

## OFFER INFORMATION: 2018-19 ENTRY & DEFERRED 2019-18 ENTRY

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THIS DOCUMENT OUTLINES IMPORTANT INFORMATION YOU NEED TO KNOW WHEN YOU RECEIVE AN OFFER TO STUDY AT FALMOUTH UNIVERSITY. PLEASE READ IT CAREFULLY.

### Offer types

There are two kinds of offer Falmouth University may make to you: conditional or unconditional.

Conditional means you need to meet specific conditions or requirements (such as complete qualifications you are currently studying or undertake language tests or further tasks) before your place can be confirmed for entry to the University. Conditions are specific to you and to the course you apply to. These are the most common offers we make.

Unconditional means you have met our academic entry requirements. While there may be some tasks remaining for you to complete, your place can be confirmed for entry to Falmouth.

If you apply with recently completed qualifications (for example, with proof of A levels you took the year before a gap year), we may make you an unconditional offer. Most often though, unconditional offers are confirmed after you meet the requirements set out in your initial conditional offer. In this case, a conditional offer becomes an unconditional offer.

Offers are valid for the academic year of entry specified only.

### Your offer details

The full details of your offer to study at Falmouth will include:

- the course name
- the type of offer (conditional or unconditional)
- if conditional, the specific conditions that apply to your offer
- the academic year of entry
- the point of entry (e.g. first year)
- the start date

If you have applied using the Universities and Colleges Admissions System (UCAS), your offer details will be displayed in your [UCAS Track](#) account. This will include the type of offer (conditional or unconditional).

If you have applied direct to the University, we will email offer details to you, including the type of offer (conditional or unconditional).

### Your reply choice

You can choose to accept or decline the offer and you must tell us this.

If you have applied direct to the University (and not through UCAS) you must email [applicantsservices@falmouth.ac.uk](mailto:applicantsservices@falmouth.ac.uk) in a timely manner to tell us if you intend to accept or decline your offer. If you choose to accept our offer, you must email us plus pay an acceptance fee to secure it. Your offer will not be considered accepted until you have completed both steps. Payment details and amounts will be provided in your offer email. They can also be found online at <http://www.falmouth.ac.uk/tuition-fees>

If you have applied through UCAS, you may have more than one offer to choose from. You must reply to each offer in your UCAS Track account. UCAS will tell you the date you must reply by. Where you accept an unconditional offer, it will confirm your place at that University. Where you have more than one conditional offer, you may choose one as your 'firm' or first choice and another as an 'insurance' or second, back-up choice.

An insurance choice is a back-up choice with a second university in case you don't meet the conditions with your firm, first choice university. You will not be considered for a place with your insurance choice university if you meet the conditions with your firm choice.

For more information, please consult your UCAS Track account and the UCAS webpage about replying offers at <https://www.ucas.com/ucas/undergraduate/apply-and-track/track-your-application/replying-your-ucas-undergraduate-offers>

International fee payers who wish to make Falmouth their firm choice (conditional or unconditional firm) will also need to pay an acceptance fee. Payment details and amounts will be provided to you in writing. They can also be found online at <http://www.falmouth.ac.uk/tuition-fees>

### **What accepting an offer means**

If you choose to firmly accept an offer to study with us, it means that you will enter into an agreement with Falmouth University.

Unconditional firm means you agree to study with us. It also means we will secure a place for you.

Conditional firm means that you agree to study with us if you meet the conditions of our offer. It also means we will hold a place for you until we can confirm you to unconditional and secure that place.

Once you've firmly accepted a place you will be eligible to apply for student accommodation and, if you meet any conditions set for you, to enrol and register as a Falmouth student.

If you register at Falmouth, you will agree to comply with the University's Student Terms & Conditions.

### **Terms & Conditions**

We encourage you to read carefully and understand the Falmouth Student Terms & Conditions for the academic year of your offer. If you choose to accept this offer and if you register as a student at Falmouth University, you will need to comply with these Terms & Conditions. They are available to download on our Student Regulations webpage at <http://www.falmouth.ac.uk/student-regulations/student-terms>

### **Right to cancel your application**

You have the right to cancel or withdraw your application, or to change your reply to our offer, any time after you have submitted it. You must tell us in writing at [applicantsservices@falmouth.ac.uk](mailto:applicantsservices@falmouth.ac.uk) if you wish to withdraw your application to Falmouth. You do not need to give us a reason.

If you have paid an acceptance fee to Falmouth University and you wish to cancel or withdraw your application, you may request a full refund within 14 days of receipt of payment. You must tell us in writing at [applicantsservices@falmouth.ac.uk](mailto:applicantsservices@falmouth.ac.uk) and [student.fees@falmouth.ac.uk](mailto:student.fees@falmouth.ac.uk) if you wish to withdraw and apply for a refund. You do not need to give us a reason. Refunds will not be possible if the request is made after the 14-day cancellation period.

The only exception is for International Tier 4 students who are not granted a visa to study in the UK. In this case, you must tell us in writing at [applicantsservices@falmouth.ac.uk](mailto:applicantsservices@falmouth.ac.uk) and at [student.fees@falmouth.ac.uk](mailto:student.fees@falmouth.ac.uk) if you wish to withdraw because you have not been granted a visa and you must supply evidence of this to us. There is no cancellation period; you may request a full refund whenever you receive notification from the Home Office that you have been unsuccessful.

If you have applied through UCAS, their cancellation rules also apply. If you change your mind and no longer wish to attend university at all, you can cancel your entire application in UCAS Track yourself. If you wish to change your offer replies from one university to another, you must contact them directly. UCAS will require your permission and the agreement of each university involved before they make any changes at this stage. A refund of the UCAS application fee will not be possible after 14 days of submitting the application, or following decisions from universities. Applicants should refer to the UCAS cancellation rules online at <https://www.ucas.com/ucas/undergraduate/apply-and-track/track-your-application/making-changes-your-ucas-undergraduate>

Falmouth's Fee Policy can be found on our Student Regulations webpage under 'Finance' at <https://www.falmouth.ac.uk/student-regulations> More information about our acceptance fees and tuition fees can be found online at <http://www.falmouth.ac.uk/fees>

Please note: these cancellation and refund rules do not apply to any other contracts you may have signed or agreed to, such as a student accommodation contract, with a third party. You will need to contact each of them separately and refer to their specific rules.

### **Other changes to your application**

If your circumstances change after you have applied, you must inform the Applicant Services team via email to [applicantsservices@falmouth.ac.uk](mailto:applicantsservices@falmouth.ac.uk)

The kinds of changes we expect you to tell us about are:

- a change to your email address, postal address or telephone number
- a change to your course choice or point of entry
- a change to the subjects or qualification(s) you are taking
- a request for a nominated contact to act on your behalf

If you have applied through UCAS, you should notify them of any changes to your contact details, or if you wish to add a nominated contact to act on your behalf, in order for them to update all universities and courses you have applied to. There are a number of other changes you can make with UCAS, such as changes to your current study or changes to your UCAS choices, and there are timeframes that affect when and how you make those changes. For more information, please visit UCAS' website <https://www.ucas.com/ucas/undergraduate/apply-and-track/track-your-application/making-changes-your-ucas-undergraduate>

### **Confirmation of results**

Confirmation of results refers to the main period in July/August when the majority of UK qualifications results are published and to the process that the University's Applicant Services staff use to witness results and decide whether to confirm places for the coming intake at Falmouth.

For example, following an interview in February with a student currently taking a BTEC Diploma, we may offer with conditions for them to obtain a minimum of 104 UCAS points (or D\*D). If we receive BTEC results in July that show the student achieved 112 points (D\*D\*), we would confirm the conditional offer to an unconditional offer.

If a student does not meet the conditions that were set for them, the University may decide not to confirm that offer of a place. The student may receive an unsuccessful decision and we may withdraw their offer. Such a decision does not happen automatically; each applicant will be considered individually and a holistic assessment will be made of their application, interview score and any extenuating circumstances that may have contributed, if applicable.

On some occasions, the University may decide to confirm the place unconditionally if there has been a near miss. However, this is not possible if the student has not met standard minimum requirements for entry, such as English language minimum grades or scores.

Any students concerned about meeting conditions of entry or conditions of their offer should contact the Applicant Services team on 01326 213730 or [applicantsservices@falmouth.ac.uk](mailto:applicantsservices@falmouth.ac.uk) for advice as soon as possible.

### **Information about your course**

We publish course-specific information in the Falmouth University Prospectus and on our website at <http://www.falmouth.ac.uk/courses> The information refers to entry from September in the current year to July of the following year. We encourage all prospective students to familiarise themselves with the relevant course webpage, for the course(s) they are interested in studying, as it contains important material information, such as:

- Location of study
- Course length
- Course outline and what you'll do in each year of the course
- How the course is taught
- Facilities
- Staff
- Career opportunities
- Entry requirements
- How to Apply
- Fees, Costs & Funding

This information can be made available in a durable format on request in writing to the Brand Communications team.

### **Changes to your course**

We make all reasonable efforts to deliver our courses and related services and facilities as we describe on our website. We also aim to avoid making changes during the application cycle. However, there are times when some changes to your offer may be made at the University's discretion, in the interests of continuous improvement and of benefit to our students. We may make these changes without your approval, so long as they do not materially affect the content of the course or its modules. For example, we may make:

- changes to resource lists, reading and equipment lists
- additions to optional modules/pathways
- changes to teaching staff
- changes to module titles
- changes to regulations to students' advantage/benefit
- changes to location of study.

If the change is about another material aspect of the course, such as a change to course name or course content, we will notify you in writing. If you wish to withdraw your application as a result of

this change, or substitute it for another course at Falmouth that has vacancies, you may do so without penalty. If it is a UCAS course, we will make the change with UCAS after we have written to you. For more information, please refer to the information under 'Our courses' in the Student Terms & Conditions available to download on our Student Regulations webpage at <http://www.falmouth.ac.uk/student-regulations/student-terms>

### **Right to cancel courses**

New courses are subject to internal/external approval processes and minimum cohort sizes in order to run. We may launch and list such courses on our website and/or UCAS, prior to a final validation event, with the aim of recruiting a viable cohort for the first intake. Any such courses will be published as 'subject to validation' and any minimum cohort size made clear to prospective students.

Existing courses are subject to regular and ongoing review, as part of the University's commitment to continuous improvement and the student experience.

In the unusual event that we decide not to run a new course, or to suspend or discontinue an existing course, we will advise all relevant applicants at the earliest possible opportunity. If you wish to withdraw your application as a result of this change, you may do so in writing and receive an appropriate refund of tuition fees and deposits paid.

For more information, please refer to the information under 'Our courses' in the Student Terms & Conditions available to download on our Student Regulations webpage at <http://www.falmouth.ac.uk/student-regulations/student-terms>

### **Feedback, appeals and complaints**

As our courses are extremely popular, not all applicants will receive an offer to study at Falmouth. Feedback to unsuccessful applicants is available to those who have attended an interview, if the request is made in writing to the Applicant Services office at [applicantsservices@falmouth.ac.uk](mailto:applicantsservices@falmouth.ac.uk) within a week of the unsuccessful decision date.

Applicants do not have a right to appeal against an unsuccessful academic decision provided the decision has been reached fairly, in line with our Admissions policies and in accord with the Equality Act. Prospective students or applicants may, however, invoke our complaints procedure if they can demonstrate that a material error was made in the application process. Initial complaints should be made in writing to the Applicant Services office at [applicantsservices@falmouth.ac.uk](mailto:applicantsservices@falmouth.ac.uk) For more information, please refer to the 'Feedback, appeals and complaints' section of our Admissions Policy and the full Complaints Policy, both available online at <http://www.falmouth.ac.uk/student-regulations>

### **More information**

We would like to draw your attention to the following information, available on our website, about studying at Falmouth before you make a decision to study with us:

- For information about the application process, term dates, admissions policies and support available to students, please visit <http://www.falmouth.ac.uk/apply>
- For information about student accommodation options, prices and contractual information, please visit <http://www.falmouth.ac.uk/accommodation>
- For information about student fees and finance, including funding and bursaries available at Falmouth, please visit <http://www.falmouth.ac.uk/fees>
- For information about preparing to enrol and start your new course, including welcome information and course-specific reading or equipment lists, please visit <http://www.falmouth.ac.uk/new-students>