



Glasgow Caledonian University Student Terms and Conditions

2026/2027

Introduction

This document sets out the Terms and Conditions which apply when you accept an offer to study at Glasgow Caledonian University (GCU).

These Terms and Conditions apply to all students studying at Glasgow Caledonian University in the UK, including at GCU London.

The Terms and Conditions form an agreement between you and the University for the duration of your studies. They describe the University's rights and obligations, and your rights and obligations.

Accepting your offer to study at the University indicates that you have accepted these Terms and Conditions.

It is your responsibility to meet these Terms and Conditions. Make sure you read them carefully, understand them and agree with them before accepting your offer.

We recommend you save this document for future reference.

Definitions

Term	Definition
Agreement	The agreement between you and the University. It includes: These Terms and Conditions. - The terms included in your UCAS offer or offer letter. - The documents referred to in these Terms and Conditions (including Assessment Regulations, Fees and Refund Policy, Fitness to Practise Policy, Criminal Convictions and Charges Policy).
Assessment regulations	The University's assessment regulations .
Course and Programme	Your programme of study or research at the University. In these Terms and Conditions, the terms course and programme are used interchangeably.
Regulations	The University's regulations, codes and policies .
UCAS	The Universities and Colleges Admissions Service (UCAS).
University	Glasgow Caledonian University. Cowcaddens Road, Glasgow, G4 0BA (Scottish Charity Number SC021474).
Us/we	The University.
You/your	An applicant who has accepted a place to study at GCU and to whom this contract applies.

1. Admissions

- 1.1. We have offered you a place on the basis that you genuinely want to study with us, and that the information you have provided is correct.
- 1.2. Your offer is subject to the conditions set out in your offer letter from GCU or on your UCAS Hub.

These conditions could include:

- Particular qualifications or grades.
- English language standards.
- Criminal record checks.
- Occupational health checks.
- Immigration requirements.

- 1.3. If you do not meet the conditions, we can withdraw your offer.
- 1.4. If there is any part of the offer that you do not understand or do not know how to fulfil, [contact our Admissions and Enquiry Service](#).
- 1.5. We will not change the conditions of your offer after it has been made, without your agreement. If the change is related to UK Visas and Immigration (UKVI) requirements, we cannot register you unless you have the correct visa.
- 1.6. You confirm that the information you provided in your application is true and complete. You hold (or are studying towards) the qualifications stated in the appropriate section of the application form.
- 1.7. If you applied through UCAS:
 - 1.7.1. UCAS will contact you about your offer(s) on our behalf. You must reply to your offer(s) on your UCAS Hub.
 - 1.7.2. UCAS will explain the different types of offer. It will give you instructions on how and when to reply to your offer(s).
 - 1.7.3. UCAS will send some examination results directly to us, if you have given consent to share this information with UCAS. These currently include Qualifications Scotland Higher/Advanced Higher, GCE A Level, Irish Leaving Certificate, BTEC and International Baccalaureate. Other results, such as SQA HNC/D unit results, will not be sent directly through UCAS. We will let you know if you need to send us your results.
- 1.8. If you applied directly to us: We will contact you directly about your offer(s) by email or letter.
- 1.9. You must accept or decline the offer by contacting our Admissions and Enquiry Service by the deadline stated in your offer letter. We cannot guarantee to hold your place if you do not respond by the deadline.

- 1.10. If English is not your first language, you might need to demonstrate that you meet the required standard of English. If this is the case, we will ask you for evidence of an [English language qualification](#), which you must provide.
- 1.11. We might email you to ask for information or documents to support your application. These must be provided by the deadline specified. Any requests for information will be sent to the email address on your application.
- 1.12. If you want to defer your offer, you must send a request to [our Admissions and Enquiry Service](#), and provide a reason. Deferred entry is granted at our discretion.

2. International students with a student visa

- 2.1. If you need a visa to study at the University, additional conditions apply. These could apply at the application stage, on or after registration, and are set out in **Schedule 2**. Read them carefully, as you must meet these conditions in order to commence and continue your studies at GCU.

3. Tuition fee status

- 3.1. There are three tuition fee statuses in Scotland:
 - Home
 - Rest of UK and Republic of Ireland
 - Overseas
- 3.2. Your tuition fee status determines the level of tuition fees you must pay, and if you need to pay a deposit. Your tuition fee status is normally stated on your UCAS Hub or in your offer letter.
- 3.3. We make a decision about your tuition fee status based on the information you provide. If we need further information in order to make a decision, we will ask for it when we make you an offer.
- 3.4. Accepting your offer means you accept our decision regarding your tuition fee status. If you do not agree with the fee status you have been assigned, do not accept your offer. [Contact us as soon as possible](#).
- 3.5. We are required to comply with Scottish Government regulations in determining tuition fee status. There is a cap on the number of places we can provide funded by the Scottish Government. This means if your fee status is reassessed before you register (unless it is our mistake) we reserve the right to withdraw your offer.
- 3.6. Once you have registered, your tuition fee status can only be changed in specific and exceptional cases.

4. Cancellation

- 4.1. You have the right to cancel the agreement within 14 days of accepting your offer to study. You do not need to give a reason.
- 4.2. As long as we receive an initial communication regarding cancellation within the 14-day period, you will meet the cancellation deadline.
- 4.3. To cancel:
 - If you applied through UCAS, contact UCAS.
 - If you applied to GCU directly, contact us [by email](#).

You can use the model cancellation form in Schedule 1.

- 4.4. If you cancel the agreement in line with paragraph 4.1, you are entitled to a full refund of any payments made under the agreement.

5. Registration

- 5.1. You must register with GCU at the start of your course, and at the beginning of each academic year in accordance with the requirements and processes set out by the University.
- 5.2. If you are an international student and you do not register at the start of each academic year for any reason, the University may suspend your studies, withdraw its sponsorship of your visa and report you to the UKVI. This will mean you will have to return home or provide other evidence of your right to remain in the UK.

6. Course delivery

- 6.1. We will deliver your course with reasonable skill and care.
- 6.2. Your progression on the course and your final award are dependent on your academic performance. They are not guaranteed.

7. Course changes

- 7.1. We may make changes to your course, and course modules in limited circumstances. Some changes may be necessary to comply with legal or regulatory requirements, or the requirements of a professional, statutory or regulatory body. The University may also make changes where reasonably necessary for operational or business reasons, to maintain academic standards, reflect developments in the relevant subject area, improve the quality of the course, or enhance the overall student experience. Any changes will be limited to those which the University considers reasonably necessary in the circumstances.

- 7.2. Where the University is required to make a change, we will notify affected students as soon as reasonably practicable and provide information about the change and its effect on the course.
- 7.3. Where the University proposes to make a material change that is within its control, we will normally notify affected students in advance and, where reasonably practicable, consult with them before making a final decision. If the circumstances do not reasonably allow for consultation, we may implement the change without prior consultation but will notify affected students as soon as reasonably practicable. We will notify students of any changes to their course, whether or not those changes are material.
- 7.4. If a material change is made to your course and you do not want to continue on it, you can withdraw from your studies and end the agreement, without any further liability to us.

8. Fee payment

- 8.1. You accept our [Fees and Refund Policy](#) and agree to pay your tuition fees and a deposit, if applicable.
- 8.2. There are some circumstances where you might incur additional costs on top of your tuition fees, for example, if you fail part of your course. If you do not pay your fees on time, you might have to pay third party costs or damages. Full details can be found in our [Fees and Refund Policy](#) and [Credit Control and Debt Management Policy](#).
- 8.3. You might be required to pay for materials, equipment or field trips, on top of your tuition fees. This will be clearly stated on the [individual course page](#) of our website.
- 8.4. Our [Fees and Refund Policy](#) and [Credit Control and Debt Management Policy](#) explain what happens if you are unable to pay fees or any part of your fees. Read both of these policies carefully. If you do not pay your fees when required or enter into an official payment plan, you could be suspended from your studies and withdrawn from the University. Student visa sponsorship could also be withdrawn.

9. Tuition fee changes

- 9.1. Any changes to tuition fees will be made in line with our [Fees and Refund Policy](#).

10. Regulations, codes and policies

- 10.1. You must comply with the University [regulations, codes and policies](#). These may be amended from time to time. You must read them at least annually when you re-enrol, and whenever the University notifies you of any changes.

- 10.2. You must comply with any reasonable requests from our employees, authorised contractors or agents.
- 10.3. You must be familiar with and follow the [Code of Student Conduct](#). You must behave appropriately at all times, and in a way that is lawful, respectful to others and upholds the academic integrity and reputation of the University. The Code of Student Conduct outlines behaviours that are not acceptable and can impact your studies. This includes all forms of academic misconduct; gender based violence; discriminatory, violent, bullying or harassing behaviour; theft; dishonesty; and behaviour resulting in criminal charges or conviction.
- 10.4. If you do not meet the required standards of behaviour, action may be taken in line with the [Code of Student Conduct](#). You could be suspended, expelled or given penalties. This might mean you cannot receive your award.
- 10.5. If you undertake a placement with a third-party provider as part of your studies, you may need to agree to their conditions in addition to the University's.
- 10.6. If you are registered on a Health and Life Sciences programme, you might need to demonstrate 'fitness to practise'. This means you must have the knowledge, skills, health, ability and character to work safely and effectively. For full details see our [Fitness to Practise policy](#). If it applies, this will be clearly stated on [the individual course page](#) of our website.
- 10.7. You should advise us if you have any:
- Support needs.
 - Disabilities.
 - Medical conditions (including pregnancy) that may affect your ability to attend your course sessions or fully participate in the course.
 - Upcoming or expected healthcare or medical procedures that may affect your ability to attend your course sessions or fully participate in the course.
- 10.8. We will consider reasonable adjustments to support you. [Contact the Disability Team](#) to discuss your needs.
- 10.9. You must comply with our [Criminal Charges and Convictions Policy](#). This requires you to tell us if you have any relevant criminal charges and convictions at application, registration and while you are a registered student. For most programmes, you will only be required to disclose charges and unspent criminal convictions. However, for programmes which require a Protecting Vulnerable Groups check, you may need to disclose additional criminal convictions. For full details, please review the policy.
- 10.10. Any information you give us on your application form, at registration or while you are a registered student, must be complete, up-to-date and accurate.
- 10.11. If you take time out of your studies without consent, or fail your assessments and repeat a year, the terms and conditions that are in force when you re-join will apply.

11. Changes to regulations

- 11.1. We can make reasonable changes to our regulations, codes and policies if they:
- Help us maintain or improve good governance, good order or efficient operations, for example for health and safety or security.
 - Comply with legal requirements, or the requirements of a governmental authority, regulator or accrediting body.
 - Are in the interests of students.
- 11.2. All changes to regulations, codes and policies that affect students are made in consultation with student representatives.
- 11.3. If we propose a change to the [Assessment Regulations](#) that significantly changes the way we assess your progression or award classification, **paragraph 11.1** does not apply. Instead, **Section 7** applies.
- 11.4. We do not normally make changes to regulations, codes and policies that apply to students during term-time.
- 11.5. But, we will make changes to regulations, codes and policies that apply to students during term-time if we think the changes are:
- Required to maintain academic standards.
 - Necessary to run programmes effectively.
 - Needed to comply with legal requirements, or the requirements of a governmental authority, regulator or accrediting body.
- 11.6. We will give you advance notice of any significant changes to the regulations, codes and policies. Updated documents will be published on our website.

12. Other changes to the Terms and Conditions

- 12.1. Find out how we make changes to:
- 12.1.1. Programmes and modules: **Section 7**.
- 12.1.2. Tuition fees: **Section 9**.
- 12.1.3. Regulations, codes and policies: **Section 11**.
- 12.2. We can make changes to other terms and conditions if:
- They are small and unlikely to have a negative impact on students.
 - We are required to make changes in order to comply with legal requirements, or the requirements of a governmental authority or regulator.

- 12.3. We can correct mistakes or complete missing details in our information or documents if doing so does not significantly affect the agreement. If you think there is a mistake in any of our information or documents, inform us and we will consider your query and confirm our response in writing.

13. Ending the agreement

- 13.1. The agreement will automatically end when you complete your course, whether or not you are awarded with a qualification. The agreement can end early for reasons set out below.
- 13.2. The agreement will end immediately and without notice if you:
- 13.2.1. Cancel the agreement (**see Section 4**).
 - 13.2.2. Applied directly to GCU and tell us you no longer want to take up an offer that you previously accepted.
 - 13.2.3. Applied through UCAS and you follow the UCAS procedures for termination.
 - 13.2.4. Do not register with the University when required.
 - 13.2.5. Withdraw from your course.
 - 13.2.6. Exercise any right to end the agreement set out in these Terms and Conditions.
- 13.3. The University can withdraw your offer to study or terminate your registration if you:
- 13.3.1. Give false or misleading information on your application.
 - 13.3.2. Fail to provide information we ask for.
 - 13.3.3. No longer meet one or more conditions of entry or continued study (e.g. criminal conviction, academic standards, immigration requirements).
 - 13.3.4. Provide fraudulent documentation or emails as part of your application.
 - 13.3.5. If we withdraw your offer or terminate your registration under paragraph **13.3**, the agreement will end.
- 13.4. We can end the agreement if:
- 13.4.1. You do not pay your fees (or any part of them) you owe us by the deadline.
 - 13.4.2. We do not think you meet the required level of English, and you are not willing to do an intensive course at your own expense. This can happen even if you have provided evidence of an English language qualification (see **paragraph 1.9**).
 - 13.4.3. You require a visa to study at the University, and you cannot provide us with any information requested in relation to your visa.
 - 13.4.4. You break the terms of the agreement significantly or persistently (subject to paragraph **13.5**).

- 13.5. If we take action against you under the [Code of Student Conduct](#) or the [Credit Control and Debt Management Policy](#), we will follow the relevant procedures and only end the agreement in line with them.
- 13.6. If the agreement ends early, for any reason:
- 13.6.1. If you have not yet registered, you will not be allowed to register.
 - 13.6.2. If you have already registered, you must withdraw from the University immediately (unless we agree otherwise).
 - 13.6.3. Fees will be refunded in line with our [Fees and Refund Policy](#).

14. Information sharing and data protection

- 14.1. We need to collect, process and retain your personal information for academic, administrative, management, pastoral and health and safety reasons.
- 14.2. We may need to disclose your personal information to the Home Office and other organisations.
- 14.3. For details, see our [Student Privacy Notice](#).

15. Limits of liability

- 15.1. We do not exclude or limit our liability in any way for:
- 15.1.1. Death or personal injury caused by our negligence.
 - 15.1.2. Fraud or fraudulent misrepresentation.
 - 15.1.3. Any other matter for which it would be illegal or unlawful to exclude or attempt to exclude liability.
- 15.2. You are responsible for getting any insurance that you might need, for example contents insurance or medical insurance.
- 15.3. We exclude liability for:
- 15.3.1. Damage to your property on our campuses or elsewhere (unless it is caused by our negligence, or the negligence of our agents or authorised contractors).
 - 15.3.2. Personal injury or death (unless it is caused by our negligence).
- 15.4. **Section 15** applies even if the agreement ends.

16. Events outside our control

- 16.1. We are not liable or responsible for failure or delay in carrying out any obligations in the agreement caused by event(s) outside our reasonable control which were not foreseeable or could not be prevented, provided that we have taken reasonable steps to mitigate the impact of these event(s). Events outside of our control may include adverse weather, natural disaster, industrial action by university staff or third parties, significant damage to the University campus or IT infrastructure (e.g. a cyber attack), war, pandemics, national emergencies, disruption to transport or utility services, significant changes to Government higher education policy or funding arrangements.
- 16.2. For the duration of any event outside our control:
- 16.2.1. We can suspend our obligations under the agreement, subject to **paragraph 16.1**
- 16.2.2. The time allowed to carry out our obligations may be extended.
- 16.3. We will take all reasonable steps to end the event or find a way to carry out our obligations despite the event.

17. Intellectual property

- 17.1. The copyright, design rights and all other intellectual property rights of materials, documents or items we prepare in connection with your course belong exclusively to us, or our licensors. This includes items prepared by our employees, contractors or agents.
- 17.2. You must not use any materials, documents or items set out in **paragraph 17.1** for any commercial purpose.
- 17.3. The copyright, design rights and all other intellectual property rights of any work or materials you produce during your course usually belong to you. In some cases, you must transfer ownership of these rights to us.
- 17.3.1. If the item is produced in connection with a third-party funded or sponsored project.
- 17.3.2. If the work is carried out under substantial guidance from our staff.
- 17.3.3. If your tuition fees are paid by a third party.
- 17.4. If you need to transfer ownership of intellectual property, we will tell you in advance and provide you with the terms.
- 17.5. You must sign a Student Intellectual Property Agreement for the transfer of ownership to come into effect, or agree another way to transfer ownership.
- 17.6. You are entitled to refuse to transfer ownership, but this could mean you are unable to participate in certain projects or placements while at the University. If you are not willing to transfer ownership of your intellectual property, contact your academic supervisor before you start your course.

- 17.7. From time to time, we will publish new or updated guidance on intellectual property ownership for students.
- 17.8. **Section 17** applies even if the agreement ends.

18. Communication

- 18.1. We will assume the home address and term-time address you last gave us are up-to-date. If your contact details change, tell us immediately.
- 18.2. You must set up your University email account when you register. This is the email account we will use to contact you throughout your studies.
- 18.3. You are responsible for checking your emails and student portal for information relating to fees and other payments and your performance.
- 18.4. You can contact us by email at: studentenquiries@gcu.ac.uk or by post at: Admissions and Enquiry Service, GCU, Cowcaddens Road, Glasgow, G4 0BA.

19. Complaints

- 19.1. If you have a complaint, please see our [Complaints Handling Procedure](#).

20. General

- 20.1. If any court or competent authority decides that any part of the agreement is invalid, unlawful or cannot be enforced, we will remove that part. The remaining terms and conditions of the agreement will remain valid.
- 20.2. If there is any conflict between a statement in the agreement and a statement in the regulations or any other document referred to in the agreement, what is stated in the agreement holds.
- 20.3. It does not mean we have given up our rights, or that you are not required to comply with your obligations if, at any time, while the agreement is in place, we:
 - 20.3.1. Fail to insist you carry out your obligations under the agreement.
 - 20.3.2. Do not exercise any of our rights under the agreement.
- 20.4. If you do not comply with an obligation in one instance, and we accept it, this does not mean we will accept or ignore any further instances.
- 20.5. We will inform you in writing if we decide not to enforce any part of the agreement.
- 20.6. The terms of the agreement can only be enforced by you or by the University. No other individuals or organisations have any rights or obligations under the agreement.

- 20.7. The agreement, the regulations and any other documents referred to in the agreement constitute the entire agreement between you and us.
- 20.8. The agreement is governed by Scottish law. Any disputes between you and us will be dealt with by the Scottish courts.
- 20.9. **Section 20** applies even if the agreement ends.

Schedule 1

Model cancellation form

To: Glasgow Caledonian University
Admissions and Enquiry Service
Cowcaddens Road
Glasgow G4 0BA

Email: studentenquiries@gcu.ac.uk

I give notice that I cancel my agreement with Glasgow Caledonian University for a place on the following programme.

Programme.....

Date offer accepted

Name of student:.....

Address of student:.....
.....
.....

Signature of student (paper versions only):

.....

Date:

Schedule 2

Additional terms for international students

1. You can only register with us if:
 - 1.1. We have given you a Confirmation of Acceptance for Studies (CAS), OR
 - 1.2. You have permission to remain in the UK for the duration of your course and can provide us with the relevant proof.
2. If we ask for any information or documentation regarding your CAS, you must provide it within the given deadlines.
3. In order for us to issue a CAS, you must:
 - 3.1 Be able to demonstrate you have sufficient financial resources to support yourself and pay for your course.
 - 3.2. Provide the original documents required by UK Visas and Immigration (UKVI).
4. If we think your visa application could be refused by UKVI we can refuse to issue a CAS.
5. We have the right to contact UKVI about your immigration status.
6. If you need a visa to study in the UK, you must keep to the terms of your visa.
7. When you register, and at any other time we ask, you must present your original current passport and either:
 - An eVisa share code so we can view your immigration status online, OR
 - UK immigration status document and original biometric residence permit.
8. If you need a Student visa to study in the UK, you can only register on full-time courses and the following paragraphs apply to you.
9. The following do not constitute an agreement:
 - An offer letter or CAS from us.
 - A deposit or financial guarantee from you.
10. Refunds are only made in line with our [Fees and Refund Policy](#).
11. You confirm that you are entering into the agreement with the intention of completing your course.
12. If you meet our admissions criteria, we will issue you with a CAS. This allows you to apply for a Student visa. Our admissions criteria include:
 - 12.1. You meet the academic requirements for your course.
 - 12.2. You meet the English language requirements for your course.
 - 12.3. You pay the tuition fee deposit or provide evidence that you have government-approved sponsorship for the duration of your studies.
13. The Home Office makes visa application decisions and issues visas. We do not accept any responsibility for the success of Student visa applications.

14. You agree that you will keep to all Student visa requirements set by the University and the Home Office, for the duration of your visa. If you do not keep to these requirements, we can cancel your CAS and inform the Home Office. Student visa requirements can be viewed on the [UK government website](#).
15. If your visa application is refused, you must tell us immediately. If you do not want to re-apply for a student visa, we will refund your deposit and fees in line with our Fees and Refund Policy.
16. If your visa application is refused, we do not have to issue a second CAS.
17. When you register with us, you must provide a share code so we can view your eVisa, or an original copy of your visa document. You must tell us if your visa is delayed.
18. You agree to give us the following when you register, and at any other time we ask. This is so we can meet our obligations as a Home Office licensed sponsor:
 - 18.1. Any original documents used to support your University application.
 - 18.2. Up-to-date contact details, including your UK address, phone number and contact details for your next of kin.
 - 18.3. A written request to your academic school for any planned absence, including the reason for the absence and any supporting evidence.
 - 18.4. Written notice of withdrawal from your course, with evidence to show that you have enrolled with a different sponsor, changed your immigration category or returned to your home country.
 - 18.5. Written notice of any change to your immigration or visa status during your registration, together with evidence of your new immigration status.
 - 18.6. Any other information or details of any changes in circumstances that could affect your immigration and visa status.
 - 18.7. You must provide any information the University reasonably requests as required by UKVI.

If you do not provide these, we can end the agreement and terminate your registration.

19. We must give the Home Office certain information about you if:
 - 19.1. You do not enrol or re-register on your programme within the enrolment period.
 - 19.2. We do not think you have progressed in your course.
 - 19.3. UKVI thinks your overall attendance is unacceptable.
 - 19.4. You have a period of no required attendance beyond 60 days and are required to exit the UK.
 - 19.5. You successfully complete your course in a shorter time than originally stated on your CAS, or earlier than the end date of your visa (taking into account the normal grace period allowed by UKVI).
 - 19.6. There is a change in your circumstances including study location, work placement, and programme of study.
 - 19.7. You cancel your place, or we withdraw or suspend you from your course for any reason.
 - 19.8. Any other reason given by UKVI.
20. You confirm that if the agreement ends for any reason, you will not continue with any visa application on the basis of a cancelled application or terminated registration. We will cancel your CAS and inform the Home Office about a cancelled application or terminated registration.

21. If you are unable to complete your course because of illness, or for any other reason outside your control, we will do our best to help you to finish it at a later date. We may need to cancel your CAS and you might have to re-apply for your course from your home country.
22. If your visa runs out before you complete your course, and you need to apply for a new visa in order to complete it, we can give you a new CAS. You must meet the following conditions:
 - 22.1. We think you are making satisfactory progress in your course.
 - 22.2. You have kept to all rules, regulations and requirements set by us and UKVI regarding your Student visa.
 - 22.3. You do not owe us any fees.
 - 22.4. You are required to be in attendance.
 - 22.5. You must keep the university informed of the progress of your visa application, providing evidence of an on-time submission and the final visa decision, including a new share code so we can verify your new eVisa.
 - 22.6. We have no grounds to believe that your visa application could be refused.
23. Unless you receive further leave to remain (permission to stay in the UK), you must complete your course within the time specified in your CAS. If you do not, we could terminate your registration and end the agreement immediately with written notice.
24. If you cancel or end the agreement:
 - 24.1. We will cancel your CAS or inform UKVI that you have cancelled or ended the agreement.
 - 24.2. You must not continue with any visa application on the basis of a cancelled application or terminated registration.
25. If you keep to these terms and the Home Office regulations at all times, we will issue a CAS for your visa application.
26. If you do not complete your course for any reason after registering as a student with us, you must:
 - 26.1. Inform us in writing that you intend to:
 - 26.1.1. Leave the UK (and where you are going) OR
 - 26.1.2. Stay in the UK (and on what basis you have permission)
 - 26.1.3. Provide us with supporting documents as evidence of your plans (e.g. your return flight).

