

Confirmation change letter
AS12C

[title] [initial] [surname]
[addr1]
[addr2]
[addr3]
[addr4]
[postcode]
[country]

Date:[produced]
Personal ID:[personalid]
Scheme Code:[asc]

Dear [title] [surname]

This letter requires a quick response either on 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 Experience 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.

If you applied for only one choice, and you decline this changed offer, you will need to pay an additional £11 to enter Clearing – which you can do in [Track](#).

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

Yours sincerely

UCAS

*Standard network rates apply