

Loughborough College Student Agreement

Please ask for help if you cannot read or understand this form at all

All students agree to observe the terms & conditions, rules and regulations of Loughborough College whilst studying with us.

This includes wearing your College ID badge and lanyard at all times whilst on College premises.

When you enrol onto your course, you will be asked to sign some documentation, which will provide you with your course information, and will confirm that:

- You have received appropriate advice and guidance about the programme of study you are enrolling on to, and that the following has been explained to you:
 - The entry qualifications needed for your programme of study
 - What your programme of study involves and what qualifications it can lead to
 - That tuition fees, trips/visits/material costs (where applicable) are payable annually
 - That you may need to be assessed to confirm your suitability for the programme of study
 - The hours of study required to achieve the chosen qualification(s)
 - That learning support may be available to you should you or your tutor feel it is necessary
 - Progression routes that may be available to you
- That where appropriate the college will register you with the necessary awarding organisations, and that you must take any assessments or examinations the College requires you to take to achieve the qualification(s) detailed in your learning agreement
- If you fail to attend classes then you may not be permitted to complete your programme of study, or be eligible to claim potential bursary payments that rely on attendance
Note: Tier 4 International student attendance will be closely monitored. Non-attendance will be reported to the Home Office/UK Visa's and Immigration in line with the College's contractual and legal obligations
- That all of our courses will run, subject to a minimum viable class size, and the college reserves the right to cancel a course if it is not likely to meet that minimum size. Should this happen, Students will be notified as soon as possible prior to the course's planned start date, and given advice, guidance and alternative options
- That where the college identifies an emergency situation, such as a medical emergency involving you (or a wellbeing situation-if you are aged under 18), the college may contact the named emergency contact you have provided details for
- If you are aged under 18 on 31 August 2018, the college may contact your parent(s) or guardian(s) or carer(s) direct, or if they contact us on your behalf to discuss your progress, learning and support requirements. This may include us sharing information about you with them. If there is a valid reason you would prefer us not to involve one of your parent(s) or guardian(s) or carer(s) please bring this to the attention of your progress tutor or the Student Services department as soon as possible
- If your employer is paying for, and/or sponsoring your programme, the college may share details of your attendance, progress and achievements with your employer
- That should you withdraw from your programme of study or any part of it, you will also be withdrawn from any examinations you are due to take. This will include cancelling any pre-paid awarding body registrations where it is still possible for the College to recover its costs back

- That the college (or one of its approved partners) are required for contractual reasons to contact you in order to monitor your learning outcomes (including your destination)
- That you will tell us immediately if any of your personal, employment or contact details change. This is essential to ensure that the data we hold on you is accurate, all awarding body registrations are correct, all communication is correctly sent to you, and documents such as certificates do not go astray
- That the college will access and update data held about you by the Student Record Service, which includes your Personal Learning Record

Important Information about your Fees

- You will be made aware of your commitment to pay any College fees and charges in full, and of the financial implications of taking the programme, and the availability of any financial, educational or practical support
- If your course is a multi-year programme of study with fees payable each year (where applicable), you must pay fees for each year of the programme. International (Non EU) students must pay all fees in full at enrolment before they commence studies each academic year, unless direct debit is agreed and set up
- Other than Apprenticeships and HE courses, You (if aged 19 or over) or your employer/sponsor are responsible for any incurred course fees
- For Apprenticeships, your employer is responsible for all incurred course fees
- For HE courses, you are responsible for all incurred fees.
- The College reserves the right not to register you to take your final examinations until all outstanding course fees have been paid in full
- The College operates a chargeable printing service on our premises
- I have been made aware that refunds will only be paid in exceptional circumstances. The College refund policy and fees policy is available from the Finance Office and the College website: <https://www.loucoll.ac.uk/documents-and-policies>
- Where the College has waived the fees on the basis of a signed declaration, and that declaration is found to be incorrect or contain false information, then the College reserves the right to charge you (or your employer/sponsor) all fees due under the contract
- I understand that if my programme is funded it may be financed or part-financed by the European Social Fund

Criminal Convictions

It is your duty to disclose to the College, any allegations, convictions and cautions whilst you are a student at the College. We also require you to advise us of any “spent” convictions, and pending court cases.

You need to be aware that for certain courses statutory DBS background checks may be undertaken, and there may be charges for this service.

Loughborough College Data Sharing

Loughborough College collects data about all students for various administrative, academic, health and safety, contractual and other public interest reasons. You are aware that your data is shared only with those agencies specifically involved with funding and accrediting your qualification, concerned with collection of fees or with ensuring your wellbeing and vital interests. Since the College cannot operate effectively without processing information about you, at enrolment you will be asked to sign to confirm your agreement to this. If you do not do this, we will be unable to enrol you on your programme of



study, and may withdraw any offer of a place already made. However, please be aware that Loughborough College will only share your information where legally allowed or required in line with current Data Protection legislation. For circumstances outside of this legislation, we will seek your written consent separately before sharing your information

Skills Funding and the Department for Education Data Sharing

How We Use Your Personal Information

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE).

It is to inform students how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA.

Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique student number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit:

<https://www.gov.uk/government/publications/esfa-privacy-notice>

You will be asked at enrolment to opt in or out of being contacted for surveys and research and about courses or learning opportunities. At any point during or after your studies you can chose to change the choice you have made by contacting dataprotection@loucoll.ac.uk

Useful Numbers

- Switchboard – 01509 215831
- Safeguarding/Prevent Team – 07979 737474
- Student Wellbeing Team – 01509 618313
- Finance Office – 01509 618306
- Student Finance – (Bursaries/Loans) 01509 618211
- Exams Office – 01509 618305
- Library – 01509 618318
- Accommodation Office – 0844 332 0206

**Everyone at Loughborough College would like to wish you
a very happy year of studying**

Good Luck