#### How to accept an offer

**Firm acceptance** – this is your first choice.

- If it's an unconditional offer, the place is yours! So that university will expect you as their student.
- Or if it's conditional, the place is yours if you meet the offer conditions. So just in case you don't, you can pick a second offer as a backup – your insurance acceptance.

**Insurance acceptance** – the back-up choice to a conditional firm acceptance.

- If you're choosing an insurance, go for something with lower offer conditions make sure it's somewhere you'd still be happy to go to though.
- That way, if your results are lower than expected, you might still meet the conditions at your insurance choice; then you'd have your place confirmed there.
- Remember, you'll only attend your insurance choice course if you don't meet the
  conditions of your firm choice, but you do meet the conditions of your insurance. You
  can't choose between your firm and insurance when you get your results, so make
  sure you're happy with which is your firm and which is your insurance before you
  reply.

#### How to decline an offer

**Decline** – you'll need to decline any other offers you get.

However, if you decide you don't want to accept any of the offers, you can decline them all and add more courses in our <u>Extra</u> service. Alternatively, you can see what courses still have vacancies later on in our <u>Clearing</u> service.

You can only accept one firm choice and one insurance choice (if you choose to have one). You must decline all other offers.

## Offer and reply combinations

- Unconditional firm (UF) You're in!
- Conditional firm (CF) You're in if you meet the conditions.
- Conditional firm (CF) and conditional insurance (CI) You've made a first and second choice you'll be in at the first if you meet the conditions. If not, you might have met the conditions of the second if so you'll be on that course instead.
- Conditional firm (CF) and unconditional insurance (UI) You've made a first and second choice – if you meet the conditions of the first you'll be on that course. If not, you'll definitely be on the second.

## Reply dates

These are based on when we get the last decision in from your unis or colleges. Check your application to see your personal deadline.

#### 2025 entry applications

- If you receive your last decision on or before 14 May 2025, your reply date is 5 June 2025 (except if you're using Extra to find a place).
- If you receive your last decision on or before 17 July 2025, your reply date is 23 July 2025 (including Extra choices).

#### 2026 entry applications

- If you receive your last decision on or before **31 March 2026**, your reply date is **6 May 2026** (except if you're using Extra to find a place).
- If you receive your last decision on or before 13 May 2026, your reply date is 3 June 2026 (except if you're using Extra to find a place).
- If you receive your last decision on or before 15 July 2026, your reply date is 22 July 2026 (including Extra choices).

#### Don't want to wait for all your uni decisions?

If you want to, you can permanently withdraw from any outstanding choices to reply to offers you've already received. Or you can wait until all decisions have been received, and we'll then give you a deadline to reply.

If you decide to withdraw a choice, it will not be available to you later and the university or college will be informed you no longer wish to be considered for the course.

Take your time to consider your options and only do this if you're sure. We strongly recommend that you contact us to discuss your options before making any changes.

## Changed your mind?

Here's what to do if you change your mind:

- If you accepted your offers in the last 14 days, contact one of our advisers to make any changes to your replies.
- If it's been more than 14 days since you replied to your offers, there is a more detailed process you need to follow. As you've agreed to a contract with your chosen unis, it may be possible, but we are unable to guarantee you can change

them. You'll need to speak to them about changing your replies, and then call us, to let us know what you want to do.

- No reply swaps are possible after 25 July 2024.
- If you've changed your mind, and no longer want to go to uni or college this year, you can sign in and completely withdraw your application.

Extra is another chance for you to gain a place at university or college, between 26 February and 4 July 2025. If you used all five of your choices on your original application and you're not holding an offer, you'll be able to add another choice using Extra.

### Who can use Extra?

If you included five choices on your application, have received decisions from all five, and weren't accepted, or if you declined the offers you received, you will be able to use Extra. If you use Extra to add another choice you cannot reverse this to go back to your original five choices.

If you did not use all your choices in your initial application, you don't need to use Extra, you can just sign in to your application and add another choice, as long as it's before 30 June, and you've not accepted or declined any offers.

If you don't hold any offers after 5 July, you will be able to add an additional choice using Clearing.

# How do you add more choices in Extra?

- 1. Find a course you want to apply to.
- Use the filter 'Show courses with vacancies' in the UCAS search tool.
- Contact the universities and colleges to check if they'll consider you.
- 2. Apply for the new course.
- Add the details to your application.
- 3. The university or college will consider your application if after 21 days you don't hear back, you can choose to either continue to wait or add a new choice.
- o If you receive an offer, reply and subject to meeting entry requirements you're in.
- o If you receive an offer but don't want to accept it, you can decline it.
- If you're not offered a place you can search for other courses and add another Extra choice

#### Tips when considering a choice

- Think about related or alternative subjects, as the entry requirements may be different.
- You can only apply to one course at a time, meaning you won't be able to have an
  insurance choice.

## What happens next?

Once you have received the decision from the university or college, you just need to accept it on your application. If you accept the offer, you won't be able to apply to any more in Extra.

Make sure you reply to the offer by the date shown on your homepage, or your offer will be declined automatically.

If you decline the offer, or you don't get a decision within 21 days, you can add another choice. It might take universities and colleges longer than 21 days to reply – they have until midnight on 17 July to make their decisions, but it's up to you whether you want to wait or replace them with a different choice.

If you don't get the offer you want in Extra, don't worry – you can still use Clearing to add another choice.