

Registration Form
Data Protection and Student Declaration
2020/21 Academic Year

Data Protection

The personal information entered into the online registration form will be used by De Montfort University only for the purposes as set out in our Privacy Notice: The personal data you provide will be used for registration and admission purposes and in connection with the exercise of the university's official functions and powers as set out in law, or to perform a task in the public interest that is set out in law. De Montfort University will never pass your personal information to any third party for commercial purposes.

All personal data will be processed in compliance with current UK data protection legislation. To find out more about how we are using your data, and your rights, please visit the following link

<https://www.dmu.ac.uk/policies/data-protection/data-protection.aspx>.

For more information about how we may use your data or if you have any queries in relation to the below, please contact sas@dmu.ac.uk

Student Declaration and Sharing your Learner Record

By registering or re-registering at DMU, you understand and agree to the following:

1. **ID Verification** - Where new students are required to upload a copy of their ID for verification purposes, it is understood that the ID provided must be for you and match your student record. If anyone uploads, or is found to have uploaded, any ID in an effort to mislead or register a different name/person, they will be subject to our Student Regulations (please see below) and could result in the student having their offer withdrawn or their place at DMU being cancelled. On review of the ID provided or in the occurrence where ID is not required to be uploaded via the online form, DMU reserves the right to request additional ID either electronically or in person at any time.
2. **Criminal Conviction Declaration** - New students are required to complete a Criminal Conviction declaration at the point of registration, under our Student Regulations (please see below) withholding of information for DMU may result in withdrawal of registration.
3. **ID Card Distribution** – For new students based in the UK only, waiting to receive their first ID card - you understand that the term time address you have provided is the address to which you want your student ID card posting to at the start of the academic year. Please note: for students not based in the UK at the start of the academic year, an alternative process for ID card distribution will be arranged.
4. **Student Regulations** - To abide by the University's regulations - <https://www.dmu.ac.uk/current-students/student-support/exams-deferrals-regulations-policies/student-regulations-and-policies/index.aspx>

5. **Student Contract** - To abide by the Student Contract agreed to at the point of accepting your offer (where applicable and dependent on your year of entry) – <https://www.dmu.ac.uk/study/student-contract/index.aspx>
6. **Tuition Fee Liability** - Understand you will be liable for all tuition fees incurred over the duration of your programme of study, in whole or in part and
- Should you wish to leave DMU before the end of your programme of study, you must inform the University in writing.
 - If you decide to leave the University before the end of your programme of study, you may be liable to pay the University up to a full year in Tuition Fees and any other outstanding amounts due to the University.
 - If the University requires you to leave the University, you may be liable to pay the University up to a full year in Tuition Fees and any other outstanding amounts due to the University.
 - Should you or your sponsor fail to pay your Tuition Fees in a timely manner, DMU reserves the right to terminate your studies and take legal action against you in order to recover that debt.
 - You should read the University's Charging and Refunding Policy full details of which can be found via the following link. Please ensure you refer to the relevant policy for year of entry <https://www.dmu.ac.uk/current-students/student-support/student-finance/tuition-fees/index.aspx>
 - Where a student owes Tuition Fees, the university may restrict access to specific systems including online learning resources and results notifications; non-payment of fees could ultimately lead to a student's registration with the university being terminated.
 - Any student who owes Tuition Fees will not get their degree or any other academic award, and neither will the university provide references, confirmation of award and/or achievement or be permitted to attend their graduation ceremony. These restrictions will remain in place until the outstanding debt is settled in full.
 - Any student with an outstanding debt (which is not a Tuition Fee debt) of £50 or more to the university on completion of their studies will not be permitted to attend their graduation ceremony; this restriction will remain in place until the outstanding debt is settled in full.
7. **Tier 4 students** – For students studying at the university on a Tier 4 visa you agree to:
- abide by the terms of your visa and you understand that should DMU have any concerns about this and/or your attendance on the course, you will be reported to the United Kingdom Visas & Immigration division of the UK government.
 - Should you or your sponsor fail to pay your Tuition Fees in a timely manner, DMU reserves the right to terminate your studies and take legal action against you in order to recover that debt. If you have your registration withdrawn by the University for non-payment of fees, you will be reported to the United Kingdom Visas & Immigration division of the UK government and will have your Visa curtailed.
 - Should you not comply with our Attendance Monitoring Policy DMU reserves the right to withdraw your registration. If you have your registration withdrawn by the University for non-

attendance, you will be reported to the United Kingdom Visas & Immigration division of the UK government and will have your Visa curtailed.

8. **For all student's subject to UK border control** – you agree to provide the university with full details of your immigration status throughout your registration at the university, including providing electronic copies of satisfactory quality and where required original visa and passport documentation to the University for verification and storage and updating the university of changes to your immigration status during your registration at the university. DMU may restrict access to specific services, including issuance of Confirmation of Acceptance for Studies, to students with outstanding debt.

9. **Audio Visual Loans** - Agree to abide by the University's regulations and Terms & Conditions (<https://hal.dmu.ac.uk/home/AVLoans/Terms.pdf>) of Audio-Visual Services when borrowing items. Where a student has not returned a loaned item from AV Loans, Library & Learning Services or other campus services, and/or has accrued debts for late or non-return of loaned items, further access to university services will be withheld. Non-return of loaned items and/or non-payment of late return fees may preclude the student from being permitted to attend their graduation ceremony. In all cases the university reserves the right to invoke its debt recovery processes.

10. **Learner Records Service (LRS)** - For Information Only - DMU works with the LRS programme, who offer a service enabling individuals to access their individual Learner Record which provides learners with access to their participation and achievement data via a website and to share this with other organisations and individuals where a learner grants their consent to do so (consent is requested at the verification stage by the information requestor).

11. **Higher Education Degree Data check (HEDD)** – For Information Only - DMU is member of HEDD, a shared service which allows employers or statutory bodies and their agents to verify basic degree and registration information about you, with your consent. These checks will be made if you register with an employment agency or are offered a job. Any employer or agent who makes an enquiry through HEDD must obtain your consent beforehand, this is a condition of use of this service.

You declare that the information provided on your online registration form is correct and understand that if you have knowingly given false information you may be excluded from De Montfort University.