

Standard Terms and Conditions of your offer as a London International Semester SMU Admit at Richmond, the American International University in London

These terms and conditions represent an agreement between you and the University, should you decide to accept our offer of admission. It is your responsibility to read them and make sure you understand them. Please ask if anything is unclear.

1. If you enrol with Richmond, The American International University in London (Richmond University) as a student, you will be required to agree to abide by the statutes, ordinances and regulations of Richmond University for the time being in force.
2. Richmond University will communicate with you via phone, letter, email or text method. This will be based on the information you have provided on your Application form. It is therefore vital that you regularly check your correspondence and inform the Admissions Office should there be any changes to this information. Due to the volume of applications received, it is your sole responsibility to ensure you do not miss deadlines/communication associated with your application.
3. Unless your results are transmitted to the University via the Southern Methodist University (SMU), or confirmed by your school or college when you apply, you will be required to produce satisfactory evidence of your previous qualifications (including, if requested, English Language Qualifications such as IELTS). This means that you must provide the Admissions Office with an original transcript or certificate, or a clear and legible copy that has been authenticated by the issuing Organization, English Language body, or a lawyer or other authorized person. The University reserves the right to require original documents only.
4. Richmond University reserves the right to withdraw the offer of a place if unsatisfactory references are received, or if you fail to meet one or more of the conditions specified in your offer.
5. This offer and any subsequent enrolment are made on the basis that the information supplied in your application papers is true and complete, and that you hold the qualifications that you claim to hold. The offer and subsequent enrolment will be deemed null and void if you are found at any time to have misrepresented any aspect of your circumstances.
6. The information provided in your application papers will be retained by Richmond University, will be used for the purpose of processing your enrolment and will form part of your student record after you have enrolled.
7. You understand and commit to attending 1 semester in Fall, of which tuition fees and the semester's housing fees are payable in advance.

8. You agree to pay all fees due by the due dates.
9. If you fail to pay your fees or any other charges made by the University by the due date, the University may place your account on hold preventing access to grades, transcripts, library and computing facilities.
10. When you accept our offer of a place, you accept our decision in relation to your home, overseas or US Dollar fee status. This decision is made on the basis of the available evidence at the time. Decisions can only be changed in certain specific and exceptional cases once you have registered. If you think our decision is incorrect, you must appeal this prior to submitting your deposit.
11. You are responsible for your own living expenses, and you must ensure that you have access to the necessary funding before the start of your course of study.
12. Richmond University undertakes to make every reasonable effort to provide the teaching and academic facilities necessary for your course of study. Occasionally it may be necessary to change substantial components of a course, or to withdraw it. In these rare cases the University will notify you as soon as possible and will offer you another course at Richmond for which you are appropriately qualified.
13. Neither you nor the University shall be liable for inability or delay in performing any of your or their obligations if caused by circumstances beyond your or their reasonable control including, but not limited to, industrial action, strikes, lockouts, fire, flood, earthquake, bad weather conditions, explosion, war, terrorist attack, technical failure, or power failure.
14. No term of the agreement between you and Richmond University is enforceable under the Contracts (Rights of Third Parties) Act 1999 by any person who is not a party to the agreement.
15. The agreement between you and Richmond University is governed by English law and subject to the exclusive jurisdiction of the English Courts.

Student Contract

This form must be completed and returned to Richmond, the American International University in London.

I, _____, hereby accept Richmond University's offer of admission as a London International Semester SMU Admit for the Fall 2021 semester.

Will you be applying for University accommodation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will you be under the age of 18 on 7th September 2021?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have a specific medical condition, disability or learning support need? We ask for this information to allow the University to evaluate what suitable support may be available to you for the duration of your intended time of study. Please note that this information has no bearing on the academic assessment of your application. If you answer 'Yes,' our Dean of Students will contact you for further information.	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you have a criminal conviction and/or any criminal cases pending? <i>If 'Yes' then we will need to contact you for further information</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO

To whom should we send invoices for tuition and accommodation fees?

Name	
Address	
Postcode/Zip Code	
Country	
Email	

I have read the Standard Terms and Conditions of my offer and accept them as part of my contractual agreement with Richmond University. I have read and understood and accept the University's [Student Privacy Policy](#). I will sign and keep one copy of this letter and return the other copy to the Admissions Office.

Signature of student

Date (DD/MM/YY)

Signature of parent/guardian if student is under 18

Date (DD/MM/YY)

Please complete and return by email to admissions@richmond.ac.uk.