

## **Terms and Conditions of Enrolment as included on your Learner Agreement**

Your Learner Agreement is a statement of your aims while you are a student at the College and shows how we will help you achieve

them. Your success depends on your commitment. It is issued to you at enrolment. It should be shown to College staff for issue of the

College Identification Pass and to the Lecturer on entering your first class.

### **Your Course**

By signing this learner agreement you are acknowledging that:

- You have freely chosen the learning programme at the College and that you have had advice and guidance about this choice from College staff
- You have received an assessment of the suitability of the learning programme
- The College may change your learner agreement at any time during your study after discussion between you and your course tutor
- If you are under 18 and do not already have a GCSE Grade C in Maths or English you will be expected to partake in learning leading to an appropriate English and/or Maths qualification.
- You will be expected to attend regularly and participate fully in the agreed learning programme
- The College reserves the right to close a class or combine one class with another. If a programme is changed or discontinued, you will be informed in writing and this letter will end the College's contract with you for that programme. If this happens, the College's liability will be limited to the repayment of any programme fees paid to the College by you (subject to deduction of any amount which the College is entitled to claim from you) and the College will not be liable to compensate you for any further or consequential loss or damage.

### **Your fees**

Please note that:

- If you withdraw from your course you will still be liable for the full course fee
- If you do not pay the full fee or the required amount and set up an instalment plan for the remainder you will not be allowed to start your course. If you fail to pay any instalment due you will not be able to complete your course
- If the incorrect fee is charged, you will be expected to pay the difference
- If any information given by you on the enrolment form is incorrect, you may be liable to pay fees including the higher overseas fee and you will not get a refund if you withdraw from the course
- If you owe fees from a previous course the College reserves the right not to complete your enrolment

- If the College has given you a concession because you are getting an active benefit, you will be expected to tell Student Admin of any changes which may affect your eligibility for this concession
- If you do not pay your fees, your account will be passed to a debt collection agency who may add additional charges to your outstanding fees

### **Data Protection Act**

All information is treated with great care and in line with the College's policy on Disclosure of Information on Students. The College is registered under the Data Protection Act 1988. We need your signature on your Learning Agreement and on the enrolment form to show that you agree to the College processing your personal data for any purpose connected with your studies or health and safety whilst on the premises.

The College respects the right of all students to confidentiality. However, we may also share information with other agencies such as Local Authority children's/adult services and the police in order to safeguard children, young people and vulnerable adults, to help prevent a crime and bring offenders to justice.

The College may ask you to take place in a photo shoot for use in College marketing materials and by signing this learner agreement you consent to and authorise the use and reproduction of any photographs taken of you without compensation. This does not apply to students under the age of 16.

### **Change in Personal Data**

The information you give on your enrolment form will be used in many areas of your College life, including the details which appear on your certificate at the end of your course. It is very important that you inform the Admissions and Student Support Team of any changes as soon as possible.

Changes in name must be supported by documentary evidence e.g. marriage certificates, deed poll.

### **Student Conduct Declaration**

**By signing the Learner agreement you agree to:**

- **Keep to the Student Charter and codes of conduct as set out in the Student Guide**
- **Attend all classes on time, work hard at your studies and complete all your assignments on time**
- **Comply with the published rules of the Learning Centres**
- **Abide by the College's use of computers and networks policy**

### **Progression**

By signing the Learner Agreement, I understand and agree that the College or its representative will contact me after the end of my course and ask me questions about what I am doing.

### **Disciplinary and Complaints Procedure**

The College has a student Disciplinary Procedure which will be used if you break the Student Code of Conduct or Student Charter. The Complaints Procedure can be used by you if you feel we do not meet our commitments to you.

**Advice and Guidance Service**

The college wants to help you succeed and knows that problems can affect your ability to study. There are many skilled and experienced staff at the college who can help you with any personal, practical or study problems you may have. Details of those who can help and how to contact them are contained in the Student Guide, or you may ask your tutor or Progress Coach.