconditional, a place will be reserved for you, commencing in September or January, as applicable. You will be able to apply for accommodation during the academic year, and registration information will be sent to you before you are due to start. If you change your mind and wish to enter the College in the next intake, please contact us immediately. However, please note that we may not be able to grant your request if all available places have already been offered to other candidates.

2. Entry requirements

Applicants who do not have a qualification in English language are asked to take a Cambridge Proficiency test and achieve a level B2.

3. Disclosure of criminal convictions

As part of the admissions and enrolment process you are required to disclose any unspent criminal convictions.

You must also inform the College of any changes to these circumstances should they occur.

4. Your right to cancel

Birmingham Christian College will confirm your offer of a place in writing. This letter of confirmation forms a legal contract between you and the College based on the terms and conditions set out here and in your offer letter. If you do not meet the conditions required or do not comply with the terms and conditions set, the College may end this contract.

You have the right to cancel this within 14 days of your acceptance of our offer and you do not need to give a reason. This cancellation period will expire 14 days following receipt of your acceptance of an offer of a place on a programme of study at Birmingham Christian College.

You will be reimbursed any payments made for the course prior to the cancellation apart from the application fee. If you have commenced your studies within the 14-day cancellation period, you will be charged an amount proportionate to the services received prior to the communication of your intention to cancel.

Notice of cancellation must be made in writing and will only be considered to have been made on the date on which they are received by the Registrar.

4.1 Withdrawal from study – fees

If you withdraw from your programme, you may still have to pay your tuition fees. The policy on how withdrawal affects your fee liability is available on our **fees pages**. This does not affect your statutory cancellation rights (see 'Termination of this contract' below).

5. Changes to your programme of study

Your offer of a place to study at the college is based on the latest key information, which can be found on the relevant page of the [Course](#) section of the website. This includes the core modules for the programme and may include an indication of likely optional modules. Information set out in the prospectus and on the college's website is accurate at the date of publication. However, changes to programmes, modules, college services and the content of the prospectus may be necessary, for example, to meet the requirements of an accrediting body or to keep courses contemporary by updating practices or areas of study.

Changes to programmes or modules may also be needed because of circumstances outside the reasonable control of the college, such as a key member of staff leaving the college or being unable to teach (where the programme or module is reliant on that person's expertise) or where the minimum or maximum number of students needed to ensure a good educational or student experience has not been met or has been exceeded.

Other circumstances outside the reasonable control of the college include unexpected lack of funding, industrial action, severe weather, fire, civil disorder, political unrest, government restrictions or serious concern about the transmission of serious illness making a course, or part thereof, unsafe to deliver.

If changes to your programme are made after you have accepted your offer, the college will try to give you early notification of those changes and minimise their impact by offering suitable alternative arrangements, helping you find an alternative programme or University, or providing compensation where it believes there is a fair case to do so.

6. Student support

You are advised to discuss at your informal interview with the academic Dean any support needs or disabilities which may affect your ability to study on the programme you have chosen. Birmingham Christian College will make every effort to accommodate you and will make it clear where this is or is not possible.

7. Fee status

The UK Government has confirmed that subject to certain exceptions, students from the European Union will no longer be eligible for Home fee status. Those exceptions are:

- Irish nationals living in the UK or Ireland
- EU, other EEA and Swiss nationals benefitting from 'Citizens' Rights' under the EU Withdrawal Agreement, EEA/EFTA Separation Agreement or Swiss Citizens' Rights Agreement (normally those with 'Settled' or 'Pre-settled' status). If you benefit from such Citizens' Rights, you will be asked to provide a 'share code' to evidence your settled or pre-settled status

Guidance on the eligibility of EU Nationals for Home fee status can be found on the [UKCISA website](#).

7.1 Home

If your offer states that your fee status is ‘**Home**’, this means that, based on the information you provided in your application form, the college has classified you as a Home student for tuition-fee purposes. For the most up-to-date details on tuition fees and available financial support, please refer to the **Fees and Funding** section of our website.

The college will charge the maximum approved tuition fee per year. If your offer is for 2025-2026 year of entry, we expect that the tuition fee for your first year of study will be £6,800. If Parliament agrees on an increase in tuition fees, the College will adjust your fees for each year of study in line with these changes and will communicate any change in the fees to you without delay. If you are applying for subsequent year of entry, you will be advised of the annual tuition fee closer to the time.

The college will review tuition fees each year. If Parliament agrees on an increase in tuition fees, the college will increase fees for each year of study normally in line with these changes. Student loans would also be expected to rise in line with any increase in the fee, to ensure that higher education remains affordable to all.

For full details of tuition fees, how to pay them, how loan repayments work and eligibility criteria for financial support, UK students should refer to our [website](#).

7.2 Overseas

If your offer provides that your fee status is ‘Overseas’, this means that, based on the information you gave us in your application form, the College has classified you as an ‘Overseas’ student for the purposes of tuition fees. For Overseas students, tuition fees are charged according to the type of programme you are studying. Your tuition fee is included in your offer, and further information on [international fees and funding](#) can be found on our website.

The annual tuition fee remains the same throughout your programme of study. You will need sufficient funds to enable you to pay your fees at the beginning of each year, and to pay for your living costs. Instructions on how to pay your fees will be included with your registration information, which will be sent to you once your place at the College is confirmed.

For the most up-to-date information on the availability of financial support for EU students, please visit: www.gov.uk/student-finance/eu-students.

If you do not agree with the College’s assessment of your fee status, you may request this to be reviewed by contacting the [Admissions Office](#). You are strongly advised to do this before accepting your offer.

7.3 Start date

The start date provided in your offer is when formal teaching will begin for your chosen programme. For most programmes, this will be the start of term. This is preceded by Welcome Week, which is held in September or January, depending on when the programme begins. All new students are expected to attend Welcome Week and, if you accept our offer and are successful in gaining a place, you will receive further details in your registration information. This will be sent to you once your place at the College is confirmed.

7.4 International Students fee payment

All international students who require a Student visa (formerly Tier 4) to study in the UK must make full payment, or at least 50% of the tuition fee (following the interview), before a Confirmation of Acceptance for Studies (CAS) can be issued.

Deposit prior to issue of CAS

To ensure compliance with UK immigration requirements, we can only assign a CAS to a student whom we reasonably believe will:

1. Meet the requirements of the student route for which the CAS was assigned; and
2. Ensure the student has been assessed to have all the necessary requirement for the visa application.
3. Comply with the conditions of their permission to stay in the UK

To ensure that a student has the financial means to undertake the programme, and in addition to point 2 above, 50% of the tuition fee must be paid before a CAS can be issued. Where a student requires accommodation, a deposit equivalent to one month's rent, plus the first full month's accommodation fee, must also be paid prior to the issue of a CAS.

7.5 Post CAS fees payment plan

We offer a payment plan for the remaining 50% of the tuition fees. Of this amount, 25% is due prior to enrolment, with the balance payable in three instalments within four months of the start of the programme.

Payment plans are also available for students in the 2nd and 3rd years of BA programmes. In these cases, 50% of the annual tuition fee must be paid at the beginning of the semester, with the remaining balance payable in three instalments within four months.

7.6 Payment of fees and charges

Your offer letter will state the tuition fees due for the programme you have chosen, along with any additional fees that may be required during your course. This offer letter will also include the payment schedule for your programme in line with your chosen payment method, whether you pay via Student Finance, are self-financing, or being sponsored.

Your tuition fees are set at the start of your programme of study, and these will stay the same for the duration of your programme.

The remaining accommodation fees can be paid on monthly basis at the first day of every month.

8. Books and Library facilities

You will be expected to carry out reading and research for each module of your chosen programme. Your Programme Handbook, available on our website, provides an overview of each module along with recommended texts. Students are encouraged to purchase key texts, which can be obtained new or second-hand online. Birmingham Christian College also provides access to both electronic and physical library resources, where copies of key texts are available.

Books may be borrowed for a set period, and a charge will be levied for items returned late. The current costs are 10p per day. If books are lost or damaged, you will be liable for the replacement costs.

Students enrolled on the validated programme may become community members of the Newman University library free of charge. For an additional annual fee payable to the university, they may also access borrowing privileges.

8.1 Printing and photocopying

Students may request photocopies using the College photocopier for which a small fee is payable.

8.2 Binding assignments and dissertations

You will be required to bind and submit your dissertation in accordance with programme guidelines. It is your responsibility to arrange this with an external binding provider and to cover any associated costs.

9. Graduation fees

Fees are payable for the hire of graduation gowns, photographs and refreshments for yourself and guests at graduation.

10. Intellectual property

The College's Intellectual Property Policy sets out the rules governing the ownership, protection, and commercialisation of intellectual property, including work created by students. All students of Birmingham Christian College are subject to this policy for the duration of their studies.

11. Accommodation

Birmingham Christian College has a limited number of student accommodation spaces available for students who are studying face-to-face. Along with your offer letter, you will receive an information pack listing local agencies that may have accommodation available to rent.

12. Validated programmes

The degree programmes validated by Birmingham Newman University have been approved by the University, which will confer the final award on successful graduates. Birmingham Christian College is responsible for recruiting students and delivering the programmes. During their studies, students receive academic tuition, support, and pastoral care from the College. The validation agreement outlines the respective responsibilities of both the University and the College, and students may request to view this document.

13. Termination of this contract

In this section, we outline the circumstances in which this contract may be terminated by the College (Section 13.1) and by you (Section 13.2), as well as the potential consequences of termination (Section 13.3). Where regulations, policies, or procedures are referenced, they should be read in conjunction with this section.

13.1 Termination of this contract by us

We may terminate this contract and your application to the college or registration as a student, with immediate effect in writing in any one or more of the circumstances identified below.

13.1.1 Circumstances following your acceptance of an offer and prior to your enrolment as a student

- a) If you do not meet one or more conditions attached to the college's offer of a place on the programme
- b) If, following your acceptance of an offer and prior to enrolment as a student, we became aware of new and materially significant information which causes us to determine that it is inappropriate for you to study on the programme and /or be enrolled as a student. For example:
 - i. If we determine that you or any person or body acting on your behalf has provided us with information which is fraudulent, untrue, inaccurate, incomplete and/or misleading;

- II. If your behaviour, in our reasonable opinion, represents a significant risk to the health and safety or welfare of yourself or other students, staff or members of the college community; or
- III. If we become aware of other new and materially significant information which causes us to determine that it is not appropriate for you to be enrolled:
 - On your programme; and/or
 - As a member of the college community,

having regard to the standards of behaviour, conduct, and fitness to study and practise that we expect of our students (see the Student Code of Conduct).

c) If, following consideration of information disclosed regarding a criminal conviction under the college's information and guidance for applicants with criminal conviction, it is determined that the level of risk associated with your admission to the college is unacceptable.

Should any of the concerns identified in 13.1.1(b) arise, an Admissions Review will be undertaken. We will follow a fair process, which will include appropriate engagement and consultation with you regarding the concerns. You will have the opportunity to respond and provide any relevant evidence for consideration before any decision is made.

13.1.2 Circumstances relating to your conduct, fitness to study, fitness to practice, or professional membership

a) If a decision is made to terminate your studies or registration as a student (or if you are otherwise required to exit) on grounds relating to your conduct, fitness to study, fitness to practise, or professional membership. This may occur under the following regulations, policies, and procedures:

- I. Students code of conduct
- II. Fitness to practice procedure
- III. Procedure on support to study
- IV. Withdrawals and termination procedures

b) If you are refused admission or membership to, or fail to maintain any mandatory membership of (including where such membership is terminated), any organisation that you are required to belong to as part of your programme.

c) If we determine that you, or any person or body acting on your behalf, have provided information in connection with your application to the College that is fraudulent, untrue, inaccurate, incomplete, and/or misleading.

13.1.3 Circumstances relating to your attendance

a) If you fail to meet the College's attendance requirements, in accordance with the College's Attendance Policy.

b) If you do not return from an approved period of interruption to study and the circumstances outlined in the Attendance Policy apply.

13.1.4 Circumstances relating to your academic progress

a) If you fail to satisfy the progress or academic/professional requirements of your programme (and have no further opportunity for reassessment or resubmission). Such decisions may be made by an

examination board, a progress committee, or equivalent body, and in line with the relevant programme policy.

13.1.5 Circumstances relating to immigration/visa status

- a) If you fail to provide national ID and / or present documents for verification to evidence your current eligibility to study in the UK.
- b) If you fail to comply with conditions associated with your immigration status (including if you fail to maintain your academic and financial registration as a student and those relating to working in the UK).
- c) If your continuous registration with the college places the college in breach of any of our legal obligations, including under UK immigration law.

13.1.5 Circumstances relating to the payment of Tuition fees

- a) If you have failed to pay the Tuition fees and/or persistently ignored formal reminders.

13.2 Termination of this contract by you

You may terminate this contract, your application to the College, or your registration as a student for any reason, in one or more of the following circumstances:

- a) If, after accepting an offer but before starting the programme, you choose to withdraw your acceptance.
- b) If you do not register or re-register with the College within the timescales prescribed by the College.
- c) If you permanently withdraw from the programme at any time.

13.3 Consequences of termination of this contract

There are a number of important consequences arising on termination of this contract (and therefore your registration as a student). These are summarised below:

Tuition fees

If either you or the College terminates this contract and your registration on the programme, you may be entitled to a refund of tuition fees in accordance with the College's Refund Policy.

If you have any outstanding fees at the point of termination, you will remain responsible for paying these.

Exit award/Transcript

Depending on your academic progress and attainment, you may be entitled to receive an exit award or transcript, in line with the relevant programme regulations.

Access to the college's services and facilities

Your right to study/research on the programme will cease with immediate effect. It will also normally result in all rights of access and benefits associated with being a student of Birmingham Christian College (including to the College systems, services and facilities) ceasing with immediate effect.

Depending on the circumstances of your exit (for example, where this follows a decision made by a panel such as a disciplinary panel), additional conditions or restrictions may be applied. These may include, for example, removal of access rights to College premises, refusal of an exit award, or not permitting attendance at a graduation ceremony.

College Accommodation

It will normally result in you having to vacate the college accommodation if you are a resident student. In line with the accommodation terms and conditions, the circumstances in which you must vacate such accommodation will be identified in the separate accommodation protected license agreement.

14.0 Liability

Nothing in this contract limits or excludes the College's liability for death or personal injury arising from our negligence, or for fraud or fraudulent misrepresentation.

We will be liable to you for any loss or damage you suffer that is a foreseeable result of our breach of this contract, or of our failure to carry out our obligations under this contract to a reasonable standard. We will not be liable to the extent that any such failure is attributable to you or to a third party outside our control. Loss or damage is considered foreseeable if it is an obvious consequence of our breach, or if it was contemplated by both you and us at the time this contract was entered into.

We will not be responsible for any injury to you (financial or otherwise), or for any damage to your property, caused by another student, by any person who is not an employee or authorised representative of the College, or by any other third party.

15.0 Event outside of our control

We will not be liable to you for the impact of events outside our reasonable control which we could not have foreseen or prevented, provided we have taken reasonable and proportionate steps to mitigate their effects. Such events may include natural disasters, acts of God, strikes or other industrial action, and staff illness. We will take reasonable and proportionate steps to minimise disruption in the event of strikes or industrial action by College staff.