

LEARNING AGREEMENT – SUMMARY OF TERMS

What we provide: Relevant and impartial information on College provision, with clear course information, including entry requirements and an introduction to your chosen course, with a programme of study which is considerate of your ability and needs with additional support, where appropriate. Advice and guidance support, including: initial assessment, welfare advice including financial support, careers, progression and higher education/apprenticeship and employment guidance. Information on health and safety, safeguarding, wellbeing, disciplinary and complaints procedures. An environment committed to supporting learners to achieve their potential where Equality and Safeguarding are priorities.

What we expect from you: To provide proof of entry requirements. To permit the College to take and process a digital image for identification (or you may be requested to upload a passport style photograph to a portal) and to visibly display the College ID card at all times when on premises. To comply with College's rules, regulations and policies (see Student Handbook) and to be courteous and considerate, according to the guidance within the Student Handbook. To pay all fees and charges which apply to you promptly, when due - refer to Fee Policy available on our website <https://bedfordcollegegroup.ac.uk/about/policies-procedures/>. To complete all work associated with the course on time and to the best of your ability whilst contributing positively to the learning activities. To attend and be punctual for all timetabled and additional activities and to have the relevant equipment and materials for the course. To access the Virtual Learning Environment, including during any time of college closure, to progress as expected with coursework. Please ensure prior to signing this document you agree to adhere to the College Code of Conduct available on our website <https://bedfordcollegegroup.ac.uk/about/policies-procedures/>

Disciplinary Procedures: Breaching the Learning Agreement is likely to lead to Student Disciplinary Procedures as set out in the Student Handbook. Students are advised to be mindful of what the College expects. The College will act firmly where students' work, attendance and/or punctuality cause concern. Similarly, the College will act robustly to safeguard its staff and students from all forms of physical or verbal harassment, or abuse, misuse of drugs and alcohol and failure to comply with health and safety regulations. Signing the learning agreement is your commitment to abide by the Student Code of Conduct. The College is accountable. If you are not satisfied with the service, you should follow the complaints procedure, available from Student Services. The College cannot accept responsibility, and expressly excludes liability from any loss or damage to your property while on College premises, unless caused by the negligence of College or its employees.

How we use your personal information : Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit:

<https://www.gov.uk/government/publications/esfa-privacy-notice>

<https://bedfordcollegegroup.ac.uk/about/policies-procedures/> (Data Privacy Policy)

This activity has been directly or indirectly part-financed by the European Social Fund - helping develop employment by promoting employability, business spirit and equal opportunities and investing in human resources.

16-18 Learners only: I agree for you to contact my Parent/Guardian/Carer regarding progress and attendance or any other issues which might affect my well-being.

I will be required to study English and mathematics if I do not already hold Grade 4/C or above at GCSE level in those subjects.

Employer sponsored Learners: We will contact your employer regarding progress and attendance or discipline issues.

All students: I declare that on the date my course is due to commence, I will have been legally resident in the UK/EU/EEA for the last 3 years and that my main purpose for such residence was not to receive full-time education during any part of that three year period.

Terms relating to the payment and refund of course fees: Fees for Prescribed Higher Education, Non Prescribed Higher Education and Further Education courses are due in annual instalments payable in advance prior to the start of each academic year. If your course fees are not paid in line with the College's payment terms you will be subject to the Student Disciplinary process. If you change courses after enrolment, you may be liable for additional fees if the new course is of greater value or where concessionary fees are not applicable on the new course. If you enrol on a long course (24 weeks + duration) and you discontinue your studies within the first two weeks of the course, you may claim a refund on any course fees paid, subject to the deduction of an administration charge.

The following fee liability reductions apply to all students undertaking Prescribed Higher Education courses:

Student who withdraw	Liability
Within 14 calendar days of teaching commencing	Will not be liable for tuition fees and will receive a refund of any contribution to fees paid, less an administration fee of £35.
After 14 calendar days of teaching commencing but before the end of the 1 st term	Liable for 25% of the annual tuition fee
Before the end of the 2 nd term	Liable for 50% of the annual tuition fee
During the 3 rd term	Liable for 100% of the annual tuition fee

The following fee liability reductions apply to all students undertaking Non Prescribed Higher Education and Further Education courses:

Student who withdraw	Liability
Within 14 calendar days of teaching commencing	Will not be liable for tuition fees and will receive a refund of any contribution to fees paid, less an administration fee of £35.
After 14 calendar days of teaching commencing	The student is liable for every month attended including the calendar month within which the student withdraws (in line with the payment terms of the student loans company for advanced learning loans).

Where the fees a student has paid are greater than their fee liability as calculated in line with the tables above may be due. Such refunds will be subject to an administration fee. When the enrolment is concluded off College premises or by means of distance communication (i.e. online, over the phone or via UCAS) and the student cancels within the 14 day cooling-off period (i.e. 14 days from enrolment date). Students starting their course during the cooling-off period and who provide notice of withdrawal before the end of the cooling off period will be liable to pay a proportion (up to two weeks) of course tuition fees upon withdrawal. Such refunds will be subject to an administration fee. If your enrolment is accepted on the basis of a letter indicating that your employer or other sponsor will pay course fees on your behalf, you will be liable for the payment of course fees in the event of your employer or sponsor refusing to make such payments. The College's normal payment terms are 30 days from the date of invoice.

Students funding their course via a student loan who are unable to provide evidence of an approved loan finance at enrolment will be required to pay a £200 refundable deposit, and agree to set-up an instalment plan. Their instalment plan will be initiated if the 1st loan instalment is not received when it becomes due. Any monies paid will be refunded once an approved loan is in place. In the event of your course being cancelled by the College you will be entitled to a full refund of course fees. Full details of the College Fee policy can be found on our website <https://bedfordcollegigroup.ac.uk/about/policies-procedures/>