

TERMS AND CONDITIONS

Thank you for choosing a course at our centre. Before signing this learning agreement you will be given details of the course(s) you have chosen. These will include:

- The dates, times and duration of the course(s)
- Course work and syllabus requirements
- Other courses/employment this course could lead to

As part of our commitment to equality and the Discrimination Act we offer confidential interviews to discuss your particular learning needs and/or to support the completion of this form. Please either tick the box on the form or contact the office directly.

Please read the Terms and Conditions carefully before completing the form.

ENROLMENT

You will not be admitted to class(es) unless you have enrolled for the class and paid the appropriate fee or arranged for your employers or other authorities to be invoiced

A class may not be started unless there are a minimum number of students.

REFUNDS

If the Centre is forced to close a class through insufficient enrolments and cannot find a suitable alternative for you a refund will be given. In certain other circumstances a refund may be available; please see the refund policy for the centre at which you are enrolled.

DISCONTINUED COURSES

Any class may be discontinued at the discretion of the Centre

If you withdraw from a course before it finishes you will still be liable for the full cost of the course, even if it is being paid by installments.

EXAMINATIONS

If your course includes an external assessment or exam, you are responsible for ensuring an examination entry form is submitted before the advertised closing date. In some instances late entries cannot be accepted.

If you withdraw from a course or do not complete course work or other requirements for any examinations or external assessments for which you were granted a free entry, you will be required to reimburse the full fees. In the event of ill health a doctor's certificate will be required. If you pay for your examination and subsequently withdraw or do not attend for 6 weeks prior to the examination, you will not be allowed into the examination unless a doctor certifies the absence from the course

LEARNERS AGED 19 YEARS OR OVER WILL BE CHARGED FEES AT THE RATE SET ANNUALLY

You may be eligible for fee concessions. For further information ask at the Centre at which you are enrolling.

DATA PROTECTION

The information you provide on this form will be passed to the Skills Funding Agency (the SFA) and The Learner Registration Service (LRS). Both organisations are registered under the Data Protection Act 1998. The registration is primarily for the collection and analysis of statistical data. The SFA will collect and share this information with other organisations for the purpose of administration, careers and other guidance, statistical and research purposes. This will allow the Council and its partners to monitor performance, improve quality and plan future provision. Further information about data confidentiality is available upon request from the centre at which you are enrolled or from the SFA website. The SFA or its partners may wish to contact you about courses or learning opportunities relevant to you, if you do not wish to be contacted, please inform your centre office or tick the box on the enrolment form.

LRS will use your information to create and maintain a unique learner number (ULN). The LRS will enable organisations allowed by law and detailed at www.miap.gov.uk to access the ULN and integrate it into their systems. Individuals are able to opt out of sharing participation and achievement information in their learner record with those organisations detailed at www.miap.gov.uk, if they wish. Details can be found on the LRS website or by telephoning the helpdesk on 0845 6022589.

IMPORTANT NOTICE

Every effort has been made to ensure the accuracy of the information given in the Centre's Prospectus and other literature issued by the Centre. However, the Centre reserves the right to cancel, combine or re-schedule courses and to make changes to the contact, teaching and assessment provided on any course and to any facilities offered by the Centre

In the event of industrial action or circumstances which are unforeseen or beyond the control of the Centre interfering with its ability to provide educational or other services or facilities, the Centre will make reasonable endeavors to minimise resulting disruption, but cannot guarantee the provision of the services or facilities.

The Centre will not be liable to any user of its services or facilities for any indirect or consequential loss which may be suffered by you as a result of any breach by the Centre of any obligations to the user or any other act or omission of the Centre or its employees. If the Centre is found liable to the user for any such breach, act or omission, the liability will be limited to a maximum of the tuition fee paid to the Centre on behalf of the user in respect of the academic year in which the breach, act or omission occurs. This limitation applies to any liability, including liability for negligence, except where the Centre's negligence causes death or personal injury.

ENQUIRIES

If you have any enquiries regarding your enrolment please contact the office at the centre at which you enrolled.