



RICHMOND
THE AMERICAN INTERNATIONAL
UNIVERSITY
IN LONDON

Standard Terms and Conditions of Your Offer

These terms and conditions represent an agreement between you and the University, should you decide to accept our offer of admission. It is your responsibility to read them and make sure you understand them. Please ask if anything is unclear.

1. If you enrol with Richmond, The American University in London (Richmond University) as a student, you will be required to agree to abide by the statutes, ordinances and regulations of Richmond University for the time being in force.
2. Richmond University will communicate with you via phone, letter, email or text message. This will be based on the information you have provided on your Application form. It is therefore vital that you regularly check your correspondence and inform the Admissions Office should there be any changes to this information. Due to the volume of applications received, it is your sole responsibility to ensure you do not miss deadlines/communication associated with your application.
3. Unless your results are transmitted to the University via the Universities and Colleges Admissions Service (UCAS), or confirmed by your school or college when you apply, you will be required to produce satisfactory evidence of your previous qualifications (including, if requested, English Language Qualifications such as IELTS). This means that you must provide the Admissions Office with an original transcript or certificate, or a clear and legible copy that has been authenticated by the issuing Organization, English Language body, or a lawyer or other authorized person. The University reserves the right to require original documents only.
4. Richmond University reserves the right to withdraw the offer of a place if unsatisfactory references are received, or if you fail to meet one or more of the conditions specified in your offer.
5. This offer and any subsequent enrolment are made on the basis that the information supplied in your application papers is true and complete, and that you hold the qualifications that you claim to hold. The offer and subsequent enrolment will be deemed null and void if you are found at any time to have misrepresented any aspect of your circumstances.
6. The information provided in your application papers will be retained by Richmond University, will be used for the purpose of processing your enrolment and will form part of your student record after you have enrolled.
7. Tuition fees are payable annually in advance for the first year. You will need to pay the tuition and housing fee by the due date or to provide a satisfactory written undertaking from your sponsor (including the name and address of the person to whom invoices should be addressed) or Government Loan Provider that your fees will be paid.
8. You are responsible for payment of tuition fees. If your sponsor or Government Loan Provider fails to pay your tuition fees, you will become personally liable for the costs.
9. If you or your sponsor or Government Loan Provider fail to pay your fees or any other charges made by the University by the agreed due date, the University may revoke your access to library and computing facilities.
10. When you accept our offer of a place, you accept our decision in relation to your home or overseas fee status. This decision is made on the basis of the available evidence at the time. Decisions can only be changed in certain specific and exceptional cases once you have registered. If you think our decision is incorrect, you must appeal this prior to enrolment.
11. You are responsible for your own living expenses, and you must ensure that you have access to the necessary funding or Student Loan before the start of your course of study.

12. Richmond University undertakes to make every reasonable effort to provide the teaching and academic facilities necessary for your course of study. Occasionally it may be necessary to change substantial components of a course, or to withdraw it. In these rare cases the University will notify you as soon as possible and will offer you another course at Richmond for which you are appropriately qualified.

13. Following the Home Office requirements relating to Tier 4 of the Points based Immigration system, Richmond University will report to the Home Office any Non-EEA student who obtains entry clearance but does not enrol at the start of the course or stops attending once they have enrolled, defers or misses classes for a significant period.

14. Neither you nor the University shall be liable for inability or delay in performing any of your or their obligations if caused by circumstances beyond your or their reasonable control including, but not limited to, industrial action, strikes, lockouts, fire, flood, earthquake, bad weather conditions, explosion, war, terrorist attack, technical failure, or power failure.

15. No term of the agreement between you and Richmond University is enforceable under the Contracts (Rights of Third Parties) Act 1999 by any person who is not a party to the agreement.

16. The agreement between you and Richmond University is governed by English law and subject to the exclusive jurisdiction of the English Courts.