

TERMS AND CONDITIONS OF ENROLMENT

All students must ensure that they read the following Terms and Conditions of Enrolment. Terms and Conditions are to set out a contractual relationship between you and the college. Student has to sign T&C's on induction day.

- a. All courses are open to applicants aged 18 and over.
- b. Students must comply with nationality, residency and previous study rules as set out by the college and/or awarding body.
- c. Students must ensure that they provide the correct original evidence when applying for the course e.g. educational documents, passport, NI No., Birth Certificate, bank statements, Council Tax bills, payslips or P60s, utility bills, Tax Credit letters, Self-Assessment tax documents, etc.
- d. By signing the declaration, a student confirms that the information provided is to the best of their knowledge accurate. They fully understand that providing incorrect or incomplete information may lead to the application being refused or student being suspended or withdrawn from the programme and the College at any time within the duration of the course.
- e. The minimum entry requirements for courses are as set out in the prospectus and in Course specification on our website. All information about course contents and structure is available on our website/prospectus
- f. It is the student's responsibility to ensure that assignments are submitted on time to the appropriate course Assessors or on Moodle.
- g. Attendance is mandatory for all the college academic programmes. The college is unable to provide attendance confirmation for those students whose attendance in class is less than 80%. Absence from college must be for a valid reason. Absence through ill health must be supported by a Medical Certificate.
- h. If a student fails to attend classes or fails to submit his/her assignments, the college will take action as per college/awarding body policies.
- i. Students must register with the awarding body within 28 days of registration. Student must also agree to be bound by the relevant awarding body regulations.
- j. Rules have consequences and the college will not, in any way, bend the rules where students are in breach.
- k. Students have the right to cancel this contract within 14 days of the course start. There will be no refund if you fail to notify us in writing about course cancellation within 14 days of your course start.
- l. Student must also read college's Fee, Refund and Compensation Policy, Complaints Policy and Procedure and Appeals Policy and Procedure available on college website.
- m. The information on college website and/or prospectus is correct at the time of printing or publication but is subject to alteration.
- n. By accepting the above terms and conditions, you agree to comply with the college's policies and procedures as amended from time to time and available on college website.