



HIGHER EDUCATION TERMS AND CONDITIONS OF ENROLMENT

These Higher Education (HE) Terms and Conditions of Enrolment are applicable to all students who wish to study a HE course at Accrington and Rosendale College and should be read in conjunction with College regulations, policies and procedures and the academic rules and regulations of your relevant awarding institution ie:

The University of Bolton – www.bolton.ac.uk
Bucks New University – www.bucks.ac.uk
Liverpool John Moores University – www.ljmu.ac.uk
University of Huddersfield – www.hud.ac.uk
Pearson (Edexcel) – www.pearson.co.uk

By completing your enrolment at the College you agree to abide by these regulations, policies and procedures and so it is important that you know what is expected of you and what you can expect from the College. These will form the basis of the contract between you and the College and further information can be found on the HE enrolment form/learner agreement and in your Undergraduate Handbook.

It is your responsibility to read and make sure you understand these conditions when you accept your place on your course and subsequently enrol with the College. Students are required to enrol each year thereby reaffirming your acceptance of these terms and conditions for that academic year.

The enrolment process will be concluded once you have completed and signed your enrolment form/learning agreement and you will be entitled to attend classes and have access to the College's services and facilities. You are entitled to cancel this contract any time up to 21 days after enrolment by notifying the Programme Leader or the HE Office of your intention to withdraw from studies.

Payment of Fees

At enrolment you will become liable to pay tuition fees and it is your obligation to make arrangements to pay these fees either by:

- a) financial support via Student Finance England – a copy of your 'University or College Payment Advice' to be provided,
- b) official confirmation from your employer indicating their responsibility for the payment of your fees – Bill to Firm form or signed letter to be provided,
- c) payment of your own fees – these can be paid via cheque/debit/credit card/standing order by contacting Student Administration.

It is the College policy to charge students for any portion of study/attendance on a weekly basis, based on a standard 30/32 week term/semester. The College reserves

the right to impose sanctions including withdrawing a student from the course, or not allowing the student to register or enrol for the following year if they have an outstanding debt with the College.

Provision of Information

When you sign your enrolment form/learner agreement you are confirming that all the information you have supplied on the form is accurate and complete including verification of your identity. The provision of false or inaccurate information may lead to your enrolment on the course being cancelled.

The College needs to collect and process your personal data to create your student record and to register you with your awarding institution. All the information collected is stored safely and securely and all staff are required to comply with the current Data Protection Policy which is available on the College website at: <http://www.accross.ac.uk/content/uploads/2014/07/Data-Protection-Policy.pdf>

It is your responsibility to ensure that the contact details we hold for you are accurate and up to date and you should notify your Programme Leader, the HE Office or Student Administration of any change of address, email or telephone number as soon as possible. This is essential in case of an emergency and to ensure you receive important communications from the College and your awarding institution.

The College makes every effort to provide educational services as described on the website or in other marketing material. The content of HE courses are subject to academic review and may change from time to time. Therefore the College may make reasonable changes which will allow it to deliver a better quality experience for the students.

Any changes will be made in consultation with current students and will adhere to the validating institution's academic regulations and procedures for course changes. The College will make every effort to minimise disruption to students by giving them reasonable notice of any course changes. If you are not satisfied with the changes to your course the College will make every effort to offer you the opportunity to transfer to another course or to provide reasonable support to enable you to transfer to another institution.

Withdrawal from Study

Any student wishing to withdraw from their programme of study for any reason must notify their Programme Leader or the HE Office of their intention to withdraw and at this time their contract with the College will cease.

A student who enrolls on a higher education programme at the College therefore accepts the above conditions of enrolment and agrees to undertake their studies in a diligent and responsible manner.