
Student Terms and Conditions - Taster Module

September 2026 entry

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1. Introduction

- 1.1 These terms and conditions apply to all students commencing a Taster Module with Oak Hill College (“we” or “the College”) from 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.
- 2.6 You are expected to use all efforts to fulfill the academic commitments of your module, including the timely submission of coursework and other assignments in accordance with the relevant regulations and (where applicable) attendance in class, at examinations and other required events.

3. Progression onto a full programme

- 3.1 A student may take a Taster Module to help them decide whether to undertake full Common Awards study without being formally registered on a Common Awards programme.
- 3.2 If you pass the Taster Module you have the option to progress to the full Foundation Award programme. When you register for the Foundation Award, your Taster Module mark will be taken forward as credit and contribute to your Foundation Award programme.
- 3.3 Near the end of the Taster Module we will ask if you wish to continue onto the Foundation Award.
- 3.4 If you wish to progress to the Foundation Award you must do so within the same academic year. It is not possible to defer progression to a future year of study.
- 3.5 You must accept the full programme Terms and Conditions before progressing to the Foundation Award.
- 3.6 If after completing the Taster Module you wish to enrol on a programme other than the Foundation Award, you must submit an application for that programme. As part of the application there will be an option to apply for Accreditation of Prior Learning (APL). Please refer to the APL policy on the College website for further information.

4. Changes to policies and programmes

- 4.1 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.
- 4.2 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.
- 4.3 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.

- 4.4 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.
- 4.5 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.
- 4.6 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.

5. Payment of tuition fees

- 5.1 Taster Module tuition fees must be paid before the module starts. An invoice will be issued in the summer prior to the start of the module.
- 5.2 Payment may be made via online banking (using account information available from the Finance Office) or by debit card or cheque (any cheques are to be drawn in Sterling on a UK bank).
- 5.3 If tuition fees are not paid in full by the relevant payment date, you will be unable to start the module.
- 5.4 For details of circumstances in which the College might give a refund of tuition fees, please refer to the Refunds and Compensation Policy.

6. Criminal convictions

- 6.1 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 Taster Module.

7. Liability

- 7.1 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.
- 7.2 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.

8. Data protection

- 8.1 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.
- 8.2 The Privacy Notices also explain the circumstances under which we may be required to disclose student information to third parties.

9. Cancellation rights

- 9.1 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.
- 9.2 If you have made any tuition fee payments under the Contract prior to cancellation under clause 9.1, 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.
- 9.3 You may also cancel the Contract and withdraw from the module at any time before or during the module. Please refer to the Refunds and Compensation Policy for details of circumstances in which the College might give a refund of tuition fees.