



Terms and Conditions of enrolling to Gateshead College

- 1 Students are enrolled at the College on the basis that they are either:
 - (i) Self-financed i.e. paying their own fees.
 - (ii) Sponsored (by an employer or other official body, eg Training Manager, Local Authority).
 - (iii) Entitled to fee remission i.e. free tuition.
 - (iv) A combination of (i), (ii) and (iii).
 - (i) Self-financing students are required to pay all course fees at enrolment as a condition of enrolment
 - (ii) Enrolments will be accepted on the basis of sponsorship where a student's sponsor provides a written agreement to the College's terms and conditions. In the event of default by a student's sponsor or failure by the sponsor to provide written agreement to the College's terms and conditions, the student will become liable for the payment of all outstanding fees. Payments by sponsors must be made promptly on receipt of invoice.
 - (iii) Students applying for fee remission must produce relevant documentation as stipulated by fee remission guidelines at the time of enrolment. Where students fail to produce such documentation or where documentation produced is false, an invoice for the full course fee will be issued.
- 2 The College must collect information about the qualifications our students have taken when they start a course at Gateshead College. This is so that national figures can be produced showing the qualification levels of different age groups and is used to assess eligibility for fee remission at the start of your course. Please indicate overleaf the highest-level qualification that you currently hold.

The table below gives a guide to levels of qualifications.

Table of qualification levels	
Prior attainment level	Qualification equivalent
Entry level	QCF Award at Entry level QCF Certificate at Entry level Certificate in Adult Literacy, Numeracy, ESOL at Entry level
Level 1	GCSE / O Level (5 or more at grades D-G of fewer than 5 at grades A-C) CSE below grade 1 1 AS Level QCF Diploma Level 1 QCF Certificate Level 1 QCF Award Level 1 Foundation 14-19 Diploma Functional Skills Certificate in Adult Literacy, Numeracy, ESOL at Level 1 Level 1 Key Skills Level 1 Principal Learning Introductory Diploma Introductory Certificate GNVQ Foundation NVQ Level 1
Full Level 2	GCSE / O Level (5 or more GCSE grades A*-C) 2 or 3 AS Levels CSE Grade 1 (5 or more) 1 A Level Higher 14-19 Diploma QCF Diploma level 2 QCF Certificate level 2 Level 2 Principle Learning NVQ level 2 GNVQ Intermediate
Full Level 3	A Levels (2 or more advanced level passes) 4 or more AS Levels QCF Diploma Level 3 QAA Access to HE 30/60/90/120/180 credit Level 3 qualification Advanced 14-19 Diploma GNVQ Advanced NVQ level 3 AVCE double award
Level 4	QCF Award Level 4 QCF Certificate Level 4 QCF Diploma Level 4 HNC
Level 5	QCF Award Level 5 QCF Certificate Level 5 QCF Diploma Level 5 HND
Level 6	QCF Award Level 6 QCF Certificate Level 6 QCF Diploma Level 6
Level 7+	QCF Award Level 8 QCF Certificate Level 8 QCF Diploma Level 8 QCF Award Level 7 QCF Certificate Level 7 QCF Diploma Level 7

3 Employment status definitions:

Not in paid employment and looking for work:

Learners who have not been in paid work prior to starting the learning aim or programme, who are without a job, want a job, have actively sought work in the last 4 weeks and are available to start work in the next 2 weeks, or have found a job and are waiting to start it.

4 In signing the declaration overleaf I confirm that:

I have had an opportunity to discuss the implications of choosing this course as regards:

- length and level of course
- attendance requirements
- what I might want to do next
- career implications
- any alternative courses that I should consider.

I understand the entry requirements and the College has confirmed that I meet them satisfactorily.

I am aware of the study requirements of this course - in particular:

- the amount of work involved - in the class and in my own time
- the standard of work required to complete the course successfully
- the timing, nature and extent of the assessment requirements
- the costs of any assessment
- how to get additional support I might need during my studies.

I understand that I will receive or be entitled to receive a copy of the Student Handbook and am fully aware of the Standards of Service I can expect as indicated in the College Student Charter.

I understand that it is normal College practice to liaise with parents/guardians/ carers of students under 18 years of age and employers/placement providers of all apprentices. I understand that this will include the sharing of progress reports, invitations to Parents' Evenings and establishing contact to share concerns about attendance, progress or disciplinary matters and I agree to this. Further information is included in the Student Handbook for full-time students.

I understand that information on students who leave their course early is shared with the Connexions service.

5 Students attending certain specialist courses may be required to provide equipment and consumable items.

6 It is the responsibility of the student to ensure that all fees are paid, whether by themselves or their sponsor. All fees remain payable in the event of withdrawal by the student from the College. The College reserves the right to cancel a student's enrolment if any relevant fees are not paid on the due date(s) and to withdraw them from the course. In addition to this, the College reserves the right to not enrol students who have a previous debt outstanding. Any part payment of fees by a student would be forfeited in these circumstances. In all cases, the College will take legal action to recover outstanding amounts. This agreement shall be governed by and interpreted in accordance with English Law.

7 Students who do not complete examinations or assessments for which they have been entered, may be required to pay the full cost of these fees. All costs associated with resit examinations must be paid in full by all students, in addition to any

tuition fees previously paid.

- 8 The College reserves the right to amend fees, class times or to cancel courses if, for example, student numbers are insufficient. Where a course is cancelled by the College, or times and/or fees and/or days change to such an extent that your attendance becomes impossible, the student or the sponsor will receive a full refund. Other refunds of tuition fees will be considered where a student withdraws from the course having studied no more than three sessions of the course (a session is defined as attendance on any given day of the course) and will incur a £15 cancellation fee. For full cost courses, no refund of fees will be provided where a student starts then leaves the course.
- 9 These terms and conditions are completely and irrevocably binding unless a change has been agreed by both parties in writing.

Declaration

Learner

The information I have given on this form is correct. I agree that my admission as a student to Gateshead College is subject to regulations.

I have read and accept the terms and conditions of enrolment. I agree to provide any additional information which may be required and to inform the College of any alteration to the information provided. I agree to Gateshead College storing or processing personal data contained in this form, or other data including electronic photographic images, which the College may obtain from me or other people, whilst I am a student. I agree to being contacted by SMS/Email and to the processing of data for any purposes connected with my studies or my health and safety whilst on the premises or for any other legitimate reason. I agree to conduct myself at all times in a manner which upholds the good reputation of the College and which does not obstruct the administration and work of the College or the learning or enjoyment of its students and to abide at all times by all College values, rules, regulations, policies and procedures.

The information you provide may be shared with selected College partners for education, training, funding and employment-related purposes. This may also include anonymised information for research purposes.

At all times we will comply with your rights under the Data Protection Act 1998.

You can read our Privacy Statement at

<http://www.gateshead.ac.uk/privacy-statement/>.

- I confirm that I am not repeating learning that I have already carried out to achieve a qualification
- I am aware of the College policy on fees and charging
- I am aware that if I am undertaking a learning aim on a full-cost basis, it may be available elsewhere through grant funding or a Loan

Signature		Date	
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Provider

I confirm that, to the best of my knowledge, the information on this form is correct and I declare that I have supported the learner in the completion of this document.

Signature		Date	
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Privacy Statement 2014/15 How We Use Your Personal Information - The personal information you provide is passed to the Chief Executive of Skills Funding

("the Agency") and, when needed, the Department for Education, including the Education Funding Agency to meet legal responsibilities under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN) and a Personal Learning Record (PLR). The information you provide may be shared with other organisations for education, training and employment-related purposes, including for research.

Further information about the use of and access to your personal data, and details of organisations with whom we regularly share data are available at: <https://www.gov.uk/government/publications/sfa-privacy-notice>