PACE Postgraduate Terms of Admission: Entry in 2027/28 – Non-matriculated

Application of these terms

1. If you accept your offer for study at the University of Cambridge Professional and Continuing Education ('PACE'), you agree that these Terms of Admissions apply to your relationship with the University and PACE from then until you cease to be a postgraduate student. Not knowing or forgetting about the Terms or their consequences is not a justification for not following them.
2. These Terms of Admission relate specifically to non-matriculated postgraduate level courses delivered at PACE.
3. Please note that some of these Terms relate to conditions you will need to meet before you are able to take up your place. These Terms should be read alongside your offer letter which helps explain your conditional offer and the process of meeting your conditions.
4. These Terms of Admission, along with the PACE General Terms and Conditions for the booking and provision of courses, and the Postgraduate Student Handbook, form the contract between you and the University of Cambridge.

Registration to the University and PACE

5. As a student at the University, you will also be registered with PACE.
6. You will be unable to pursue your course if your PACE or University registration is withdrawn or suspended for any reason, including for breaches of PACE or University regulations on student discipline and conduct.
7. You must pursue your studies diligently. You may be withdrawn from your course at PACE, subject to applicable procedures, if your academic engagement or performance is judged to be unsatisfactory.
8. You must adhere to the Statutes and Ordinances, and other rules, regulations and policies of both PACE and the University, as notified to you now or as set out on the University or PACE website (as amended or supplemented from time to time in accordance with these Terms of Admission). This includes matters relating to taught Master's Students as appropriate, discipline, capability to study, and fitness to practise for certain regulated professions. Withdrawal or suspension, arising from breaches of Statutes and Ordinances or other rules, regulations, procedures and policies will result in your being unable to pursue your studies at PACE and the University.
9. PACE and University rules, regulations, policies and procedures are reviewed regularly and may be amended or supplemented. The PACE website will always reflect the current procedures as will the course area on the virtual learning environment (see www.pace.cam.ac.uk)
10. You will be required to present original proof of identity to PACE prior to starting your course. Also, where advised by us, you must be able to present your original documentation as proof of prior academic achievement to PACE, on being asked to do so. The acceptable document would usually be a passport and, where applicable, evidence of a UK immigration status. If you are a UK or Irish national

and do not have a passport, a driving licence issued in the UK or Ireland, or a birth certificate issued by the UK or Irish authorities may be acceptable.

11. The University does not allow a student to be a candidate for a degree of the same type more than once, where the first degree was taken at Cambridge. This holds regardless of the outcome of the first degree. In exceptional circumstances, the University may accept a student on a course at a level they have already taken at Cambridge. However, if this is the case, by accepting your offer you confirm you understand that, on successful conclusion of the course, you will be awarded a certificate of satisfactory completion rather than the relevant degree. You are also required to upload a declaration that you and your Department agree to your registration on this basis.

Self-Service account

12. All communications from the University regarding your admission will be sent via your Postgraduate Applicant Self-Service account. Any communication sent by the University to your Self-Service account will be regarded as properly sent and received by you.

Conditions

13. Your offer email outlines the conditions of your offer. You must provide satisfactory information or evidence which confirms that you meet all these conditions by the specified deadline before you can be admitted. If you do not meet all the conditions of your offer by the specified deadline, your offer will be withdrawn and you will not be admitted to PACE.
14. Where a copy of a document is used to confirm that you meet a condition (for example a copy of a transcript to meet your academic condition) then you must be able to present the original, hard copy document to the University and/or PACE, if asked to do so, after you start your course.
15. Where academic documentation cannot be verified directly with the awarding institution through a secure electronic service, the University reserves the right to require verification through an approved third-party provider at your own expense.

The academic condition

16. Students may not follow an award-bearing course (including but not restricted to a degree level course) at another higher education while registered for a Cambridge qualification; the only exceptions are where a part-time student is concurrently registered for one part-time sub-degree level course (subject to certain conditions), or if the student is registered on a doctoral training programme.
17. Similarly, students may not follow a second-award bearing course at Cambridge while registered for another such course at the University; the only exceptions are:

   a. Where a part-time student taking a sub-degree level course is concurrently registered for one additional part-time sub-degree level course and this is approved by the relevant Course Directors (subject to certain conditions);
   b. Where a student is registered on a doctoral training programme and this is approved by all relevant Course Directors and Supervisors;
   c. In certain exceptional circumstances, a short period of concurrent registration may be permitted to allow completion of a current degree.

18. In exceptional, widespread circumstances, the prohibition on concurrent registration at another institution or for a second degree at Cambridge may not be applied or may be temporarily suspended (for example, if industrial action leads to a delay in graduation from a previous degree, but not in the completion of substantive course work).
19. If you are registered on a degree level course, you are required to tell us about this. Your offer will include a condition either to complete that degree (potentially at a specified grade), to intermit for the full duration of your registration at Cambridge, or to withdraw from it. You cannot start your Cambridge course unless you can evidence that you are no longer registered on your current course. If you have started your course at PACE before this is identified, the University will take disciplinary action which may lead to you being withdrawn from the University and PACE. The only exceptions are:
   a. Where are part-time student taking an award-bearing course is concurrently registered for one additional part-time award-bearing course
   b. Where a student is registered on a doctoral training programme and this is approved by all relevant Course Directors and Supervisors

The financial condition

20. The financial condition of your offer requires the completion of a Financial Undertaking Form or the demonstration of exemption. Through the Financial Condition you undertake to the University that you have available at least the minimum required funds to cover all the costs of your attendance at the University for the duration of your course, including fees (University Composition Fee) and any additional costs such as residentials. You may be asked to provide evidence of your ability to meet these costs by PACE.
21. Neither PACE nor the University accepts responsibility for any personal debt you may incur.
22. If you are admitted, neither PACE nor the University can commit to support you financially in the event that you cannot fulfil the commitment declared in your Financial Undertaking Form. You cannot rely on gaining funding once you have taken up your place. As PACE courses are predominantly part-time, it is understood that many students will be working whilst undertaking their studies. It is expected that students will have made sufficient preparations in order to engage fully with their course whilst managing their commitments outside their academic studies.

Fees and additional costs

23. Your conditional offer was made subject to satisfactory payment of the appropriate application fee, where applicable. If your payment transaction is deemed unsuccessful after you have received an offer, the University reserves the right to withdraw the offer, and you will be asked to send an alternative payment.
24. Your offer email will state the University Composition Fee (UCF) level for your first year of study.
25. Fees for individual courses are outlined on the PACE website. Most offer the option to pay in instalments on enrolment though fees can be paid in full. Fees cover all resources uploaded to the VLE, as well as the teaching, supervision, student support and facilities you will receive and have access to from PACE and the University. Fees do not cover travelling expenses for field trips or residential accommodation (except where stated in the course information or for residential courses held at Madingley Hall). PACE aims to advise students of all direct costs relating to undertaking a course.
26. When paying for courses by credit card, where the initial payment is a registration fee, or the first instalment payment, the remainder of the fee will be taken from the designated card according to the schedule given on receipt of the registration fee or instalment.
27. The UCF is set annually by the University, and for most courses the annual fee is fixed for the duration of the course. Students who intermit, defer taking up their place, or who are suspended or withdrawn, and then return to study, will be liable for higher fee rates when they return to their study.
28. Your UCF includes classification of your fee status as either Home or Overseas. This classification will remain the same for the duration of your course of study, unless there is a relevant, material change in your circumstances or, exceptionally, our understanding of those circumstances changes in the light of new information.
29. You must pay the UCF by the due date given by PACE. Non-payment of the UCF may result in suspension or withdrawal from PACE and the University, and a liability to pay any outstanding debt. The power to withdraw students for non-payment of fees is set out in section 12 of Chapter VII of the University's Ordinances.
30. Students who withdraw are expected to meet any outstanding fee payments in accordance with the Refund and Cancellation Policy.
31. Fees must be settled within four weeks from the date of the last notification of payment due, if fees are not settled within four weeks of the last notification, the student's access will be suspended until payment is received. If payment is still outstanding after four weeks from the dates of suspension the student will be withdrawn. The student will not be admitted onto future courses until the fees are settled.
32. The refund and cancellation policies of all programmes can be found on the PACE website.

Changes to your course and related services and facilities

33. For relevant degrees, the subject of your research will be agreed by your supervisor and Department. This will be confirmed in writing prior to your registration on the course. Changes after admission will only be permitted with the agreement of your supervisor and Department.
34. PACE and the University will provide course, and related educational and other services and facilities, as these are described on the PACE and University websites immediately prior to the date you accept your offer of a place, and in the material information referred to in your offer email and associated documentation.
35. PACE will provide you with additional information related to your studies in the Postgraduate Student Handbook which is available in print and online. PACE will endeavour to ensure that this information about your studies is accurate but, given this is published in advance, you should check the University website and the PACE VLE, which will be up-to-date.
36. Very occasionally, there may be circumstances outside the University's control which may make it necessary to make changes to your course or to related educational and other services and facilities. PACE and the University will act reasonably in the circumstances to ensure that the changes are kept to a minimum and will make you aware as soon as reasonably practicable of such changes (see section 39). The circumstances where such changes may arise are as follows:
    a. Unanticipated staff changes, sickness, absence or unavailability for other reasons
    b. Strikes or other industrial action
    c. Developments in the subject area
    d. Student feedback
    e. Changes to the requirements or guidance of professional, statutory, regulatory or accrediting body
    f. Changes in legislation or government guidance
    g. Where the numbers recruited to a course are so low that an appropriate level of student experience cannot be guaranteed
    h. Any circumstance within the scope of section 102
37. The changes that PACE or the University may make as a result of the above circumstances are to:
    a. The content, structure, timetable and syllabus of a course
    b. Areas of research or other projects
    c. The identity of supervisors or the arrangements for supervision
    d. The start date of a course, including deferring it to another academic year
    e. The availability, duration, location and content of placements and other work-based learning opportunities
    f. The method, location, timetable and amount of teaching, lectures, seminars, supervisions and any other forms of instruction
    g. The method and content of assessments and examinations
    h. The delivery of services and facilities, to deliver in a different way, from a different location or online or by replacing them with alternative but equivalent services and facilities
    i. your start date at PACE

Only if unavoidable will the content or amount of teaching, or the format and mode assessment of your course be changed.

38. The changes may be effected by modifying or suspending your existing course, by combining your course with another course, or by closing your course and/or offering you the opportunity to transfer to another course.
39. PACE or your department will consult students, through the formal student representation channels, on the impact of any substantive changes to your course prior to implementation. Any substantive change to a course requires approval by the University's Education Committee, in line with policies and procedures approved in advance by that Committee. That Committee is always concerned to ensure that no student is disadvantaged by any course change. The Education Committee includes student representatives.
40. You will be notified of these changes by PACE as soon as reasonably practicable. They will if necessary draw your attention to opportunities to register a concern or complaint about the changes.

Changes to Statutes, Ordinances, Regulations and Procedures

41. The University and PACE may add to, delete or make reasonable changes to the Statutes and Ordinances, and other rules, regulations, procedures and policies, including the Code of practice for Master's students, where, in the opinion of PACE and/or the University, this will assist in the proper delivery of education.
42. Changes are usually made for one or more of the following reasons:
    a. To ensure they are fit for purpose
    b. To reflect changes in the external environment, including legal or regulatory changes, changes to funding or financial arrangements or changes to government policy, requirements or guidance
    c. To incorporate sector guidance or best practice
    d. To incorporate feedback from students
    e. To aid clarity or consistency of approach
43. Wherever possible, the University will consult students, through the formal student representation channels, on the impact of any substantive changes prior to implementation.
44. Any changes will normally come into effect at the start of the next academic year, although may be introduced during the academic year where the University reasonably considers this to be in the interests of students or where this is required by law or other exceptional circumstances. PACE and the University will take all reasonable steps to minimise disruption to students wherever reasonably possible, for example, by giving reasonable notice of changes to Statutes and Ordinances, and other rules, regulations, procedures and policies before they take effect, or by phasing in the changes, if appropriate.
45. The updated Statutes and Ordinances, and other rules, regulations, policies and procedures will be made available on the University's website and may be published by other means so that students are aware of any changes.

Arrival procedures

46. You must have received a formal confirmation of admission from PACE, and met the appropriate conditions of your offer, before you begin your studies.
47. You will be registered as a non-matriculated student at PACE. You will be required to sign the following declaration within four weeks of starting the course:

    I promise to observe the Statutes and Ordinances of the University as far as they concern me, and to pay due respect and obedience to the Chancellor and other officers of the University.
48. By taking up your place at PACE and the University of Cambridge you agree that you will sign this declaration on registration, which refers to the Statutes and Ordinances of the University. The current Statutes and Ordinances can be found on the University website, which will also show any changes.
49. PACE students are expected to join their course when it starts. If you are unable to join at that time, a later start date must be agreed by PACE in advance. If you do not join by the date agreed with PACE your offer will be withdrawn and you will be liable for fees.

Computing facilities

50. By taking up your place at PACE you agree to sign the following declaration in order to access the University's computing facilities, which will provide access to the internet, your University email account, and information which is available only to University users:

    I have read the rules and understand that allocations of computing resources are made and may only be used subject to the Rules issued from time to time by the University of Cambridge Information Services Committee, and I agree to abide by such rules. (The Rules and Guidelines on the use of University Information Services facilities are on the World Wide Web, see Rules made by the Information Services Committee IT Help and Support (cam.ac.uk).

    N.B. It is sometimes the case that system staff will need to look at your account(s) or how you access your account(s) to solve system problems, because of suspected misuse of your account or to enable the legitimate business of the University to continue in your absence.
51. You will not be able to pursue your studies effectively to obtain your degree without access to the University's Information Services.
52. PACE award-bearing courses are delivered on the online virtual learning environment (VLE) and this is the main communication channel between students, Tutors and course administrators. After registering for a course, you will be provided with login instructions to the VLE, which will give you access to your course and other resources at PACE. Applicants who register onto a PACE course acknowledge that they have the following to study successfully online:
    a. Basic internet skills
    b. Unique email address
    c. Broadband/internet access
    d. Word processing software if submitting assignments (able to export to Word/Open Office).

Intellectual property rights in your work

53. Ownership of intellectual property (IP) rights (broadly defined, whether registrable patents or not) in material devised, made or created by you normally rests with you and the University does not ordinarily claim the ownership of such intellectual property rights. However, you need to be aware that this is not always the case and that the University or third part will claim ownership where:
    a. IP rights are allocated to the University, funders or sponsors by grants or contracts for research funding or student sponsorship; or
    b. IP rights are owned by third parties; or
    c. Working in collaboration with others (e.g. University staff) you jointly devise, make or create joint or interdependent intellectual property; or
    d. Legislation, regulations or ethical guidelines apply e.g. where data is derived from human subjects (e.g. clinical trials) or to personal data.
54. In such circumstances, relevant third party terms will apply to your work whether or not you have explicitly agreed to them. It is therefore important before you accept a place at the University and before you start work on a research project or join a research group, that you check any relevant third party terms and consider how such terms will affect the treatment of intellectual property that you create.
55. If you have any concerns, including not receiving any information about intellectual property rights, you must raise them with your proposed supervisor or PACE so that you understand how intellectual property which might arise from your studies, research or project(s) will or may be treated.
56. The University endeavours where possible to ensure you retain the right to use intellectual property in academic teaching, publications and academic research.
57. The Regulations on Intellectual Property Rights in Chapter XIII of the University's Statutes and Ordinances set out how intellectual property rights are managed.

Data Protection

58. When you applied to become a student you were told how PACE and the University would use your personal information (meaning any information which relates to or identifies you as an individual) to process your application and for related purposes.
59. Further information about how PACE will specifically use your information can be found in the Postgraduate Student Handbook and on the PACE website.
60. By taking up your place to study at PACE, you acknowledge that PACE and the University will use and process your personal information in accordance with these statements. In addition to the information published there, when you use specific services and facilities offered by PACE or the University, you will be told about any other uses of your personal information.
61. While studying at the University, you may need to use and handle the personal information of others in connection with your studies and research. You acknowledge that you will handle any such personal information carefully and securely, and in accordance with any reasonable guidance and direction you may receive.

Complaints and appeals

62. If you wish to make an appeal or complaint about the application process, please follow the procedure described in the Admissions Appeals and Complaints Policy. Neither an admissions appeal nor complaint can be made about a matter of academic judgement.
63. The Student Complaints Procedure can only be used by Registered Students, which includes PACE students pursuing a course of study leading up to the award of a certificate, diploma or advanced diploma. Before making a complaint, students are asked to consult the procedure, read the explanatory notes on the procedure and are encouraged to seek support from an advisor of their choice. The Postgraduate Student Handbook contains more information about the PACE Student Complaints Procedure, including how the University policy is applicable to PACE students.
64. You may be able to refer a complaint to the Office of the Independent Adjudicator for Higher Education in England and Wales if the complaint falls within its remit and you have exhausted all internal PACE and University procedures.

Freedom of Speech

65. The University is fully committed to securing and promoting freedom of speech within the law for staff, students and visiting speakers in all activities related to academic life. Our Code of Practice on Freedom of Speech sets out the University's values, approach and associated procedures in detail. By accepting your offer, and agreeing to these Terms of Admission, you agree that the Code of Practice on Freedom of Speech will apply to you as a member of the University and that you will behave compatibly with it.

Student discipline (including physical misconduct, sexual misconduct and abusive behaviour, and academic misconduct)

66. The University's regulations relating to disciplinary matters are found in Chapter II of the University's Ordinances and the associated Student Disciplinary Procedure. These include the Rules of Behaviour to which prospective students, students and former students must abide by from the point at which they have accepted an offer to study from the University. Breaching PACE or the University's Rules of Behaviour can result in sanctions, including the removal of academic awards or permanent exclusion from the University.
67. PACE and the University of Cambridge are committed to providing an environment that is free from discrimination and affirms the rights of all their members to be treated with dignity and respect. Any form of physical misconduct, sexual misconduct or abusive behaviour (including harassment of any kind) of one member of its community by another will not be tolerated. Allegations of these forms of behaviour are taken very seriously and PACE and the University, following an investigation, may take action, including disciplinary action, in response to a complaint about a student.

68. The University has a specific policy regarding student misconduct, as does PACE (see Postgraduate Student Handbook for more details).
69. All PACE students and formerly Registered students are responsible for following the Rules of Behaviour. Not knowing about the rules or their consequences is not a justification for not following them.
70. The Rules of Behaviour also include specific provisions relating to academic misconduct, such as cheating in examinations, the use of contract essay services and other forms of plagiarism, e.g. attempting to pass another person's work off as your own. The plagiarism page of the University's website gives further guidance on the University's policy. Your registration at PACE is deemed acceptance of the University's right to apply specialist software to your work in examinations and during the course of your studies to aid in detecting such academic misconduct.

Support and capability to study

71. If the University has a concern that your behaviour is adversely impacting your welfare or academic progress, or the welfare of others within the PACE or University community, or has the potential to do so, then you may be referred into the Procedure to Support and Assess Capability to Study. This procedure can result in an assessment by a Study Capability Assessment Committee, which will include a medically qualified person. The Committee may request that you attend an assessment with a relevant expert as part of an investigation of the circumstances. If you choose not to attend an assessment then this may result in the Committee considering you pose a high risk either to yourself or the University community. You will have the right to attend, be represented and present information to the Committee in writing and orally. The Committee will determine how and whether you may continue your studies.
72. Where a University or police investigation is ongoing, and it is proportionate to do so, the University has the power to suspend students from study or otherwise limit a student's access to facilities, the Virtual Learning Environment, buildings or names persons in order to protect the University community and/or to enable the investigation to properly be conducted.
73. If, in the reasonable opinion of PACE, the presence of any client, Course Director, Tutor, student or delegate is, or is deemed likely to be, an impediment to the provision of any service of PACE, for example displaying behaviour contrary to the PACE Student Charter, or brings PACE (and/or the University of Cambridge) into disrepute, PACE may exclude such person from all or part of that service on a temporary or permanent basis. If a person is removed permanently from a service, PACE will return any fee paid by or for the individual, but there will be no further liability of PACE. This also applies to enquirers, applicants, offer-holders and other individuals prior to formal registration and starting a course of study at PACE.

Unspent Criminal Convictions

74. PACE, and the University, requires the full disclosure by applicants of information related to convictions which are 'relevant' and 'unspent'. The postgraduate applicants with previous criminal convictions webpage includes instructions on what constitutes a 'relevant' and 'unspent' conviction, on how it should be disclosed, and on the process which follows.
75. Disclosure of a relevant, unspent conviction must be made at the same time as you accept your offer of admission or, if the conviction happens after this but before you complete your course, then as soon as the conviction occurs. If you fail to disclose such a conviction, the University may withdraw your application, including if you have received an unconditional offer, at any time up to registration. If you registered before the failure to disclose a conviction is discovered, the University will take disciplinary action which may lead to you being withdrawn from the University. If necessary, the University will take immediate action to withdraw or suspend you.
76. In accepting your offer, you agree to allow PACE and the University to share with each other the details and any information concerning the criminal conviction(s) disclosed by you.
77. Following the disclosure of a relevant, unspent conviction, PACE and the University will assess the risks posed by your admission to students and the wider University community. Based on this assessment, the University may decide that:
    a. Your offer can proceed
    b. Your offer can proceed but certain non-academic offer conditions will be applied to mitigate risk once you become a registered student
    c. Your offer is withdrawn
78. If you receive a relevant conviction while you are a student of PACE and the University then you have a responsibility to disclose the conviction. Not doing so is a breach of the University's Rules of Behaviour and can result in further disciplinary action.
79. This policy and process applies to all applicants and registered students at PACE regardless of the way they undertake their studies (in-person, online, residential attendance etc.)

The Foreign Influence Registration Scheme

80. Where required by law, a student will need to register activity under the UK Government's Foreign Influence Registration Scheme. This is the student's responsibility and it is a criminal offence not to do so.
81. Under the scheme, two types of activity may need to be registered:
    a. Activities carried out in the UK at the instruction of any foreign state to influence political decision, elections or referendums, members of the House of Commons, House of Lords, or the Devolved Administrations, or registered political parties (known as the political influence tier)
    b. Any activities carried out in the UK at the instruction of a specified part of a foreign state, currently of the Russian or Iranian states (known as the enhanced tier).

82. Guidance on the Foreign Influence Registration Scheme is on the University website. If you plan to carry out activity that might need to be registered, or have any questions about the scheme, you can contact FIRS@admin.ac.uk

Visas

83. The University does not provide student visa sponsorship for part-time study undertaken at PACE. If you are subject to UK immigration control, you are responsible for ensuring you have the appropriate permission for study purposes.
84. Courses at PACE may require attendance at short teaching sessions in Cambridge (also referred to as residentials, workshops or day schools depending on the course). International students should be aware of immigration considerations to attend these sessions. Entrance to the UK is at the discretion of UK Visas and Immigration and Border Force at the port of entry. The University cannot accept responsibility for decisions made by these government agencies.
85. For most courses, students will be able to travel to the UK and attend the teaching sessions as a visitor to the UK. Information on coming to the UK as a visitor, including whether you need to apply for a visa in advance of travel, is outlined on the International Students Website. It is strongly recommended that you read the information on this website carefully prior to travel.
86. In line with UK Home Office requirements, the University will be required to verify your status in the UK. You will be asked to present relevant documents, which will be retained for your record, prior to studying. If you already have UK immigration permission in another category, you may be able to undertake your course on that. You will need to provide evidence of this during the admission process.

Other matters

87. Lecturers and class leaders normally own the intellectual property rights in their teaching materials. Students may not audio-record lectures and classes without their prior agreement (for example where adjustments are required for a specific learning need). Where sessions are recorded by the lecturer or class leader, you will be notified of this and given further information. You may not share or disseminate any recordings to which you are given access.
88. The University does not formally articulate student achievement in terms of credits and does not award credit value to the majority of its courses. The Cambridge and credits webpage gives a full explanation.
89. As part of your studies you may be given access to confidential information belonging to the University, academics, other students or third parties. This may incur legal obligation to keep it confidential. In addition, the University or third parties with whom you interact as part of your studies may require you to sign a confidentiality agreement. If this is the case, you should raise in advance with your supervisor or a relevant academic officer any concerns you have. You may also choose to seek your own independent legal advice.

Disability

90. We welcome learners of all backgrounds and abilities at PACE, and for this reason we have robust learning support in place for any student who needs it.
91. We are committed to providing students with disabilities or medical conditions equal opportunities and access in their chosen course of study.
92. We recognise the importance of an individualised approach when considering reasonable adjustments and are committed to working towards removing barriers including instructional, physical, and social ones that our students may face.
93. We are committed to developing an inclusive learning and teaching environment for all students and will seek to make reasonable adjustments where possible in order to enable disabled students to reach their full potential whilst studying with us.
94. We make every effort both to anticipate and to make reasonable adjustments to meet the requirements of disabled students and those with additional requirements.
95. The Accessibility and Disability Resource Centre (ADRC) provides advice, guidance, and resources to disabled students on PACE award-bearing undergraduate and postgraduate courses.
96. If you would like to access support from the ADRC please complete their online Student Information Form as soon as possible. If you can, please upload your evidence (written in English) within the Student Information Form where prompted. The following links to guidance on medical evidence (https://www.disability.admin.cam.ac.uk/how-get-support/evidence-your-diagnosis) or diagnostic evidence (https://www.disability.admin.cam.ac.uk/how-get-support/evidence-your-diagnosis) will help to answer any questions you may have.
97. If you have any questions concerning disability support then please contact the ADRC NMS team via adrc.nms@admin.cam.ac.uk or view their website via https://www.disability.admin.cam.ac.uk/non-matriculated-students
98. You can also disclose a disability at any time during your course by contacting either the ADRC NMS team, or PACE's Student Support team via da@pace.cam.ac.uk

Limitation on liability

99. Nothing in these Terms of Admission shall limit the University's or PACE's liability to you:
    a. For death or personal injury resulting from negligence (as defined in the Consumer Rights Act 2015);
    b. For fraud or fraudulent misrepresentation.
100. References to legislation in these Terms of Admission include reference to any amendments, extensions or re-enactments of such legislation.
101. Subject to paragraph 99 above and any restrictions in statute or common law affecting the ability of PACE or the University to limit their liability, the

aggregate liability of PACE and the University under these Terms of Admission or otherwise in connection with your admission to PACE and/or the University and/or the provision of your course and other educational or related services and facilities (including pastoral services) by PACE and/or the University, whether arising in contract, tort (specifically negligence), statute, or in any other way, shall not exceed the total of the course fees paid and due to be paid by you in relation to your course, as defined in your offer sent by the admissions office.

102. For the purposes of paragraphs 99 and 101, the terms 'PACE' and 'University' also include officers, employees and agents of PACE or the University, and those paragraphs may be enforced by such officers, employees and agents.

103. Neither the University nor PACE will be liable for matters arising which are outside of their control and which could not have been prevented even if reasonable care had been taken. This includes but is not limited to: unexpected staff illness, strikes or other industrial action where and to the extent that these are beyond the control of the University or PACE respectively (for example, strikes by staff at third-party suppliers), strikes or industrial action involving the University's or College's or PACE's staff respectively in trade disputes which are declared by the University's recognised trade unions at a national level and/or affect other institutions in addition to the University, unexpected staff illness, severe weather, fire, civil commotion, riot, invasion, terrorist attack or threat of terrorist attack, cyber-attack, war (whether declared or not), natural disaster, restrictions imposed by government or public authorities, epidemic or pandemic disease, or failure of public utilities or transport systems. In particular, where such event(s) occur and change(s) in according with paragraphs 36 and 37 are not possible or practicable, neither you nor the University nor PACE will be liable to the other for breach of this contract nor for continued compliance with the contract including the provision of further tuition or services, payment of further fees, making refunds of fees paid or other loss or damage of any kind.

False, misleading or incomplete information

104. It is a condition of admission that all information you provide is true, accurate and complete.

105. PACE and the University will withdraw your offer and prevent your completion if any of the information provided by you in your application, including when meeting your offer conditions, is found to be false, misleading or materially incomplete. This includes if we find that you were impersonated or assisted by another human or machine at interview or in a language centre assessment (except where agreed in advance for reasons of disability), or if any part of your application was completed or submitted by someone other than yourself (including by an education agent) and without acknowledgement. If PACE or the University investigates the information you have provided, you will have a right to make representations.

106. If, after proper investigation, any of the information provided by you in relation to your application is found to be false, misleading or materially incomplete after you have registered, PACE and the University reserves the right

to withdraw you from your studies. The power to withdraw a student for failing to meet the conditions of admission is set out in section 12 of Chapter VII of the University's Ordinances.

Your right to cancel

107. You have a statutory right to cancel your place at Cambridge without giving any reason. The cancellation period under UK consumer law will expire after 14 days from the day you accept the offer of a place at the University ('statutory cancellation period').
108. If for any reason you do not wish to take up your place at the University, you may cancel your place by withdrawing via your Self-Service account or by making a clear statement in writing to the University to this effect.
109. If you cancel your place on a course within the statutory cancellation period, the University will reimburse you for any payment received from you in respect of your tuition. This does not include any application fee, or other fees paid, as part of the admission process.
110. If your course or associated provision of services (such as the provision of accommodation) is due to begin within 14 days from the date you accept the offer of a place, by accepting the offer of a place you are expressly agreeing that your course and/or associated services should begin within the statutory cancellation period. If you then subsequently decide the cancel the contract you may be obliged to pay a proportion of your UCF as set out in the University's fee regulations. You should refer to the PACE webpage for further information.
111. Where you are entitled to a refund, PACE will make this refund without undue delay using the same means as you used for the initial transaction, unless you have expressly agreed otherwise.

General

112. If any provision of the Terms of Admission is or becomes illegal, invalid, void or unenforceable that shall not affect the legality, validity or enforceability of the other provisions.
113. If you breach these Terms of Admission and PACE or the University chooses not to exercise any right which it may have against you as a consequence of that breach, the University or PACE shall not be prevented from taking action against you in the future in respect of any other breaches by you.
114. Subject to paragraph 102, the rights under these Terms of Admission shall not be enforceable by any party who is not a party to it, including any party that is responsible for paying your fees in whole or in part, and no such party shall have any rights under or in connection with the Contracts (Rights of Third Parties) Act 1989.
115. These Terms of Admission shall be governed by and construed in all respects in accordance with the laws of England and the parties agree to submit to the jurisdiction of the courts of England.

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