

Student Terms and Conditions

When you sign up for a course at Northumberland College you will be asked to sign a statement of consent to confirm that you understand and agree to the following terms and conditions:

- That you have received advice and guidance about the programme of study you are enrolling on and that the following areas have been explained to you:
 - The entry qualifications needed for your programme of study
 - That tuition fees, residential/material costs etc. are payable annually.
 - What your programme of study involves and what qualification(s) it will lead to
 - The hours of study needed to achieve those qualification(s) including work experience and independent study when not in College
 - That you may need to be assessed to confirm your suitability to the programme of study
 - That learning support may be available to you if you or your tutor feels it is needed
 - Progression routes that may be available to you
- That the College will register you with the appropriate awarding organisations and that you must take any assessments or examinations the College requires you to take to achieve the qualifications(s) detailed in this agreement
- If you fail to attend classes, that you may not be permitted to complete your programme of study
- That the College can contact your named person in an emergency
- That the College will withdraw you from any examinations if you withdraw from your programme of study or any part of it
- That the College (or our partners) are required to contact you to monitor Learner Outcomes (including student destinations)
- That you will tell us if any of your personal, employment or contact details change
- That you are responsible for any course fees incurred payable by means of pre agreed instalments until full and final payment is received.

That the College can access and update data held about you by the Student Services and MIS

Important Information about Your Fees:

- If your course is a multi-year programme of study with fees per year (where applicable), you must pay fees for each year of the programme.
- We are obliged to notify benefits agencies if your course status changes. This may affect your benefits and your fees.
The College reserves the right to apply sanctions including withholding payments or certificates until all outstanding course fees have been paid in full.
- The College operates a chargeable printing service on College premises.
- The College Refund Policy is available:
 - If the course is cancelled by the College you are eligible for a full refund of all fees paid or you may transfer your booking to a later date. In all other cases of cancellation, you are however able to transfer your payment to another start date for the course (within a 2 year period of your original booking/enrolment)
 - Students who leave HE courses after the first 2 weeks are liable for 25% of course fees if they leave within the 1st liability period, 50% if they leave within the 2nd liability period and 100% if they leave within the 3rd liability period. This is in line with Student Loans Company guidelines.

Criminal Convictions:

It is your duty to disclose allegations, convictions and cautions whilst you are a student at the College. Unless you are enrolling to a course that includes contact with vulnerable individuals, you need not disclose “spent” convictions. Statutory background checks may be performed.

Your Personal Data:

Your personal data is protected by the Data Protection Act. It includes, but is not limited to, paper records, electronic records, video recordings and digital images. The personal information you provide will be shared with:

1. Office for Students, University & College Admissions Service (UCAS) & the Student Loans Company.
2. MIS and Student Services.
3. Local Education Authorities & other official organisations to meet legal or other obligations in respect of your education, funding or safety.
4. Third parties, confidentially and securely, who are contracted to provide IT services for the College. Such information will only be used to provide contracted service, in accordance with the terms of the agreements with the College. In these instances it will be for the purpose of producing an electronic service for registered students, this includes but is not limited to the HE Achievement Record (HEAR).