



Terms and Conditions of Enrolment

- 1 Learners 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, e.g. Training Manager, Local Authority).
 - (iii) Entitled to fee remission i.e. free tuition.
 - (iv) A combination of (i), (ii) and (iii).
- (i) Self financing learners are required to pay all course fees or take out an Advanced Learning Loan as a condition of enrolment.
- (ii) Enrolments will be accepted on the basis of a sponsorship where a learner's sponsor provides a written agreement to the College's terms and conditions. In the event of default by a learner's sponsor or failure by the sponsor to provide written agreement to the College's terms and conditions, the learner will become liable for the payment of all outstanding fees. Payments by sponsors must be made promptly on receipt of invoice.
- (iii) Learners applying for fee remission must produce relevant documentation as stipulated by fee remission guidelines at the time of enrolment. Where learners fail to produce such documentation or where documentation produced is false, an invoice for the full course fee will be issued.
- 2 The College reserves the right to remove learners from their programme if they have any concerns relating to health and safety or safeguarding of our learners or estates. This decision will be considered by a member of the College's Executive Team, if there are significant concerns, learners may be asked to leave their programme immediately (pending further investigation). The learner will have the right to appeal which will be heard by a member of the Executive Team who was not involved in the original decision. The Learner should write to the College within 15 working days of the original decision outlining their reasons for the appeal. For further information refer to the Student Disciplinary Procedure and Code of Conduct.
- 3 The College must collect information about the qualifications our learners 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. Information will be checked against the Personal Learner Record.
- 4 **Employment status definitions:**
In paid employment:
 Learners who have been in paid work prior to starting the course or programme or who are temporarily away from a job (for example, on holiday). Also counted as in paid employment are people on government-supported training schemes and people who do unpaid work for their family's business.
Not in paid employment and looking for work:
 Learners who have not been in paid work prior to starting the course 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.
- 5 **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
 - fees/fee remission.
 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 (including exam support).

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

I understand that it is normal College practice to liaise with parents/guardians/carers of learners 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 Learner Handbook for full-time learners.

I understand that information on learners who leave their course early is shared with the local authority.

- 6 If I enquire about exam access arrangements, I agree to the College applying for access arrangements on my behalf and to use and share information about me, as described in the Privacy Notice (available on the College website in the Publications and FOI section), for the purposes of the application.
- 7 Learners attending certain specialist courses may be required to provide equipment and consumable items.
- 8 It is the responsibility of the learner to ensure that all fees are paid, whether by themselves or their sponsor. All fees remain payable in the event of withdrawal by the learner from the College. The College reserves the right to cancel a learner'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 learners who have a previous debt outstanding. Any part payment of fees by a learner 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.
- 9 Learners 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 learners, in addition to any tuition fees previously paid.
- 10 The College reserves the right to amend fees, class time or to cancel courses if, for example, learner 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 learner or the sponsor will receive a full refund. Other refunds of tuition fees will be considered in accordance with our Learners Fees Policy available on the College website in the Publications and FOI section. For full cost courses, no refund of fees will be provided where a learner starts then leaves the course.
- 11 The College reserves the right to cancel a learner's enrolment if they do not meet the course requirements.
- 12 I agree to provide the College with information about my destination on completion of my course and to respond to requests for this information which may be sent by text, email, letter or in person.
- 13 These terms and conditions are completely and irrevocably binding unless a change has been agreed by both the College and you the learner in writing.

10: Declaration

Learner Declaration

The information I have given on this form is correct. I agree that my admission as a learner 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 learner. 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 learners 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, destination, 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 General Data Protection Regulations (GDPR). You can read our Privacy Statement at <http://www.gateshead.ac.uk/privacy-statement/>

By signing this form, I am confirming the following:

- 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

Gateshead College have policies and procedures in place to protect your data. We also work with organisations where we share your data as part of your learner experience. It is important that this data is managed in the correct way which we oversee and we regularly keep in contact with the organisations that manage this.

Learner Name (print)		Signature	
Date			

Provider Declaration

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.

Staff Name (print)		Signature	
Date			

