

Enrolment Agreement 2017/18

I confirm that the details entered on the enrolment form are true and accurate in all respects and I agree to comply at all times with all the University's rules and regulations as set out in the current University Regulations.

I note that the surname and forename(s) taken from the enrolment form and agreed by myself as correct, will be those used on my final award certificate and transcript and other University documentation, unless the surname and forename(s) verified by the Student Loans Company (SLC) at the point of confirming my attendance differ from this. If different, the names held and verified by the SLC, as part of their identity checks, will be used except where the student notifies Registry in writing.

I confirm receipt of the Student Handbook which is available under section 8 at <http://www.harper-adams.ac.uk/general/governance/publication-scheme.cfm> and which details the University Regulations as applicable from time to time.

I confirm that the information provided by me to the University through UCAS when applying for a place is complete, accurate and true and that nothing has changed since the date of my application which would require an amendment to that information.

For students who are under 18 at enrolment: I confirm that I have read, signed and returned the Agreement for Students Under the Age of 18 and obtained my parent/guardian's consent to the same.

I confirm that I am personally liable and responsible to pay the annual tuition fees and other charges for my studies in accordance with the University Regulations notwithstanding any arrangement I may have with sponsors and/or Student Finance* and/or Student Loans Company (SLC) to pay the tuition fees and other charges. I acknowledge that on submitting this form I will have an obligation to pay. In the event that my sponsor, Student Finance* or SLC refuses to pay all or part of my tuition fees and other charges, I agree to pay any shortfall between the amount paid by my sponsor, Student Finance* or SLC and the total amount of fees due to the University. I accept that failure to adhere to the above may result in my exclusion from the University within the meaning of the University Regulations.

I accept that in the event that I choose to voluntarily and permanently withdraw from the University, I remain personally liable and responsible for paying, or arranging payment by my sponsor, SLC or Student Finance*, all outstanding fees and charges. A student's liability is assessed in relation to their date of withdrawal, as determined in accordance with the rules outlined in the University Regulations for the current academic year.

*Student Finance means all Student Finance authorities dependent on domicile (country of permanent residence) (list available at www.harper-adams.ac.uk/finance/further-information.cfm).

Processing of Personal Information and Privacy Notice

I understand that the personal information I provide on the enrolment form will be held and processed by the University out of necessity for the performance of a task carried out in the public interest or in the exercise of official authority vested in the University as a data controller and out of necessity for the performance of a contract. My personal information will be held and processed (including profiling) for the purposes of:

- my enrolment;
- for the provision of my chosen course as otherwise necessary for the University to provide targeted academic support, welfare and other educational and related services from time to time;
- for statutory reporting (information the University is legally obliged to provide);
- for supporting Individual Electoral Registration (IER) for voting purposes; and
- for the purposes as set out in the Harper Adams University Data Protection Layered Notice.**
- Your photo, taken or provided by you at enrolment will be used to provide identity and building access documents and by tutors for identification purposes.

**The Layered Notice, available under Section 5 at <http://www.harper-adams.ac.uk/general/governance/publication-scheme.cfm>, should be read in conjunction with and in addition to the data collection notices herein.

I understand that such processing shall be undertaken in accordance with the Data Protection Act 1998 and the General Data Protection Regulation and that my personal information will be shared with external agencies (for a list of agencies we will share your personal information with and the purposes of sharing that information, please see section 4 of the Layered Notice **), including the Higher Education Statistics Agency (HESA) and limited personal details will be shared with staff who support students in their pastoral and academic needs and with the Students' Union at the University where legally required or lawfully permitted (and in accordance with any additional information provided to me from time to time). University staff may also use anonymised student achievement data, as well as other anonymised personal data, with a view to evaluate the effectiveness of academic support arrangements. I have read and understand the way my personal information is used, as set out in the University's Data Protection Policy (available under section 5 at <http://www.harper-adams.ac.uk/general/governance/publication-scheme.cfm>). The complaints procedure for Data Protection and Freedom of Information can also be found here. The Data Protection Officer can be contacted on dpo@harper-adams.ac.uk.

I understand that, whilst the University will not normally discuss my progress or behaviour with third parties, including parents, without my written permission, the University reserves the right to disclose limited personal information to my recorded next of kin, emergency or health services if it considers my wellbeing or that of others is at risk.

I also understand that by signing this enrolment form, the University will process my personal and sensitive personal information (for example ethnic origin or physical / mental health condition), in the manner and for the purposes set out above in accordance with the University's legal obligations under the Data Protection Act 1998 and the General Data Protection Regulation.

HESA – Student Collection Notice

Your contact details may be passed to survey contractors to carry out the [National Student Survey \(NSS\)](#) and surveys of student finances, on behalf of some of the organisations listed in full under Purpose 1 of the Student Collection Notice available to read in full at <https://www.hesa.ac.uk/about/regulation/data-protection/notices>. These organisations and their contractors will use your details only for that purpose, and will then delete them.

About six months after you graduate, we will contact you to ask you to fill in the Higher Education Statistics Agency (HESA) 'Destinations of Leavers from HE' questionnaire. You may also be contacted as part of an audit to check that we have undertaken this survey properly. We will not give your contact details to HESA. You may also be included in longitudinal surveys of leavers in the years after you graduate. If so, we will pass your contact details to the organisation that has been contracted to carry out that survey. That organisation will use your details only for that purpose, and will then delete them. If you do not want to take part in any of these surveys, please let us know by contacting Registry on studentrecords@harper-adams.ac.uk or 01952 820280

Every year we will send some of the information we hold about you to HESA ("your HESA information"). HESA is the official source of data about UK universities and higher education colleges (www.hesa.ac.uk). HESA collects, and is responsible for, the database in which your HESA information is stored. HESA is a registered charity and operates on a not-for-profit basis. HESA uses your HESA information itself for its own purposes. HESA also shares information from your HESA information with third parties. It may charge other organisations to whom it provides services and data. HESA's use of your HESA information may include linking information from it to other data, as described further in the full Student Collection Notice. All uses of HESA information must comply with the Data Protection Act 1998 and the General Data Protection Regulation.

The HESA Student Collection Notice is regularly reviewed. The most up to date version can be found at <https://www.hesa.ac.uk/about/regulation/data-protection/notices>. Minor updates to the Student Collection Notice (including organisation name changes and clarification of previously specified purposes) may be made at any time. Major updates (such as a new purpose or administrative use) will be made no more than once per year.

YOUR RIGHTS

Under the Data Protection Act 1998 and the General Data Protection Regulation you have rights of access to the data HESA holds about you. You may have to pay a small fee for this. For further information about data protection and your HESA information please see <https://www.hesa.ac.uk/about/regulation/data-protection> or email data.protection@hesa.ac.uk

I agree and accept that the contract between I, the student named on this enrolment form, and the service provider, Harper Adams University, will be legally binding.

If you have not already been notified of your right to cancel, Harper Adams University hereby notifies you that; You have the right to cancel this contract within 14 days without giving any reason. The cancellation period will expire after 14 days from the date you receive this notice.

To exercise the right to cancel, you must inform the Head of Registry in writing of your decision to cancel this contract by a clear statement (e.g. a letter sent by post or e-mail to Harper Adams University, Edgmond, Newport, Shropshire, TF10 8NB or studentrecords@harper-adams.ac.uk). You may use the attached model cancellation form, but it is not obligatory. 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.

If you cancel this contract with us, Harper Adams University will reimburse to you all payments received from you in relation to the contract. Reimbursement will be made without undue delay, and not later than 14 days after the day on which Harper Adams University were informed about your decision to cancel. Harper Adams University will make any reimbursement using the same means of payment as you used for the initial payment, unless you have expressly agreed otherwise; in any event, you will not incur any fees as a result of the reimbursement.

If you request to begin the performance of services during the cancellation period, you shall pay to Harper Adams University an amount which is in proportion to what has been performed until you have communicated to us your cancellation from this contract in comparison with the full coverage of the contract and in accordance with the rules of the Consumer Contract (Information, Cancellation and Additional Charges) Regulations 2013.

I accept that I have a right to cancel. Should the commencement of the provision of service be scheduled to begin before the expiry of the 14 day period outlined in this section, I hereby expressly request the early supply of service by Harper Adams University and accept that I will be liable for reasonable costs in the event of cancellation, as detailed in the paragraph above. I accept that in physically presenting myself for registration at Harper Adams University within the 14 day cancellation period, this will be deemed by Harper Adams University as confirmation that I expressly agree for the provision of service to commence immediately. Any exercise of the statutory right of cancellation does not affect a student's right to withdraw at other times, subject to any on-going obligations which may exist as a result of having registered (eg payment of fees, accommodation costs etc) in accordance with University Regulations.

This Agreement is governed by the law of England and Wales, and is subject to the non-exclusive jurisdiction of the courts of England and Wales.

If you have any questions about this enrolment agreement, please contact studentrecords@harper-adams.ac.uk.

By signing below, I agree to the terms and conditions and I agree to the University's processing of my personal and sensitive personal information, as set out above.

Student signature:.....Print name:.....Date:../../.....

We would like to send you information about our services and events by email, telephone, SMS or post. If you agree to being contacted in this way, please tick the relevant boxes.

Post Email Phone SMS

As set out in the University Community Charter, **there is an expectation that the student named on this enrolment form will check all communications from the University on a daily basis. The main method of communication to students is by e-mail to your Harper Adams University e-mail account.** Should you have any problems accessing your account please contact the Service Desk at ServiceDesk@harper-adams.ac.uk or call 01952 815555.

For HAU office use only:

Checked by:

Date:

Model cancellation form

To
Head of Registry
Harper Adams University
Edgmond
Newport
Shropshire TF10 8NB

I (enter student name) give notice that I cancel my contract for the supply of the following service (enter name of course) , received on (enter date) .

Student name:
Student permanent home address:
Student signature:
Date:

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.

You may also use the model cancellation form contained within the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 available at <http://www.legislation.gov.uk/ukksi/2013/3134/schedule/3/made>

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