

## **GENERAL TERMS AND CONDITIONS FOR THE ATTENTION OF STUDENTS**

### **STUDENT DATA COLLECTION NOTICE**

1. As part of the student registration process, all students agree to the College processing their personal data for standard university administrative processes. More information about these administrative purposes can be found on the following College webpage: <http://www3.imperial.ac.uk/legalservicesoffice/dataprotection/guidance/guide10>.
2. The College will provide anonymised student information to the Higher Education Statistics Agency (HESA) for statistical purposes. For more information about HESA and Collection notices please see: <http://www3.imperial.ac.uk/legalservicesoffice/dataprotection/hesastatement>.
3. Imperial College currently subscribes to the Higher Education Degree Datacheck (HEDD), a shared service which allows employers or statutory bodies and their agents to verify basic degree and enrolment information about you. Information about the use of the HEDD can be found at: <http://www3.imperial.ac.uk/registry/currentstudents/refagencies/hedd>.
4. Students' personal data, including their contact details, may also be supplied to HEFCE or agents acting on its behalf for the purpose of the National Student Survey. HEFCE's appointed agent may contact you to take part in this survey. Please inform the Registry if you do not wish for your contact details to be released to HEFCE for this purpose.
5. Any processing of personal data by the College will be made in accordance with the principles laid down in the Data Protection Act 1998 and related legislation, and with the College's Data Protection Policy. Sensitive personal data as defined under the Data Protection Act 1998 will only be processed by the College with the consent of the student or if the processing is necessary under the Act. Further information on Data Protection is available on the College webpage at: <http://www3.imperial.ac.uk/legalservicesoffice/dataprotection>.
6. Under the Data Protection Act 1998 students have a right to access a copy of the data held about them by the College by making a written application to The Data Protection Officer, Level 4 Faculty Building, Imperial College London, South Kensington, London, SW7 2AZ. Further information about how to go about submitting such an application, as well as the College's Data Protection Policy and related Codes of Practice and Guidance, can be accessed on the College's webpages at: <http://www3.imperial.ac.uk/legalservicesoffice/dataprotection/policy>.
7. The College's registration with the Information Commissioner's Office can be found at: <http://www.ico.org.uk/ESDWebPages/DoSearch?reg=431832>.

### **TUITION FEE LIABILITY**

8. All students are required to have adequate funds to meet both the tuition fees for the programme of study and to cover maintenance costs for the entire programme of study at Imperial College London. If at any time during the programme of study a student's funds become inadequate, the College will not be able to provide any financial assistance either in the form of grants or by the remission of fees. Before registering students must read the information contained in the following link and be fully aware of the level of funds required: <http://www3.imperial.ac.uk/studentfinance>
9. An invoice for any fees required to be paid will be sent to the student at the start of the academic session for which the student is registering. Non-payment of tuition fees means a student may be unable to progress with the programme of study and may be unable to graduate.
10. Where students are sponsored by a third party and the sponsor fails to pay the tuition fees (and or College accommodation fees where applicable) then the student accepts responsibility for the full amount outstanding.

### **NON-EEA STUDENTS**

11. Non EEA students are required to check their passport and visa details held in the Personal Details section on the Passport/Visa tab in Student e-service and confirm that they are correct,

whilst completing registration. It is the student's responsibility to ensure that they have a visa that is valid for study at Imperial College and that they agree to comply with the requirements of that visa during their studies. If necessary, they give consent to Imperial College to contact the Home Office to check their eligibility to study in the UK. A Tier 4 student visa requires the student to abide by the rules and responsibilities (<http://www.imperial.ac.uk/study/international-students/visas-and-immigration/tier-4-general-student-visa-responsibilities>) linked to that visa. If the visa is not a Tier 4 visa and ends before the course end date, the student takes full responsibility (including any tuition fee liability / requirement to interrupt my study and leave the UK) should it not be successfully renewed.

### **18+ STUDENT OYSTER PHOTOCARD**

12. The College will keep Information on students applying for an 18+ student Oyster photocard for administering the scheme and such information may be disclosed to Transport for London and its agents if so requested.