

## BRISTOL OLD VIC THEATRE SCHOOL

### TERMS AND CONDITIONS (FOR ENTRANTS TO ACADEMIC YEAR 2019/20)

This document sets out the terms and conditions between the BRISTOL OLD VIC THEATRE SCHOOL (“the School”) and students on our courses. It contains important information and you should read these terms and conditions carefully before accepting your offer to ensure that you understand the contents, as these terms and conditions will become binding on you and us when a contract is formed between us in accordance with condition 2.

In this document the term ‘course’ is used to refer to the full programme of training, study and assessment which you will undertake in pursuit of an award. The course is made up of a number of modules. Please note that the term ‘course’ in this document corresponds to the term ‘programme’ in the [Academic Regulations of the University of the West of England \(“UWE”\)](#) and in the terminology of the national [Quality Assurance Agency for Higher Education](#).

The policies that govern your relationship with us and which you will need to be aware of, are referred to in these Terms and Conditions and are available from <https://www.oldvic.ac.uk/about-us/policies/>. A full list of the policies is also set out in Appendix 1. You should familiarise yourself with these policies and comply with them at all times.

#### **Glossary of Key Words used in this Document**

**‘Validated’** Validation is defined by the QAA as ‘a process by which a degree-awarding body judges a module or programme developed and delivered by another organisation and approves it as being of an appropriate standard and quality to contribute, or lead, to one of its awards’. The validating university for all awards at the School is UWE.

**‘Registration’** The process by which you confirm and update as necessary, the personal details we hold for you which you provided in your application; confirm the School course you are intending to study; agree to abide by, comply and engage with our Terms and Conditions and all related regulations and policies.

Students at the School are registered with the School, UWE, and the Conservatoire for Dance and Drama (CDD).

**‘Enrolment’** The process by which students become registered or renew their registration at the School.

## 1. Introduction

1.1 The School is one of six legally autonomous institutions which form part of the Conservatoire for Dance and Drama (“the Conservatoire”). The Conservatoire is a legally autonomous institution which is accountable for the use of public funding by its members schools for the provision of higher education. You will be registered with the School, the Conservatoire and UWE.

1.2 As a conservatoire school, the School may have rules and regulations that are different from other institutions. You are embarking on a professional training course and these rules and regulations are part of the framework that will support you in understanding the theatre and allied worlds. Please read the [General Information Handbook for Students](#) and other documents referred to in condition 2.2 below, which contain these rules and form part of the terms and conditions of your contract with the School.

1.3 All higher education qualifications at the School are validated by UWE and the award you will receive is an award of UWE. By agreeing to these terms and conditions, you agree to abide not only by the School’s regulations, policies and procedures, but also by any regulations, policies and procedures established by the Conservatoire and UWE which are applicable to your studies at the School as summarised in these Terms and Conditions.

## 2. Our contract with you

- 2.1 These terms and conditions govern the relationship between you and the School and it is important that you read them carefully prior to accepting your offer to ensure that you understand their contents.
- 2.2 These Terms and Conditions will become binding on you and us when we confirm your place on a course at the School in writing and any conditions set out in your offer have been met to our satisfaction. At this point a legal contract is formed between you and the School on the basis of the terms and conditions set out in your offer letter, the terms and conditions set out in this document and the terms and conditions set out in:
- 2.2.1 Regulations and policies as provided in the School's [General Information Handbook for Students](#).
  - 2.2.2 [The School's Admissions Policy](#);
  - 2.2.3 [The School's Fees Policy](#);
  - 2.2.4 The [Course Summary documents](#)
  - 2.2.5 The common student policies provided on the Conservatoire website, found at <http://www.cdd.ac.uk/policies/student-related-policies/>, including but not limited to:
    - Student Complaints Procedure
    - Support Through Studies policy
    - Non-Academic Misconduct Policy
    - Policy on Sexual Misconduct, Harassment and Related Allegations
    - Criminal Records Policy
    - Conservatoire Emergency Powers of Exclusion and Suspension
  - 2.2.6 The [Academic Regulations](#), credit framework and applicable general regulations of UWE;
  - 2.2.7 The [academic appeals](#) and [academic complaints](#) regulations and procedures of UWE;
  - 2.2.8 The Student Protection Plan of the Conservatoire;
  - 2.2.9 [The Student Protection Plan of UWE](#);
  - 2.2.10 All other rules, regulations and policies which the School makes for its students from time to time, or which are established by the Conservatoire and UWE and which are applicable to your studies at the School and about which you will be notified in each case, as from time to time in force and/or updated in accordance with condition 17 ("Other changes to the contract") which will be published on the following websites:  
[www.oldvic.ac.uk](http://www.oldvic.ac.uk)  
[www.ccd.ac.uk](http://www.ccd.ac.uk)  
[www.uwe.ac.uk](http://www.uwe.ac.uk)
- 2.3 Please familiarise yourself with the content of these documents and their relevant requirements. Queries regarding any of these documents should be referred to the contact address provided under condition 20.1, below.
- 2.4 In the event of a conflict between these terms and conditions and the regulations, policies and/or procedures of UWE which apply to your studies, the regulations, policies or procedures of UWE shall take precedence. In the event of a conflict between these terms and conditions and any other regulations, policies or procedures set out in Condition 2.2 which apply to your studies, these terms and conditions shall take precedence.

- 2.5 The contract may be ended by the School and the Conservatoire and your enrolment terminated if the relevant conditions are not met or our terms and conditions not complied with, as set out in the documents specified in condition 2.2 above. For example, failure to comply with the School and the Conservatoire's Codes of Conduct could result in the School taking action against you under the Conservatoire Non-Academic Misconduct policy which could result in termination by the School of your enrolment on your course and of the contract.
- 2.6 The School is a sponsor for the purposes of sponsoring students who wish to study there from outside the EEA and has measures in place to ensure that it complies with its obligations to the UK Government in relation to immigration. Where relevant, you are required to comply with any terms and conditions applicable to international students requiring immigration permission to enter or remain in the United Kingdom and with UK immigration law requirements.

### **3. Enrolment and re-enrolment**

- 3.1 Your place on a course at the School will be conditional on your complying with enrolment conditions including any conditions relating to your fees, and enrolling at the start of your course and at the start of each subsequent academic year.
- 3.2 You must enrol at the designated session at the start of your course as set out in your introductory information and induction pack. If you cannot or do not enrol at the designated session, you must provide the School with a reason for your non-enrolment in writing which is acceptable to the School, in order to be permitted to enrol on another occasion, otherwise you will not be entitled to enrol for that year of study (or any future year of study) and your relationship with the School and this contract shall be terminated.
- 3.3 The deferral of the offer of a place for enrolment in a later year of study is not normally permitted by the School. Failure to enrol at the start of your course in accordance with condition 3.2 will result in your relationship with the School and this contract being terminated and you will need to reapply from the start to be considered for a place to study at the School in a future year.
- 3.4 Provided you are eligible to re-enrol (which means you have met the assessment and progression requirements, do not owe the School course fees and have not been suspended from the course for any reason including for example relating to disciplinary or unsatisfactory progress procedures) you must re-enrol for each subsequent year of study using the approved procedure. If you cannot or do not re-enrol using the approved procedure, you must provide the School with a reason for your non-enrolment which is acceptable to the School in order to be permitted to enrol on another occasion, otherwise you will not be entitled to enrol for that year of study (or any future year of study) and your relationship with the School and this contract shall be terminated.

### **4. Your obligations**

- 4.1 In enrolling with the School as a student, you become part of the School community. From the point that your offer is confirmed you are required to abide by the regulations, rules, policies and procedures set out in condition 2 above, copies of which can be obtained from the School's HE Administration & Student Support Manager. You are required at all times to behave courteously and respectfully towards other students and members of academic and non-academic staff, including visiting professionals in accordance with the Conservatoires and the School's Codes of Conduct.

#### **4.2 Your obligations to the School are to:**

- 4.2.1 pay your course fees and other required fees when due as set out in the School's Fees Policy and in the offer letter. If you cease to be a student of the School because, for

example, you withdraw from your course or the School terminates your enrolment, for example due to non-payment of fees, you may still be liable for any outstanding fees (see condition 8 below).

- 4.2.2 be responsible for your own learning, making use of the appropriate equipment and facilities and complying with the rules and regulations established by the School for the use of resources and facilities as set out in the School's Code of Conduct.
- 4.2.3 participate actively in your training, including meeting the School's rules around attendance, which do not generally allow for absence other than in exceptional circumstances, and do nothing that will hinder or interfere with the training of other students.
- 4.2.4 meet assessment deadlines, including attendance requirements for continuous or performance-based assessment.
- 4.2.5 familiarise yourself and comply with the relevant academic regulations of UWE, the Conservatoire's and the School's Codes of Conduct and all other rules and regulations, policies and procedures listed as condition 2.2 above which govern the operation of your course and your relationship with the School.

## 5. Our obligations to you

### 5.1 The School's obligations to you are to:

- 5.1.1 provide you with the tuition, pastoral and learning support associated with your course with reasonable care and skill;
- 5.1.2 subject to conditions 16 and 17, deliver your course as described on the School's website and the summary course documents for the duration of the course; and
- 5.1.3 ensure that you are assessed in line with the relevant Academic Regulations of UWE.

## 6. Termination of contract and enrolment

- 6.1 You may withdraw from the School and terminate this contract and your enrolment as a student at any time by giving written notice to the School, by sending an email or letter to the address set out in condition 21.2 below. Any such withdrawal will take effect when the named contact receives the communication from you.
- 6.2 The School may terminate this contract and your registration if, in accordance with these terms and conditions and the School's appropriate regulation, policy or procedure:
  - 6.2.1 you do not pay your course fees when due;
  - 6.2.2 you fail to disclose relevant information to the School and UWE or have produced false, incorrect or misleading information, whether in the course of your application or whilst on your course;
  - 6.2.3 your student status is terminated (for example under the Non-academic Misconduct policy) or (in the case of an international student requiring immigration permission to enter or remain in the United Kingdom) if the School removes its sponsorship from your visa; and/or
  - 6.2.4 you materially breach any of the terms and conditions of the contract: for example, failure to abide by UWE's and the School's health and safety requirements in line with theatre industry guidelines or serious cases of non-approved absence, or serious breach of the School's regulations, policies and procedures as outlined in the [General Information Handbook for Students](#)
- 6.3 You should familiarise yourself with Section 7 of the [UWE Terms and Conditions](#) (Termination). The School may also terminate this contract with you and your registration in the event that UWE determines to terminate its relationship with you, or you determine to terminate your contract with UWE under its Terms and Conditions.

- 6.4 If the contract and your enrolment have been terminated, your entitlement to a refund of course fees and/or other fees will be in accordance with the School's Fees Policy.
- 6.5 On termination of the contract and your enrolment, you must return any property owned by the School to the HE Admin & Student Support Manager, Bristol Old Vic Theatre School, 1-2 Downside Road, Clifton, Bristol BS8 2XF.

## 7. Intermission of studies

- 7.1 You may be permitted to intermit your studies with permission from the School and in accordance with UWE's Suspension of Studies Academic Regulations and procedures.
- 7.2 The School may, on occasion and in line with the relevant regulations of UWE, require you to suspend your studies if it determines that you are not able for any reason to participate in the course, for example in accordance with the Conservatoire's Support Through Studies policy and procedure.
- 7.3 During the intermission of your studies, the may make adjustments to your course, in line with the terms outlined in conditions 16 and 17. You will be consulted as soon as the School is aware that changes may affect your course.
- 7.4 If your enrolment is interrupted or terminated for whatever reason, this may affect any bursary or scholarship awarded to you.

## 8. Fees and Costs

- 8.1 This section sets out key conditions relating to fees. You should consult the School's [Fees Policy](#) for full information on fees and debts.
- 8.2 It is important that you read the Fees Policy carefully as this sets out the School's and your respective rights and obligations including but not limited to circumstances in which sums paid to the School will be refunded. It also sets out the potential consequences if you fail to make payment, which includes the School's ability to terminate your registration and this contract, and/or to withhold awards. In addition, non-payment of fees and/or charges could result in the School taking legal action against you to recover outstanding amounts.
- 8.3 We may require you to pay a deposit to confirm the offer of a place on a course. Course fee deposits are not normally refundable. unless you have exercised your right to cancel your contract with the School in the 14 day "cooling off" period provided in the Consumer Contract Regulations 2013.
- 8.4 Course fees for each year become payable on enrolment and at re-enrolment each year. Course fees include: tuition, course materials, learning resources and assessment costs, and are set out in the School's Fees Policy.
- 8.5 The specialist equipment used in some theatre specialisms can be expensive, but it is normally possible for the School to supply you with access to the equipment you will need for your course. See School's website [www.oldvic.ac.uk](http://www.oldvic.ac.uk) for individual course equipment lists and more detailed information.
- 8.6 Course fees do not include some personal materials, such as practice clothes/kit, material and books, as explained in further detail in the finance part of the School's website [www.oldvic.ac.uk](http://www.oldvic.ac.uk) and in the School's Fees Policy.
- 8.7 For students paying Home/EU undergraduate fees who are new entrants to a course in 2019/20 or new entrants to a course in subsequent years, the course fees confirmed in your offer letter may be increased in further years of study by an inflationary amount determined in accordance with measures set by Government (currently the Office for Budget Responsibility forecast for RPI-X, being the retail price index, excluding mortgage interest payments). Any such increased fees will not exceed the fee cap current in respect of the relevant period. For all other undergraduate students and for all postgraduate students who are new entrants to a course in

2019/20 or new entrants to a course in subsequent years, the course fee confirmed in your offer letter may be increased in subsequent years of study but this increase shall be in accordance with the School's Fees Policy.

It is your responsibility to ensure that all deposits, tuition and other course fees and charges payable to the School are paid when due. Your offer letter will state the amount of course fees that you will be required to pay. Where it is agreed that fees may be paid in instalments, these must be received on time. Late or non-payment may result in your removal from any instalment plan. Unless you have the prior written agreement of the School to a different schedule of instalments, course fees must be paid in accordance with the schedule of instalments relating to your specific course, as outlined in the Fees Policy.

- 8.8 If you are paying your course fees with a government-sponsored loan, you must provide proof to the School before enrolment that you have the necessary finance in place. If you are not able to provide proof, the School may require that you pay the first instalment of your fees yourself.
- 8.9 Please note that if someone other than you makes any payment, or agrees to make any payment, on your behalf, you remain liable for full payment until the School has received cleared funds.

If you do not pay course fees in accordance with these terms, the School reserves the right to withdraw your place on the course, and/or suspend or withdraw you from the course until any fee debt is paid or cancelled by the School in accordance with its Fees Policy. If you cease to be a student of the School, because for example you withdraw or the School terminates your registration, you may still be liable for any course fees and/or other charges which are outstanding, in accordance with the [School's Fees Policy](#).

## 9. Risk of Injury and Health Insurance

- 9.1 The School aims to provide a well maintained environment that all users and staff members find safe and enjoyable and in which you can seek to achieve your learning goals effectively. In providing this environment, the School understands and complies with its legal obligations to act reasonably to safeguard the health and safety of its students.
- 9.2 Pursuant to these terms and conditions, all students are required to familiarise themselves fully with and to adhere to the School's Health and Safety Policy and School's Code of Conduct. You are required to take care for your own safety and for the safety of those around you, and to ensure that equipment that you own is suitable for the proposed use and regularly checked and maintained.
- 9.3 You should be aware, however, that the School's courses and their assessments can be physically demanding. In addition, theatre skills by their very nature include elements of risk including injury. Whilst we take reasonably practicable measures to reduce or eliminate these risks, it is not possible to eliminate them entirely. For this reason we would encourage you to consider taking out private health insurance to support you with any medical treatment that you may require. Health care can be obtained free of charge from the NHS but waiting times for treatment are unpredictable and may result in disruption to and interruption of your studies. Long periods of absence may result in your being unable to complete the course.

## 10. Personal equipment and other property

- 10.1 The School can accept no responsibility for loss or damage to your equipment or other property which is incurred at the School or otherwise in the course of your studies.

## 11. Intellectual property

- 11.1 Intellectual Property Rights shall mean all patents, rights to inventions, copyright and related rights, moral rights, trade-marks, rights in designs, rights in computer software, database rights and other intellectual property rights. With reference to Intellectual Property Rights, the terms and conditions set out in Section 10 of UWE's Terms and Conditions ("Intellectual Property") and UWE's Intellectual Property Policy and Regulations shall apply.

- 11.2 If you are studying for an undergraduate or taught postgraduate degree, unless agreed otherwise, you shall own any intellectual property you generate and provide to the School during your course.

## 12. Data Protection

- 12.1 The School and the Conservatoire (each a “Controller”) collect, hold and otherwise process “personal data” (which may include “sensitive personal data”, as defined by the Data Protection Act 2018 or “special category personal data as defined by the General Data Protection Regulations 2018) about applicants and students of the School which is provided to them by you (or which is otherwise received from third parties) for their own, separate purpose(s), in accordance with each controller’s Data Processing Statement. [The Conservatoire's Data Processing Statement](#) and the [School's Data Processing Statement](#) outline these responsibilities.
- 12.2 This personal information is generally processed by each Controller for the following general purposes: to administer admissions, courses of study and pastoral care; to monitor student performance, to send communications to students; to compile statistics for internal monitoring and enhancement purposes or for publication; and to make required returns to external bodies, including to the regulator (the Office for Students (OfS)) and agencies of UK Government (e.g. as a condition of leave to remain in the UK). More specific details are set out in each controller’s Data Processing Statement.
- 12.3 Schools of the Conservatoire will share, as necessary, information with the Conservatoire (including Shared Services and other members of Conservatoire Schools)/validating university regarding student cases <sup>1</sup> which may include personal and sensitive data as part of the fair and proper investigation and handling of a student case, and to maintain and enhance standards and good practice. ‘As necessary’ means where it is necessary to share information regarding a student case in order to investigate and resolve it (including Appeal Panel hearings). All such information will be treated confidentially. If you have any questions or concerns regarding the Conservatoire’s procedures you should contact Shared Services by emailing [qualityoffice@cdd.ac.uk](mailto:qualityoffice@cdd.ac.uk)
- 12.4 Please note that by providing your personal information to each Controller, you are providing your consent to the processing of that personal information by that Controller where, in accordance with the relevant Data Processing Statement and any other information and/or consent form(s) provided to you from time to time, that is the basis for lawful processing of your personal information.
- 12.5 Please note that UWE sets out its policies on Data Protection in Section 12 of its Terms and Conditions (“Data Protection”). UWE also collects, holds and otherwise processes “personal data” (which may include “sensitive personal data”, each as defined by the Data Protection Act 2018 or “special category personal data” as defined by the General Data Protection Regulation 2018) about applicants and students of the School. UWE is also a Data Controller for your data. Where personal data is held about you by UWE, the School acts as a Data Processor of UWE’s data.

## 13. Safeguarding and Communication with Parents

The School has policies on safeguarding children and vulnerable adults, and on communication with parents for students who are under 18 years of age or in a vulnerable position. Further information about the policies can be found at <https://www.oldvic.ac.uk/about-us/policies/>.

## 14. Choice of on-course activities

Subject to condition 18 (events outside our control) and our rights to make changes to courses and/or to these terms and conditions under conditions 16 and 17, the School will deliver courses as set out on its website and in the course summary referred to in condition 2.2.4. However, you should note that the structure of the School’s courses requires students to undertake a number of small group performance projects and similar activities and you may on occasion be asked to express preferences for which of the

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<sup>1</sup> Student cases include, but are not limited to: student complaints; student non-academic misconduct cases (including cases of sexual misconduct); student Support Through Studies cases; related appeals under any of these procedures; other ‘cases’ relating to students.

available group performance projects or similar activities you wish to undertake. Whilst the School undertakes to provide each student with an appropriate range of opportunities throughout the duration of the course as set out on the School's website and course summary document, the School does not guarantee to accommodate the individual preferences of students in its allocation of performance projects or similar activities to students, although it will make reasonable endeavours to meet student preferences.

Consequently, you may not get to take part in the group performance projects or similar activities that you have expressed as being your preferred projects or activities and, where this is the case, the School will not be in breach of the contract.

## **15. Course changes, discontinuance, suspension and non-provision**

**15.1** If it reasonably considers it to be necessary, the School may make reasonable changes to the content, syllabus, mode of delivery and/or timetable of courses set out in the prospectus and course summary document which:

**15.1.1** are not material to the overall learning outcomes of the course (for example, moving the timing of a particular module or project within the year, or a change in the staff delivering the module or project);

**15.1.2** will benefit your or other students' training (for example, enabling you or other students to benefit from additional classes with visiting professionals);

**15.1.3** are caused by matters outside our control (as set out in condition 18); and/or

**15.1.4** are in order to comply with changes in the law and/or the instructions of the School's or the Conservatoire's regulators (such as the Office for Students), a validating university, and/or professional body.

**15.2** The School may discontinue, suspend and/or not provide courses if there are insufficient numbers of student enrolments to make a course viable and/or for any reason outside the School's control (as set out in Condition 17).

**15.3** Where changes are to be made to courses in accordance with condition 16.2 which are not significant, we will, following suitable consultation with affected students, take all reasonable steps to notify you at the earliest opportunity and to minimise any disruption to your studies (if you are affected by the change).

**15.4** In the unlikely event that the School changes a course significantly:

**15.4.1** The School will, following suitable consultation with affected students, take all reasonable steps to notify you at the earliest opportunity and minimise any disruption to your studies (if you are affected by the change);

**15.4.2** you will be entitled to withdraw from the course by informing the School of this intention;

**15.4.3** If you withdraw from the course, the School may (if reasonable to do so), refund course fees and/or deposits paid (albeit please note that, if reasonable, refunds may be calculated on a pro rata basis) and where reasonably practicable, the School will offer you a place on a course which the School deems a suitable alternative.

**15.4.4** In the unlikely event that the School discontinues, suspends and/or does not provide a course, the School will, following suitable consultation with affected students, take all reasonable steps to notify you at the earliest opportunity and to minimise any disruption to your studies (if you are affected by the change);

**15.4.5** the School will refund course fees and/or deposits paid (albeit please note that, if reasonable, refunds may be calculated on a pro rata basis); and



**15.4.6** Where reasonably practicable, the School will offer you a place on a course which the School deems a suitable alternative.

## **16. Other changes to this contract**

- 16.1** The School may from time to time revise the terms and conditions of its contract with you, including the School's rules, regulations, policies and procedures referred to in these terms and conditions:
- 16.1.1** in circumstances where the School reasonably considers this to be necessary for the enhancement of its provision in the best interests of students and/or for the appropriate management of its resources and/or its student community; and/or
  - 16.1.2** in circumstances which are caused by matters outside our control (as set out in Condition 18); and/or
  - 16.1.3** in circumstances which reflect changes in relevant laws; and/ or
  - 16.1.4** in the event of changes to the requirements of the School, and/or the Conservatoire by their regulators (e.g. the Office for Students) and/or professional bodies; and/or
  - 16.1.5** in the event of changes in the School's validation arrangements for example where UWE determines to amend any of its regulations polices or procedures which apply to your programme.
- 16.2** Where changes are made to the terms and conditions of the contract under condition 16, we will undertake (where necessary) suitable consultation with students and (where necessary) take all reasonable steps to communicate and explain these changes with you with as much notice as possible.

## **17. Events outside our control**

- 17.1** We will not be liable or responsible for any failure to perform, or delay in performance of, any of our obligations under this contract if that is caused by an event outside our control.
- 17.2** An event outside our control means any act or event beyond our reasonable control, including without limitation:
- 17.2.1** strikes, lock-outs or other industrial action or disputes (whether involving our or any other party);
  - 17.2.2** acts of God, pandemic, quarantine or widespread illness (whether affecting our staff and/or student body or otherwise), governmental requisitioning, emergency planning or provision;
  - 17.2.3** war (whether declared or not) or threat or preparation for war;
  - 17.2.4** riot, civil commotion, invasion;
  - 17.2.5** an actual, suspected or threatened act of terrorism;
  - 17.2.6** fire, flood, storm, tempest, explosion, earthquake, subsidence, epidemic or other natural disaster;
  - 17.2.7** national emergencies;
  - 17.2.8** breakdown of plant or machinery;
  - 17.2.9** default of suppliers and/or sub-contractors; or
  - 17.2.10** failure of public or private telecommunications networks.

**17.3** If an event outside our control takes place that affects the performance of our obligations under the contract:

**17.3.1** we will contact you as soon as reasonably possible to notify you; and

**17.3.2** our obligations under the contract will be suspended and the time for performance of our obligations will be extended for the duration of the event outside our control. Where the event outside our control affects our performance of services to you, we will resume the services as soon as reasonably possible after the event outside our control is over.

## **18. Complaints procedure**

**18.1** The School welcomes feedback on your experience of being a student and looks to make improvements where it can. If you wish to complain about any aspect of our service after you have enrolled as a student, you may do so using the Student Complaints Procedure which outlines the roles and responsibilities of the School, UWE and the Conservatoire in relation to your complaint. If you are not satisfied with the final decision regarding your complaint, you may be able to make a complaint to the Office of the Independent Adjudicator (<http://www.oiahe.org.uk/>).

## **19. Admission to the BA (Hons) 'Top Up' Course**

**19.1** Successful completion of the two year [Foundation Degree in Costume for Theatre, TV and Film](#) does not guarantee admission to the one year BA (Hons) top up course. Admission onto the BA Hons course is offered in accordance with the published procedures for admission to these programmes.

## **20. Notices**

**20.1** If you have any questions about the contract or any of the terms and conditions, please contact the HE Administration & Student Support Manager, Bristol Old Vic Theatre School, 1-2 Downside Road, Clifton, Bristol BS8 2XF.

**20.2** In the event that you need to contact the School, please send your communication by email or in writing to HE Administration & Student Support Manager, Bristol Old Vic Theatre School, 1-2 Downside Road, Clifton, Bristol BS8 2XF.

**20.3** If the School needs to contact you by email or in writing, such communication will be sent to the last contact email address and postal address provided by you to the School. It is your responsibility to ensure that the contact email address and postal address that the School holds for you on file is correct and current.

## **21. Your right to cancel**

**21.1** When we confirm your place on a course at the School, a legal contract is formed with the School (as explained in condition 2). For the avoidance of doubt, your place on a course at the School is only confirmed when you receive, in response to your acceptance of the School's offer, an email from the School confirming that you have been accepted onto a course.

**21.2** You have the right to cancel this contract under the Consumer Contract (Information, Cancellation and Additional Payments) Regulations 2013 within 14 days of confirmation of your place on the course without giving any reason.

**21.3** The cancellation period will expire 14 days from the day of the conclusion of this contract.

**21.4** To exercise the right to cancel, you must inform us of your decision to cancel this contract by a clear statement (e.g. a letter sent by post or e-mail). You can exercise your right to cancel by

contacting us at Bristol Old Vic Theatre School, 1-2 Downside Road, Clifton, Bristol BS8 2XF. You may use the attached model cancellation form (see Appendix 2), but it is not obligatory.

- 21.5 To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.
- 21.6 If you cancel this contract within the 14 day cancellation period, we will reimburse to you all payments received from you.
- 21.7 If you requested to begin the performance of services during the cancellation period, you shall pay us an amount which is in proportion to what has been performed until you have communicated to us your cancellation of this contract, in comparison with the full coverage of the contract.
- 21.8 The terms of cancellation of the UWE contract are set out in section 11 of UWE's Terms and Conditions ([www.uwe.ac.uk](http://www.uwe.ac.uk)).

## 22. Other important terms

- 22.1 The contract is governed by English law and subject to the jurisdiction of the English courts. However, if you are a resident of Northern Ireland you may also bring proceedings in Northern Ireland; if you are a resident of Scotland, you may also bring proceedings in Scotland; and, if you are a resident of any country in the EU, you may also bring proceedings in that country which is your national country.

## Appendix 1 Policies

1	UWE Terms & Conditions
2	BOVTS Admissions Policy
3	BOVTS Fees Policy
4	The Conservatoire Support through Studies Policy
5	BOVTS Code of Conduct
6	UWE Student Conduct Policy
7	BOVTS Student Complaints Policy and Procedures
8	BOVTS Health & Safety Policy
8	UWE Academic Regulations and Procedures
9	UWE Intellectual Property Policy and Regulations
10	The Conservatoire Criminal Records Policy
11	The Conservatoire Non- Academic Misconduct Policy
12	The Conservatoire Emergency Powers of Exclusion and Suspension

Appendix 2 Cancellation Form

To the HE Administration & Student Support Manager, Bristol Old Vic Theatre School, 1-2 Downside Road, Clifton, Bristol BS8 2XF.

I ['student name'] hereby give notice that I ['student name'] cancel my contract for the supply of the following service: course of Higher Education level study.

Ordered on: \_\_\_\_\_

Received on: \_\_\_\_\_

Name of student:

Address of student:

Signature of student:

Date: