

CU6 Replying to offers

[title] [initial] [surname]
 [addr 1]
 [addr 2]
 [addr 3]
 [addr 4]
 [postcode]
 [country (if no postcode)]

Personal ID: [pid]
 Scheme code: [asc]
 Date: [produced]

THIS LETTER REQUIRES YOUR ACTION BY [DATE]

Dear [title] [surname],

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 check the conditions of your offers and reply to them using the Track service at www.ucas.com/ucas/conservatoires/apply-and-track/track-your-ucas-conservatoires-application **before the date shown for your action above**. To see the details of your offers, click on the title of each course. To let us know which offers you want to accept, click **Reply to offers**. If you have any questions about the details of your offers, please contact the conservatoires directly.

Information and guidance about replying to offers is on the back of this letter, and at www.ucas.com/ucas/conservatoires/apply-and-track/decisions/replying-your-ucas-conservatoires-offers. You must read this carefully, as well as the terms and conditions of your offers, before replying.

Making an informed decision

You need to make an informed decision about which, if any, of your offers you want to accept. To help you with this, conservatoires are required to make information available to you under consumer protection legislation. You can find out more about what this should include, on our website at <https://www.ucas.com/undergraduate/after-you-apply/track-your-application-uni-or-college/your-consumer-rights>. You should read and understand this information from the conservatoires **before** making a decision about accepting an offer, as this is likely to form the terms and conditions of the contract between yourself and the conservatoire if you enrol on its course.

Conservatoire		Course code	Course name	Date of entry		P	Decision
Code	Abbreviation			Month	Year		

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 you 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*.

* The conditions attached to an offer for a place in September 2019, or for deferred entry in September 2020, must be met by 31 August 2019, 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, and you must decline (D) all other offers. 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 Experience Centre on 0371 468 0 470. Calls will be charged at your standard network rate.
- 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. We will write to you again if this offer becomes a guaranteed unconditional place.
- 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. 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.

If you change your mind

When you accept an offer of a place on a course as either your first or second choice, a contract will be made between you and your chosen conservatoire. If you change your mind, you can change your replies, which means formally withdrawing your acceptance and cancelling this contract - but **only within 14 days** of accepting the offer. To do this, contact our Customer Experience Centre on 0371 468 0 470, or +44 330 3330 232 (international). After the 14-day period, you can only change your replies with the permission of the conservatoire whose offer you have accepted – you need to contact them and us directly to discuss this.

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 you already have and make sure you add your new choices **before** the reply date in this letter. The last day you can add a choice is 28 August 2020. **If you reply to your offers, you will not be able to add further choices.**

Yours sincerely
UCAS Conservatoires