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| **PT Flexible Learning Module Registration Form** |

**IMPORTANT NOTES FOR STUDENTS**

Please refer to the course handbook or the University website for module choices for your course/programme of study

Module choices will be allocated on a first come first served basis. Please indicate an alternative choice for each module in case the module you have selected has no further places

Modules that begin at the start of the academic year may not be added until new records are created on or around 1st September each year

We do not issue confirmation of module registration. Please refer to your ICON account to check that you have the correct modules on your record at the start of each semester

**Student details**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Student Number |  |
| Course/  programme |  | | |

**Module choices**

|  |  |  |  |
| --- | --- | --- | --- |
| Module Code | Module Title | Semester of study | Classroom Based or Distance Learning |
| First Choice | | | |
|  |  | Semester 1 (Sept – Dec) |  |
|  |  | Semester 2  (Jan – April) |  |
|  |  | Semester 2E (April – July) |  |
| Alternative Choice | | | |
|  |  | Semester 1 (Sept – Dec) |  |
|  |  | Semester 2  (Jan – April) |  |
|  |  | Semester 2E (April – July) |  |

|  |  |
| --- | --- |
| Signature | Date |
|  |  |

**This form can be emailed to the University. Alternatively, the form can be returned via post.**

Carlisle based students: [padfusehill@cumbria.ac.uk](mailto:padfusehill@cumbria.ac.uk) or Programme Administration, University of Cumbria, Fusehill Street Campus, Carlisle, Cumbria, CA1 2HH.

Lancaster & Distance & Open Learning based students: [padlancaster@cumbria.ac.uk](mailto:padlancaster@cumbria.ac.uk) or Programme Administration, University of Cumbria, Bowerham Road, Lancaster, LA1 3JD.

**Module Fees**

Module invoicing takes place on semesterised basis. If you are personally liable for the payment of fees for the modules you register for, you will receive an invoice shortly after our receipt of this registration form, or at the beginning of the semester you have registered for.

Fees must be paid within seven days of an invoice being issued. If the fees have not been paid in full by this point, students will not be permitted to take up their place on the module.

**Module Withdrawal Refunds**

Where a student withdraws from a module or modular billed programme, the following fee liabilities will be chargeable:

|  |  |
| --- | --- |
| Relevant date | Element of Fee Liability |
| Within 14 calendar days of module start date | 20% |
| After 14 calendar days of module start date | 100% |