

REGISTRATION DECLARATION

Please read the whole of this document carefully before you complete Registration. By completing your registration online, you are reaffirming that you accept the terms and conditions set out in your formal offer letter and accompanying documents and any other applicable terms, requirements or policies that have been made available to you including the applicable Key Facts Document and Fees & Finance Policy in force for each academic year of your period of study. (The current versions of the Key Facts Document and Fees & Finance Policy can be found at: <https://www.herts.ac.uk/study/how-to-apply/your-offer-package>). This includes your agreement to comply with, and to be bound by, the versions of the University's institutional policies, procedures and regulations (the "UPRs") that are in force during your period of study. (The current version of the UPRs can be found at <http://www.herts.ac.uk/about-us/corporate-governance/uprs>).

In addition, by completing your registration online, you will be deemed to have agreed to the following statements:

- I confirm that all the information about myself that I have provided to the University of Hertfordshire ("University") is accurate and complete, and that no significant information has been omitted.
- I agree to inform the University of any change in my circumstances which may have an impact on my ability to study, or my right to remain registered as a student, or (if applicable) my Student Route visa.
- I agree to use my best efforts to fulfil my commitments as a student of the University as set out in its Student Charter <https://www.herts.ac.uk/about-us/our-students/student-charter>
- I understand that the University will need to process my personal information (which is likely to be personal data for the purposes of the University's data protection policy and UK law in relation to data protection) in order for the University to offer me a place on the course and to provide educational and other related services to me. By ticking the box to confirm I agree to the University's Terms and Conditions, I consent to the University processing my sensitive personal data/special categories of personal data (e.g., ethnicity, health and medical data etc.) and details of any criminal convictions if applicable for these purposes, in accordance with its data protection policies and data protection legislation including the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). Further details about personal data can be found at <https://www.herts.ac.uk/about-us/legal/freedom-of-information-data-protection/data-protection>. I acknowledge that in specified circumstances the University may disclose my personal data to third parties to either fulfil the University's legal obligations, for example to the Higher Education Statistics Agency (HESA). (Further information about the purposes for which HESA records are used can be found at <https://www.hesa.ac.uk/about/regulation/data-protection/notices>); or to third parties who provide services to the University in order to support my studies. Further information can be found here <https://www.herts.ac.uk/about-us/legal/freedom-of-information-data-protection/data-protection>
- I understand that the photograph taken of me during registration (or I will provide in accordance with the requirements set out at <https://ask.herts.ac.uk/university-id-card-photo-specification>) will be used for my University ID card, in the University's student record system and placed on the University's Virtual Learning Environment StudyNet (Canvas). The University reserves the right to request an alternative image if it deems the photograph supplied is not a suitable likeness or it does not meet the University's requirements. If I wish to change or remove the image in StudyNet, I will not use any image that could be considered obscene, offensive, sexually explicit, hateful or inflammatory and failure to abide by this could result in sanctions under the University's UPRs.
- I agree that I have read the updated Programme Specification and About your Course factsheet available to me online on the relevant course page on the University's website (which may be different to the versions sent to me with my Offer Letter) and understand the information provided to me about any changes to the course that I have chosen to study and that I consent to these changes.
- I acknowledge that, by registering, I become liable to pay my tuition fees and any other course-related fees by the dates they are due ([When to pay | Study | Uni of Herts](#)).
- I acknowledge and agree that, by completing Online Registration, I am:
 - (i) confirming my intention to study on a University of Hertfordshire programme, and
 - (ii) authorising the University to complete my registration on the programme by uploading my passport (and/or other identity documents) to the Document Upload Portal (or by providing them by such other means as requested by the University).

I understand that, once both of these conditions have been satisfied, I will be a registered student of the University of Hertfordshire and will incur any applicable tuition fees in line with the University's Fees and Finance Policy, and I understand that (where appropriate) Student Finance England (or the relevant awarding body) will be notified of my registration.

Finally, if you are registering on your course for the first time, please note that most students who accept an offer of a place on a course at the University have a statutory cancellation right which allows them to change their mind for any reason within a period of 14 calendar days, as set out in section 23 of the [Key-Facts-AY-2024.25](#). If you were not provided with written information about this cancellation right, including the conditions, time limit and procedures for exercising the right, when you received your offer, you will (if registering on your course for the first time) instead now have a right to cancel your contract to study with us within a new cancellation period. This new

REGISTRATION DECLARATION

cancellation period will end at the end of 14 calendar days after the day on which you complete your Registration. The conditions and procedures for exercising this cancellation right will otherwise remain as set out in the Key Facts document referred to above. **If your course has already begun or is due to begin before the end of your statutory cancellation period (whether or not this is the new cancellation period referred to above), then by completing your registration you are expressly agreeing that the University's service to you should begin within the cancellation period, and you are acknowledging the possible consequences for you set out in the Key Facts document under the sub-section headed "Starting your course before the end of the cancellation period".** Please note that this final paragraph does not apply to students studying on any of our apprenticeship programmes.

Signature:

Date: _

Student ID: _____