

important information such as the procedures for appealing against a fitness to practice or teach determination made by the University.

- 2.3 The University will abide by its own rules and regulations and may make changes to them at any time where in the opinion of the University this will assist in the proper delivery of education. Changes are usually made for one or more of the following reasons:

4. Fees

4.1 You

- c. not seek to obtain, or assist another student in obtaining, an unfair advantage over other

11. Attendance and Academic Regulations
 - 11.1 You are expected to manage your own learning which includes attendance in scheduled teaching and spending sufficient time undertaking private study. You are expected to undertake assessment within set deadlines. Students who fail to attend classes or make satisfactory progression may have their registration with the university terminated in accordance with the Academic Regulations.

12. If things go wrong
 - 12.1 The University will consider appeals from applicants on the grounds that an admissions decision has not been reached in accordance with the University's published admissions criteria or the principles set out in its Admissions Policy. Applicants who want further information on an unsuccessful application or who believe that an admission decision may have been based on inaccurate or incomplete information, should contact the University's Admissions Office (admissions@roehampton.ac.uk). The Complaints procedure relating to the admissions process is set out in the Admissions Policy.
 - 12.2 Once you are a student, you can make complaints about the University through the Student Complaints Procedure. This procedure has been devised to help to resolve student complaints as promptly, fairly and amicably as possible.
 - 12.3 If you remain dissatisfied after fully following the Student Complaints Procedure, you have the right to ask the Office of the Independent Adjudicator for Higher Education (OIA) to review the complaint.
 - 12.4 The University may take disciplinary action under the Student Disciplinary Regulations against any student who does not act in accordance with the terms set out in the Student Contract, or with any of the University's rules and regulations in force at any given time. The Student agrees that all relevant staff will be advised of the outcome. One of the possible outcomes of disciplinary action is that the student's registration at the University may be terminated.

13. Notices
 - 13.1 Save as otherwise stated in these terms and conditions, any notice to be given to the University by you under or in connection with the Contract shall be deemed to have been properly served if sent by first class post or e-mail to the Registrar at the following address:

Registrar

14. C

MODEL CANCELLATION FORM

Please fill out this form and send by post addressed to:

Admissions Office
University of Roehampton
London SW15 5PJ

Or send by email to admissions@roehampton.ac.uk

I hereby given notice that I wish to cancel my contract with the University to study the
course commencing in []INSERT MONTH/YEAR

Name of student: