

CU6 Replying to Offers

**Mr E England
Rosehill
New Barn Lane
Cheltenham
Glos
GL52 3LZ**

Personal ID: 0123456789
Scheme Code: CU01
Date: DD-MMM-YY

THIS LETTER REQUIRES YOUR ACTION BY

Dear Mr England

This is an important letter. We have sent it to you because decisions have now been received from all your choices. All these decisions are shown below. You must now accept or decline all your offers by . If we do not receive your replies by this date, we will have to decline all offers on your behalf.

You must reply to your offers using the Track service on our website www.cukas.ac.uk. You should check the conditions of your offers in Track. If you have any questions about the details of your offers, please contact the conservatoires.

Full information and guidance about replying to offers is available on the back of this letter and at www.cukas.ac.uk. You must read all this information carefully, as well as the terms and conditions of your offers, before making any replies.

You must reply online to your offers before the date shown for your action above. Log in to Track to see the details of your offers by clicking on the title of each course. To let us know which offers you want to accept, click on **Reply to Offers**.

Conservatoire		Course Code	Course name	Date of entry		P	Decision
Code	Abbreviation			Month	Year		
L31	LCM	710F	MA Jazz Full Time	9	2010	1	GC
T75	TCM	310F	BMus (Hons) Performance Jazz Studies Full Time	9	2010	1	REJ

P = Point of Entry

Please turn over for an explanation of our codes and advice on how to reply.

Types of offer

Guaranteed unconditional (GU)

The conservatoire is satisfied, from the information given, that you have already met the conditions of entry. Unless your application and/or qualifications are subsequently shown to be fraudulent, a guaranteed unconditional offer is binding upon the conservatoire.

Guaranteed conditional (GC)

The conservatoire has made the offer subject to you meeting certain conditions, usually examination results. Unless your application and/or qualifications are subsequently shown to be fraudulent, the offer is binding upon the conservatoire if you accept the offer and meet the conditions*.

Reserve unconditional (VU)

The conservatoire is satisfied, from the information given, that you have already met the conditions for entry and has offered you a place on its reserve list. In order to be considered for a guaranteed place (should one become available) you need to accept the offer.

Reserve conditional (VC)

The conservatoire has offered a place on its reserve list, but you still need to meet certain conditions, usually examination results. In order to be considered for a guaranteed place (should one become available) you need to accept the offer and meet the conditions of the offer*.

For more information about reserve offers, go to the students' section of www.cukas.ac.uk.

* The conditions attached to an offer for a place in autumn 2012, or for deferred entry in autumn 2013, must be met by 31 August 2012, unless an alternative date is specified by the conservatoire.

Replying to your offers

- . If you accept a guaranteed unconditional (GU) offer as your first choice, you will be expected to take up this place. You cannot accept any other offer as a second choice. You must decline (D) all other offers.
- . If you accept a guaranteed conditional (GC) offer as your first choice, you will be expected to take up this place provided you meet the conditions. You cannot accept any other offer as a second choice. You must decline (D) all other offers.
- . If you accept a reserve unconditional (VU) or a reserve conditional (VC) offer as your first choice, you may accept any type of offer as your second choice. You must decline (D) all other offers.

If you accept a guaranteed unconditional (GU) offer as your first choice, we will write to you confirming your place. If you do not receive this letter, please check your application in Track or telephone our Customer Service Unit on 0871 468 0470. Calls from BT landlines within the UK will cost no more than nine pence per minute. The cost of calls from mobiles and other networks may vary.

If you have accepted any other type of offer as your first choice, we will write to you again if this offer becomes a guaranteed unconditional place. If you do not obtain a guaranteed unconditional place at your first choice, we will write to you if your second choice becomes a guaranteed unconditional place.

Adding more choices

If you have not used the maximum six choices, you can add more choices to your application in Track. To do this, do **not** reply to the offers that you already have and make sure that you add your new choices **before** the reply date in this letter. The last day you can add a choice is 31 August 2012. **If you reply to your offers, you will not be able to add further choices.**

For legal reasons the conservatoires ask us to provide the statement below about additional terms and conditions which apply to your offer.

Yours sincerely



Andrea Robertson
Director of Customer Operations

Terms and conditions

You must satisfy all general course requirements for entry. If you have any queries about these please contact the conservatoire.

If you become a student, it will be a term of your contract with the conservatoire that it will take all reasonable steps to provide the educational services described in its prospectus and other promotional material. If it cannot provide these services for any reason, it will take all reasonable measures to minimise any disruption to your education.

Your offer is made on the understanding that by accepting it you will agree to observe the conservatoire's Charter, Statutes, Ordinances and Resolutions and abide by the rules and regulations for students. You must read all the terms and conditions in the conservatoire's prospectus and on its website before accepting any offer.