Dear [?title] [?surname]

THIS LETTER REQUIRES A QUICK RESPONSE EITHER IN TRACK OR BY CALLING US IMMEDIATELY.

We need to let you know that one (or both) of the universities or colleges that originally gave you a conditional offer now wants to give you an unconditional offer.

However, in doing this, they have made changes to your original choice. Please check the ‘Your choices’ section of Track very carefully to view these changes. Your offer(s) may now be for a different course, start date, or year of entry. You must reply very quickly, usually within five days.

Please confirm if you want to accept the new offer(s) by replying to the notification, using Track, before the date displayed in ‘Next Steps’. If the changes affect both your firm and insurance choices, you’ll need to choose between the two and will only be able to select one. By doing this your other offer will be declined.

Changing your mind
When you accept a new offer of a place on a course, a contract is made between you and your chosen university or college. If you change your mind, you can change your reply but only within 14 days of accepting the offer and by contacting our Customer Contact Centre on 0371 468 0 468 or +44 330 3330 230 (international)*. After the 14 day period, it may be possible to do this with the permission of the university or college whose offer you have accepted, but you will need to contact them and us to arrange this.

After Clearing has started, you will be able to ‘Decline your place’ using the button in Track.

If you applied for only one choice, and you decline this changed offer, you will need to pay an additional £5 to enter Clearing – which you can do in Track.

If you need more information, please call our Customer Contact Centre on 0371 468 0 468 or +44 330 3330 230 (international)*.

Yours sincerely

UCAS

*Standard network rates apply