For entry for the Summer 2020 Mansfield College Oxford Advanced Online Summer Programme, 15 June – 31 July 2020

TERMS AND CONDITIONS

READ THIS DOCUMENT CAREFULLY. IT CONTAINS IMPORTANT INFORMATION ABOUT YOUR CONTRACT WITH MANSFIELD COLLEGE, OXFORD (“MANSFIELD”).

Contract between course participant and Mansfield.

1. The purpose of these Terms and Conditions is to set out the contractual basis for your relationship with Mansfield, and to draw your attention to key terms.

2. Your contract with Mansfield is made up of:

   a. these Terms and Conditions,

   b. the course prospectus on the web page at https://www.mansfield.ox.ac.uk/advanced-online-summer-programme (you should consider printing a copy of this page as a record of the information provided) and

   c. the offer letter from Mansfield.

3. Your formal offer of a place on the course is set out in the offer letter or email from Mansfield (the “Offer”). By accepting the Offer you enter into your contract with the Mansfield.

4. You will enter into this contract with Mansfield even if your fees are paid by a third party on your behalf.

Conditions of your contract with Mansfield

5. Your contract with Mansfield is subject to the academic and financial conditions set out in the Offer or accompanying documents.

6. It is also a condition of your contract that any information submitted with or in relation to your application is true, accurate and complete (i.e. does not omit information you have been asked to provide). If it is established after the start of the course that the information is not true, you may be deprived of course credit.
7. By paying your fees you agree to comply with Mansfield’s conduct regulations insofar as these are relevant to online study. In particular, you agree to behave courteously and properly to online tutors and other course participants, and to comply with reasonable requests concerning your studies, conduct and behaviour. You undertake not to misuse IT facilities provided for online learning.

8. You may be removed or suspended from the course if Mansfield considers that you are in breach of any of these rules.

9. The course fee consists of a deposit of $600 and a further course fee of $5400. The deposit and course fee are payable in US dollars.

10. Your application should be accompanied by payment of the deposit of $600 as explained. Information about how to pay your deposit will be sent to you when your application is received. This deposit will be refunded if no Offer is made. If an Offer is made, the deposit is non-refundable.

11. Once you have accepted your Offer, an invoice will be issued to you with full details of how to pay the further course fee. It is your responsibility to ensure that the course fees are paid before the first day of the course, or any earlier deadline which is notified to you.

12. The course fees include all course materials, tuition and marking. They must be paid in full before the commencement of the course.

13. It is your responsibility to ensure that you have access to adequate broadband and video conferencing facilities.

Cancellations and refunds

14. Cancellation should be notified in writing to Dr Helen Lacey (helen.lacey@mansfield.ox.ac.uk). If you cancel your contract before 1 June 2020, your fees less the deposit will be refunded. Thereafter, the course fee is non-refundable, except at the discretion of Mansfield.

15. Where there are good reasons to do so Mansfield may cancel your course and will make every reasonable effort to give you as much notice of cancellation as possible (normally at least 15 working days prior to the start date). In the unlikely event of such cancellation Mansfield will endeavour to offer a suitable alternative course, and, if this is not an
acceptable alternative, to refund all fees paid by you including the
deposit. Mansfield’s liability when it cancels a course will be limited to a
refund of any fees or charges paid for the cancelled course. For partial
cancellation of a course, such refunds will be made on a proportionate basis.

Changes to Courses

16. Mansfield will seek to deliver each course in accordance with the
description set out in the course prospectus. However, there may be
situations in which it is desirable or necessary for Mansfield to make
changes in course provision, either before or after enrolment. Mansfield
therefore reserves the right to:

a. make reasonable changes to the timetable, academic staff
   specified for the Mansfield Advanced Summer School; and
b. make reasonable changes to the content and syllabus of the
   Mansfield Advanced Summer School.

Events beyond our control

17. Mansfield will not be liable to you for any loss caused to you under
its contract with you which results from events which are beyond
Mansfield’s reasonable control, such as: industrial action, acts of god,
acts of terrorism, the unanticipated departure or absence of key
members of Mansfield staff, or failure by third party suppliers and
subcontractors. In such circumstances Mansfield will take reasonable
steps to mitigate the impact on you and to restore usual teaching and
services.

Personal Data and Intellectual Property

18. The course materials are the intellectual property of Mansfield and
must not be copied, shared or used other than for the purposes of
participating in the course without express written permission of the
course director.

19. Course participants must not use personal data they acquire from
the course for purposes other than participation in the online modules,
without the express consent of Mansfield or co-participants.
20. Mansfield will collect and use your information about you in accordance with the principles set out in the Mansfield's Student Privacy Policy at https://www.mansfield.ox.ac.uk/gdpr-framework. This includes ensuring that your data will only be used in a way which is fair, lawful and secure.

Complaints Procedure

21. If you have a complaint you should contact the Course Director, or if your complaint is about the Course Director, you should contact the Academic and Admissions Manager.

22. Your contract with Mansfield will end in the following circumstances:

  a. when you finish your course or
  b. if you cancel or withdraw from your course and so cease to be a current student;
  c. if Mansfield exercises its right to cancel or discontinue your course under paragraph 15 above;
  d. if you cease to be a current student as a result of a Mansfield procedure such as a disciplinary procedure; or
  e. if you fail to comply with paragraph 5 or 6 above.

23. The following terms will survive termination of your contract with Mansfield for any reason:

  a. terms relating to intellectual property and personal data as described at paragraphs 18-20 above; and

  b. terms relating to Mansfield procedures to the extent that they relate to events that occurred prior to termination including the complaints procedure, the disciplinary procedure, the harassment procedure.

Jurisdiction

24. Your contract with Mansfield and any dispute arising from it (including non-contractual disputes) shall be governed by the laws of England and Wales and shall be subject to the exclusive jurisdiction of the English Courts.