Addendum to Entry 2019/20 Programme Terms and Conditions

Effective from June 2019

At its meeting of Executive Board on 3 June 2019, the University agreed to cease its practice of applying academic sanctions against students for the non-payment of non-academic University debts, and to amend its associated terms, policies and processes forthwith with immediate effect.

The terms of your contract which relate to this activity (Section 7. Sanctions) are hereby replaced and superseded by the following terms:

7. Sanctions

7.1 If by 1 February in any given academic year you have failed to enter into a suitable arrangement to pay programme fees, or where you remain in default on any such fee payment arrangement, the University will seek to restrict your access to all University library and computing services. This will include restriction of your access to Library services and the removal of your MWS IT account and hence access to email, the VITAL e-learning environment, the Liverpool Life student portal, and online academic and examination timetables.

7.2 The sanction identified in paragraph 7.1 will remain in place until such time that you make a suitable arrangement to pay your programme fees and/or you settle your outstanding account balance for the given session.

7.3 After 1 February in any given academic year, where you default on an existing programme fee payment arrangement, and/or where you fail to settle an outstanding account balance within the timescales prescribed within the Payment Policy applicable to any given academic year, the University will notify you in writing of said default and give you 5 working days’ notice to settle your outstanding account balance. Where you fail to make good your outstanding balance within 5 working days, the University will seek to apply sanctions as prescribed in paragraph 7.1.

7.4 Under normal circumstances, where you remain in debt to the University for programme fees at the end of a given academic year, you will be prevented from registering for a new academic year until such time that all outstanding debts have been paid.

7.5 Under normal circumstances, where you remain in debt to the University for programme fees one calendar month before the date of the award of a degree, diploma or certificate, you will be deemed ineligible to be presented for such an award.

7.6 Under normal circumstances, where you cease to be registered at the University and remain in its debt for programme fees, you will be prevented from re-registering at the University – or from applying for a new programme of study at the University - until such time that all outstanding debts have been paid.

7.7 Under normal circumstances, where you cease to be registered at the University and remain in its debt for programme fees, your access to official documentation services – including replacement award certificates and academic transcripts – will be restricted until such time that all outstanding debts have been paid.
7.8 The University will in all cases seek to adopt a proportionate approach to the application of the sanctions identified in paragraphs 7.4 and 7.5 and will undertake an annual risk-based review of all outstanding debts, the results of which it will use to inform its decision making before seeking to apply such sanctions.

7.9 For non-academic debt, or where you have ceased to be a registered student of the University, an external debt collection agency will be used once all other avenues for debt collection have been exhausted.