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| POLICY TITLE    | TERMS AND CONDITIONS GOVERNING OFFERS  |
| POLICY OWNER    | DIRECTOR OF RECRUITMENT AND ADMISSIONS |
| POLICY OPERATOR | UNDERGRADUATE ADMISSIONS OFFICE        |

### RELATED PROCEDURE

1. An offer of admission to study a UCC programme is made on the understanding that by accepting it, you will undertake to observe the Student Charter, Student Rules and Regulations and Policies of the University and to abide by the rules which the University makes for its students from time to time. In accepting an offer of admission for study at UCC you are explicitly accepting these terms and conditions and agree to be bound by them.
  
2. Any offer of admission is made without prejudice to the right of the University to vary or withdraw it, if information comes to the notice of the University (whether relating to events occurring before or after the date of the offer) which could reasonably have influenced the University's decision if known at the time the offer was made. The University reserves the right to withdraw an offer of a place, or terminate a student's enrolment, if it discovers subsequently that a candidate has given false information, only provided partial information in their application, or has provided false or fraudulent documentation in support of their application.
  
3. The University reserves the right to withdraw, vary or amend any aspect of an offer of admission if it is found that an error or mistake has been made. In such cases a revised offer of admission will be issued or confirmation that the offer made in error is to be withdrawn. The University will accept no liability for financial or other loss incurred by the applicant in the event of such an issue arising.
  
4. Information on academic programmes and courses or any other arrangement including

fees, location, staffing, class sizes and timetabling are an expression of the University's intentions only and do not constitute a firm offer or undertaking. All such details are subject to change.

**5.** Where the offer states that it is conditional upon the recipient demonstrating that they have fulfilled the relevant entry criteria by way of submission of one or more document, the specified offer conditions must be fulfilled in their entirety prior to the start date stated in the offer. Applicants holding a conditional offer should note that their place on the specified course is not confirmed until all offer conditions have been fulfilled to the satisfaction of the University. In the case of applicants who are not currently studying at UCC, official confirmation of final results must be forwarded as soon as they become available. Conditional offer holders may not enrol with the University.

**6.** The University will use all reasonable endeavours to deliver courses and modules in accordance with the descriptions set out in the Calendar and Book of Modules. However, the University reserves the right to make variations to the content or availability of courses and/or modules, or to discontinue courses and/or modules as it deems appropriate. Where the University discontinues a course or module, it will use its reasonable endeavours to provide an alternative.

**7.** In accordance with National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 (the Acts) students receiving offers for programmes of study that are subject to vetting shall not be allowed to pursue their work placement until their vetting disclosure has been duly processed. Where a vetting disclosure has not been received by the University prior to the commencement date of the work placement, the student will not be allowed to progress. The University reserves the right to defer the place of study, offer an alternative course of study, or force a leave of absence until the student has satisfactorily passed the University's vetting requirements.

**8.** The University reserves the right to revoke an admissions offer or to cancel registration

of a candidate who is considered on justifiable grounds to be unsuitable for a place on a particular programme according to individual circumstances.

**9.** The University reserves the right to make variations to programme contents, entry requirements and methods of delivery, and to discontinue, merge, add or combine programmes, both before and after a student's admission to the University.

**10.** A programme may be cancelled due to lack of demand or due to the unavailability of key personnel or resources. If UCC cancels a programme prior to the student commencing the first term of study, the student may either:

- withdraw from UCC without any liability for fees, or
- transfer to another programme offered by UCC, subject to suitable qualifications, availability of places, payment by the student of the balance of any higher fees, and approval by the relevant School.

**11.** Where an offer of admission is made for a course of study which is dependent for its completion on a component provided by or through a party other than the University, the University reserves the right to withdraw the offer of admission should the third party, for whatever reason, be unable to meet its obligation with regard to the course of study and the University has not been able to make suitable alternative arrangements after having taken reasonable steps to do so.

**12.** The University cannot accept responsibility, and expressly excludes liability, for loss or damage to applicants' and students' property. This includes such documentation as may be submitted by the applicant in order to secure admission (for example, but not limited to, degree certificates, birth certificates, transcripts and references).

**13.** Your acceptance of an Admissions offer will not prejudice the consideration of your application to other programmes within UCC. At any given stage you can only have one formal acceptance for a UCC programme of study. Therefore, your acceptance of an offer will supersede any previous Admissions offer accepted for the given academic year.

**14.** The University reserves the right to amend these terms and conditions without notice.