



Saïd Business School
University of Oxford
Park End Street
Oxford OX1 1HP
T: +44 (0)1865 288800
www.sbs.oxford.edu

Dear Sarel,

Application for admission as a graduate student to the University of Oxford

I am delighted to inform you that your application for admission to the University of Oxford as a graduate student has been successful. We would like to offer you a place for the Master of Business Administration beginning 23rd September 2019. Our admissions round is extremely competitive, and we would like to congratulate you most warmly on your success.

This offer constitutes your formal offer of a place at the University of Oxford and when you accept it you will enter into a contract with the University. The offer should be read together with the following three documents which can be accessed via your status portal and are also available as PDFs from www.graduate.ox.ac.uk/acceptingyouoffer:

(1) the University's Terms and Conditions for matriculated students. This explains how your contract with the University works and what it contains, including key terms and your responsibilities.

(2) the Course Information Sheet. This includes key information about the content of your course, your fees, any additional costs and likely living costs in Oxford.

(3) the Student Handbook. This contains essential information including matters relating to Welfare, Safety and Security, the Oxford University Student Union, Sports, Clubs and Recreation, Academic Support, Residence, Intellectual Property, Examinations, Conduct, Disciplinary Procedures and the University's Complaints Process.

You should read the Terms and Conditions, Course Information Sheet and Student Handbook carefully before accepting this offer as they set out the content of the contract you will be entering into with the University.

We hope that you will accept this conditional offer. To do so, please pay the required deposit (see below under "Deposit against University Course fee") by 18 January 2019. This offer will lapse if you have not paid the deposit by this date. If you have any questions before making your decision, please do not hesitate to contact Charlene.New@sbs.ox.ac.uk

If you do not intend to accept this offer or if, once you have accepted it, you decide at a later stage to withdraw, please let us know as soon as possible.

This offer is subject to the following conditions:

Academic conditions

This offer is not subject to any academic conditions.

Financial conditions

This offer is subject to the following financial conditions:

1. Payment of your Deposit
2. Completion of the Financial Declaration Process



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- a. You choose to withdraw after paying your deposit (although please note the position in the event that you decide to cancel your contract with the University in the circumstances described at the bottom of this letter*).
- b. You do not complete in full the Financial Declaration form required to meet your financial conditions of admission.
- c. If you subsequently request and are granted deferred entry, your deposit will be held to guarantee your place on your course with the new later agreed start date.

However, the deposit is refundable in the following circumstances.

- a. **You fail to meet the academic conditions in this offer letter**, subject to the provision of evidence of relevant examination results.
- b. **Your visa application is refused**, subject to the provision of evidence that you have applied for and been refused a visa.
- c. **You are unable to take up your place because of unforeseeable personal circumstances such as serious ill health or bereavement**, subject to the provision of appropriate evidence, such as a doctor's note.

(2) Financial Declaration Process

As part of the Saïd Business School acceptance procedures you will be sent a Financial Declaration form. To complete this and satisfy this financial condition, you will need to:

- Show that you have sufficient funding to cover the course fees for Year 1 of your course, by providing financial evidence such as a letter from your scholarship sponsor or your bank.
- Give your assurance that you are able and willing to meet all course fees beyond Year 1, if the duration of your course is longer than a year (no financial evidence is required).
- Give your assurance that you are able and willing to meet your living costs for the duration of your course (no financial evidence is required).

The Course Information Sheet contains details of the course fees payable for your programme, a guide to likely living costs in Oxford and information about any additional costs associated with your course. The Fees and Funding section (www.graduate.ox.ac.uk/funding) of the Graduate Admissions website has full details of the Financial Declaration. You are responsible for ensuring that you have sufficient funds to meet the costs of your study, so please ensure that you have thought about the total cost of attending the University of Oxford and how you will meet that cost before accepting this offer.

Your costs whilst on course:



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The likely living costs for a single student living in Oxford are set out in the Course Information Sheet. You are required to submit your completed Financial Declaration form and associated supporting evidence by no later than **31 July 2019**.

Criminal Convictions

As a condition of accepting your University offer you will be asked to declare any unspent relevant criminal convictions in due course and more information on how to do so will be provided shortly.

The University policy at www.graduate.ox.ac.uk/criminalconvictions explains how declared criminal convictions will be dealt with and what constitutes a relevant conviction.

College place

Upon receipt of a deposit your application can be considered by a college and you will be offered a college place in due course. The college that accepts you will be in touch with you directly and will send a letter offering you a place. The college place you will be offered will not necessarily be at your preferred college. We ask you to specify your choice when you pay your deposit, if your preferred college is not able to accept you, a college will be found on your behalf. Please note that in a few cases this process may last several weeks.

If you choose to turn down the college place you are offered (or exercise any cancellation right that the college gives you), please be aware that this means you are also turning down the University place on the programme offered to you in this letter. This is because the two offers are linked, and you must be a member of a college in order to join the University (matriculate).

Deferral of entry

The University does not normally consider requests for a deferral of entry, and you are therefore expected to start on your programme on the date set out above in this letter. If you encounter unforeseen and unforeseeable circumstances, you may submit a request for deferral of entry for no more than one year. If you wish to apply for a deferral of entry, please submit your request in writing and send it to Charlene.New@sbs.ox.ac.uk. Please note that the University cannot guarantee availability of supervision or that the programme will remain unchanged in future years or continue to be offered.

If your request is approved and is to start at the University in a subsequent academic year, you will be sent a letter in that academic year containing a link to a new set of contractual documents (including the Terms and Conditions, Course Information Sheet and Student Handbook) and your contract with the University will be amended to be based on those documents. The contractual documents accompanying that letter may differ from those available through the link provided with this letter. You will be entitled to withdraw from the course if the new contractual documents contain a material change which you consider will have an adverse impact on you.

The Business School would also require you to complete a new Financial Declaration form. Any deposit you have paid will be held until you take up your place.



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Please ensure you inform your college and The Business School of any change in your contact details (postal address, email address and telephone numbers, etc.) between now and your arrival in Oxford.

Next steps

Please read the Terms and Conditions, Course Information Sheet and Student Handbook carefully as you will be entering into a contract with the University when you accept this offer.

As set out above, please confirm your acceptance of this offer by paying your deposit by *18 January 2019*. The offer will lapse if we have not received your deposit by this date.

Once the conditions set by both the University and the college have been met, we will send you a letter confirming that you have met all your conditions. You will be asked to complete and return a University Card Form. This is required for you to register as a student at the University.

Queries

If you have any questions about this offer, please do not hesitate to [contact us](#) or call +44 (0)1865 278804.

Also note that the University's graduate admissions complaints policy is available at www.graduate.ox.ac.uk/complaints.

We very much look forward to welcoming you to Oxford.

Yours sincerely

Dr Jonathan Reynolds
Director of Graduate Studies & Deputy Dean

**Right to Cancel:* You are entitled to cancel your acceptance of a place at the University for any reason within a period of fourteen days beginning on the day after the day on which you accept your offer by paying your deposit. You can do so by sending a notice in writing stating that you wish to cancel your acceptance of the offer of a place. The notice should be sent by email to Charlene.New@sbs.ox.ac.uk Please note that by cancelling your acceptance of the offer, you will be withdrawing from both the University and the college, if you have already been offered a college place.