

Student Terms and Conditions

September 2026 entry

Contents

Contents	2
1. Introduction	3
2. Conditions of Admission	3
3. Changes to policies and your programme	4
4. Payment of tuition fees	5
5. Criminal convictions and DBS checks	6
6. Liability	6
7. Data protection	6
8. Cancellation rights	7

1. Introduction

- 1.1 These terms and conditions apply to all students commencing an undergraduate or postgraduate programme of study with Oak Hill College (“we” or “the College”) from 1 September 2026.
- 1.2 Please read this document carefully before you respond to an offer.
- 1.3 In accepting any offer of a place made by us, you agree to comply with the provisions of all of the College’s regulations, policies and procedures that apply to enrolled students.
- 1.4 These terms and conditions along with:
 - your offer and accompanying documents and
 - Oak Hill’s regulations, policies and procedures located [here](#)form the legal relationship or contract (“the Contract”) between you and the College in relation to your programme of study.
- 1.5 The Contract is formed when you accept the College’s offer of a place.
- 1.6 If you have any questions or concerns about these terms and conditions and conditions, please contact the Admissions Office.

2. Conditions of Admission

- 2.1 By accepting an offer of a place with the College you confirm that the information you have provided in your application is accurate and complete to the best of your knowledge.
- 2.2 If it is discovered that your application contains false or misleading information, or if significant information has been omitted from your application form, we may withdraw your offer or, where you have already registered as student, invoke disciplinary action and/or terminate your registration and the contract with you.
- 2.3 Offers of a place may be either conditional or unconditional. If your offer is conditional, we will set out the conditions which you need to meet in order to be admitted onto your chosen programme.
- 2.4 If you do not meet the conditions of your offer and we are unable to confirm your place, you will not automatically be able to defer and may have to reapply in the next admissions cycle.
- 2.5 Your admission to the College and right to enjoy any of the privileges of membership of the College are subject to your compliance with the terms of the Contract. You should note that your progression on your programme and final award are not guaranteed and are dependent upon your academic performance and fulfilment of academic obligations.
- 2.6 You are expected to use all efforts to fulfill the academic commitments of your programme, including the timely submission of coursework and other

assignments in accordance with the relevant regulations and (where applicable) attendance in class (either in-person or online as agreed with the College), on placement, at examinations and other required events.

- 2.7 Participation in a Church of England ordination training pathway is dependent upon continued church sponsorship and is not a guarantee that a student will be ordained. Decisions about ordination are made by a student's diocese.

3. Changes to policies and your programme

- 3.1 We are committed to providing all of our students with a high-quality learning experience which conforms to national standards and which will enable them to grow in the knowledge, skills and personal attributes required for Christian service. We will make all reasonable efforts to deliver your programme of study with reasonable care and skill and in accordance with descriptions provided.
- 3.2 The College's liability is to deliver the programme on which the student has an assured place and not any given module in particular.
- 3.3 We reserve the right to make changes to our policies and regulations where this will assist in the delivery of education. Changes may be made for a number of reasons including but not limited to:
- To review and update the policies to ensure they are fit for purpose;
 - To reflect changes in the external environment, including legal or regulatory changes or changes to government policy;
 - To incorporate sector guidance or best practice, including external examiner feedback;
 - To aid clarity or consistency of approach.
- 3.4 Any changes will normally come into effect at the start of the next academic year, although may be introduced during the academic year where we reasonably consider this to be in the interests of students or where this is required by law or other exceptional circumstances. We will advise you of any changes at the earliest opportunity and take all reasonable steps to minimise disruption to students.
- 3.5 The College recognises that there may be occasions when, due to extreme and unforeseen circumstances, it finds itself unable to provide the educational services to which it is committed.
- 3.6 The Student Protection Plan sets out the actions that the College and the Trust will take in the event of a material change in circumstances. The Refunds and Compensation Policy outlines the circumstances when the College will consider

making refunds or compensation payments. Both policies can be found on the College website.

- 3.7 The College will not be liable to you for any failure to carry out, or delay in carrying out, any of our obligations under the Contract where that delay or failure is caused by events beyond our reasonable control including war, terrorism, fire, pandemics, epidemics or national emergencies. In such circumstances we will take all reasonable steps to minimise the disruption to your studies.

4. Payment of tuition fees

- 4.1 Unless your tuition fees are being met by a sponsoring body (typically a sponsoring Church of England diocese), you are responsible for paying your course fees.
- 4.2 Tuition fee bills are issued at the start of the academic year. Fees can be paid upfront in one lump sum or by standing order. Payment may be made via online banking (using account information available from the Finance Office upon arrival) or by debit card or cheque (any cheques are to be drawn in Sterling on a UK bank). There may be an interest charge for late payments.
- 4.3 Tuition fees may be subject to an annual increase within the range set out in the Tuition Fee Information Sheet as found on our website and also provided with your offer letter.
- 4.4 If you are applying for Accreditation of Prior Learning (APL) or Prior Experiential Learning (APEL), unless the number of credits you are bringing with you cover credits for an entire academic year, you are not eligible for a discount on the tuition fee.
- 4.5 Fees must be paid to keep pace with studies. In the event that an installment of your tuition fees has not been paid in full by the relevant payment date, we withhold assessment results (unless it is a fail grade) and shall be entitled, but not bound, to refuse to permit you to continue on your programme of study and terminate the Contract without incurring any liability to you.
- 4.6 If you experience financial difficulty during your programme of study, it is your responsibility to discuss your circumstances with your tutor or the Director of Operations and Finance as soon as reasonably practicable. We will make every effort to understand your situation and will try to make suggestions that may help you address the financial difficulty.
- 4.7 In the event that you have not finished your programme of study within the expected timeframe and have outstanding assignments extending into the following academic year, you may incur the Durham University registration fee for the following year.

- 4.8 You may withdraw from your course by informing the College in writing at any point. Fees that are incurred by you will depend on the timing and circumstances surrounding this decision. For further details please refer to the Refunds and Compensation Policy.

5. Criminal convictions and DBS checks

- 5.1 You must notify the College immediately, via the Safeguarding Lead, if you have or receive any unspent criminal convictions at any point from acceptance of the offer until completion of your programme.
- 5.2 In accepting a place, a student who will be doing a placement as part of their programme agrees to have a DBS check undertaken in the summer before they take their first placement module. For students who have been living outside the UK for a significant period of time, an equivalent check may be required in addition from the relevant authority in that country of residence. The student will be asked to obtain this check at their own expense.

6. Liability

- 6.1 The College takes all reasonable care to ensure the safety and security of its students whilst on the College's campus. However, we do not accept responsibility, and expressly exclude liability, for loss or damage to your personal property other than through the negligence of the College or its staff. You are advised to insure your property against theft and other risks.
- 6.2 The College shall not be held responsible for any injury to you (financial or otherwise), or for any damage to your property, caused by another student or by any person who is not an employee of Oak Hill College.

7. Data protection

- 7.1 The College holds personal data from applicants and students. The Privacy Notices on our website explain how we use the information at each stage of the student lifecycle, from application stage through to any information that may be retained by the College after you have left.
- 7.2 The Privacy Notices also explain the circumstances under which we may be required to disclose student information to third parties.

8. Cancellation rights

- 8.1 You have a statutory right to cancel the Contract at any time within 14 days from the date the Contract is formed, i.e. from your acceptance of the offer of a place to study at the College. Cancellation must be in writing, preferably by email, to the Admissions Office. The contract will end on the day on which we receive notice of your cancellation.
- 8.2 If you have made any tuition fee payments under the Contract prior to cancellation under clause 8.1, we will provide you with a full refund as soon as is reasonably practicable and not later than 14 days after receiving notice of your cancellation.
- 8.3 You may also cancel the Contract at any time during the course of your programme in consultation with the College (see clause 4.8).