

# wakefieldcollege Further Education Enrolment Form: Part 2

## Terms & Conditions 2017/2018: For enrolments starting prior to 25<sup>th</sup> May 2018



European Union  
European  
Social Fund

The Skills Funding Agency may use the funding it contributes to your qualification to secure additional funding from the European Commission to support other learning activities in the UK. This is known as match funding.

### The information contained in this document is to ensure you are aware of the following:

- the guidance you should have received prior to enrolling onto your course
- the terms of your enrolment as a student at Wakefield College
- what will happen to the data collected about you and how it will be shared

### Section A Guidance

#### Before you enrol on your programme of study at Wakefield College, you should have received guidance and assessment from College staff to ensure that:

- you have considered all available options in order to achieve your goals
- you understand where this course might lead and how it fits with your future plans
- you understand how you will be assessed on the course, and what you will need to achieve in order to progress
- you will not find the course too easy or too difficult and you have the correct entry qualifications or other requirements
- you can use any appropriate experience or qualifications to count towards your course(s)
- you are aware that if you are under 19 at the start of your programme and attending a full time Study Programme you will also be enrolled and expected to attend other elements including Maths and English qualification(s) where appropriate
- you understand that where the course leads to a qualification you will be registered with the awarding body
- you receive appropriate support (practical/tutorial) to help you complete the course(s)
- you have been made aware of all costs involved and any financial help available
- if your course is in either Social Care, Childcare work or Teacher Training then you will be expected to provide proof of a satisfactory enhanced disclosure from the Disclosure and Barring Service

#### The guidance you received could be by:

- Short interview with Course Information Staff, interview with College Tutor, leaflets, interview with College Careers Staff, telephone, letter

### Section B Terms of Enrolment

#### As a student at Wakefield College:

- I will sign the learner agreement declaration on the **enrolment form** to confirm that I understand the Terms & Conditions of my enrolment. This will form part of my learning agreement.
- I will abide by College policies and procedures including the **Student Code of Conduct** listed on our website <http://www.wakefield.ac.uk/about-us/student-policies-and-procedures> or from Student Services.

#### I understand that:

- by enrolling I have reserved a place on the course and as such, fees remain payable even if I withdraw from my course
- If I have an Advanced Learner Loan and then withdraw from my course, I will be charged the full fee less any loan payments made on my behalf
- if fees are to be paid by a third party and payment is not honoured, then I will become responsible for the full fees due
- in the event of non-payment of fees the College follows debt recovery procedures which may involve my name, address and debt details being passed to external debt collection agencies and to appropriate College staff
- where my course and any subsequent courses I enrol onto as a result of my attendance at Wakefield College lead to a qualification, I agree to being registered (at the discretion of my tutor) with the appropriate Awarding Body. I understand that failure to achieve 80% attendance record or to produce compulsory coursework or assessed units by the date required, could result in my registration being cancelled without further notice
- certification fees (i.e. award registration/exam fee) are non-refundable and I may be charged for resits
- if I have received a fee concession and I withdraw/am withdrawn from the course/exam without a valid medical reason, I may be charged the full certification fee
- If I am enrolling on a course where 'Fees Apply,' I am aware that the course may be available elsewhere through grant funding
- If applicable, the College reserves the right to refuse admission to a course if you are between the ages of 16 and 24, and you require High needs support, and your Local Authority does not commission your place at College.
- If you are 24 years of age and above (or between 19 and 24 without High Needs) and you require Additional Learning Support, the support available (beyond reasonable adjustments) will reflect the level of funding available to provide this support.
- If I am in receipt of additional learning support and I am absent from my course for two consecutive weeks, without giving notice, the support will be withdrawn. Support will require renegotiating if I return after that period
- I am responsible for finding out the dates, times and venues of my exams. I will inform the College Exams office if I have a clash of exams, require access arrangements or wish to withdraw from an exam
- the College reserves the right to terminate your enrolment if false, incomplete or misleading information is provided as part of the admissions process. This also applies if my circumstances change whilst I am on the course and it is inappropriate for me to continue the course
- the College reserves the right to decline any student who fails to answer the Safeguarding question on unspent/pending convictions on the enrolment form. The College shall consider taking disciplinary action in accordance with the disciplinary procedures if it discovers that a student has provided false or incomplete information
- I am aware that the College has a **Complaints Policy** and further details can be found in my **Student Handbook**
- all students registered at the College, aged 16 and over, automatically become members of the Student Union upon enrolment. Any individual may

decide to 'Opt Out' of membership and must do so within six weeks of the start of their course in writing to the Clerk to the Corporation.

- if I have completed and signed my enrolment form with a member of Wakefield College staff in a place that is not Wakefield College premises, I have the right to cancel my enrolment with the College within 14 days without giving any reason. I have received the instructions on how to cancel along with a copy of the cancellation form.
- all courses are offered subject to enrolment and retention of sufficient numbers and this may mean that some groups could be merged to ensure course delivery and my place of study may be relocated to other College premises if this becomes necessary
- the College accepts no liability for any loss or damage, howsoever caused, to my property whilst on College premises. I agree that all such property belonging to me, whilst on College premises, shall be there entirely at my own risk
- I am required to accept responsibility for any equipment loaned to me by the College. In the event of the equipment being lost, stolen or damaged whilst on loan to me, I agree to meet all costs for replacements or repairs as deemed necessary by the College. I also agree to meet the full cost of replacement if I do not return the equipment by the date on which it is due to be returned
- although, as a general principle, Wakefield College recognises that I am the owner of any Intellectual Property Rights in work I produce while a registered student of the College, I understand that this principle may be subject to variation in the case of collaborative or externally sponsored work, or other exceptional circumstances as detailed in the College's Intellectual Property Rights Policy.
- some College lectures and other activities may need to be photographed and/or published. I agree for such photographs/digital images/recordings to take place and be published in respect of any College lecture or other activity in which I am involved

## **Section C Data Protection Act 1998**

The Act gives you rights regarding the data collected about you and how it is used. By signing the **Enrolment Form**, you understand the College has a public duty to collect your personal details for our Funding Agencies.

### **Privacy Notice - 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 learners 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 the Data Protection Act 1998, the DfE is the data controller for personal data processed by the ESFA. The information is used for the exercise of functions of these government departments and to meet statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009, and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). The information you provide may be shared with other organisations for education, training, employment and well-being related purposes, including for research
- 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 learner number (ULN) and a personal learning record (PLR). You may be contacted by the English European Social Fund (ESF) Managing Authority, or its agents, to carry out research and evaluation to inform the effectiveness of the programme
- 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 the Data Protection Act 1998.
- 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.
- You can opt out of contact for other purposes on the **Contact & Marketing** section of the Enrolment Form
- Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at: <https://www.gov.uk/government/publications/esfa-privacy-notice>

### **Learner Records Service**

The information you supply will be used by the Skills Funding Agency, an Executive Agency of the Department for Business, Innovation and Skills, to issue you with a **Unique Learner Number (ULN)**, and to create your **Personal Learning Record**. For more information about how your information is processed and shared refer to the Extended Privacy Notice available at <https://www.gov.uk/government/publications/learning-records-service-the-plr-for-learners-and-parents>

### **Information provided will also be used:**

- for administrative purposes, analysis for management purposes and statutory returns
- by other organisations with which the College will share information including the Department for Business Innovation and Skills, Connexions, National Careers Service, Local Authorities, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions, Job Centre Plus and other partner organisations
- at no time will your personal information be passed to organisations for marketing or sales purpose

### **Information relating to your education and training and progress may be disclosed, where appropriate:**

- to your parents or carer (if you are under 19 at the start of your learning programme), your employer, sponsor, managing agent, College staff and staff from other partner organisations. If you turn 18 during your learning programme, information may still be given to your parent/carer.
- to other educational establishments, funding agencies (e.g. Student Loans Company), National Careers Service, Home Office, Connexions.
- to awarding bodies, who will use this information for the processing of examinations, the organisation of access arrangements and for the purposes of educational and training administration. Due to the internet-based functionality of awarding bodies' INTERCHANGE Services, the processing of information by them may involve transfers of data outside the European Economic Area. If you require details of the information stored on-line by awarding bodies, please contact the Examinations office.
- details of your access arrangements (possibly including data relating to your health, medical condition or disability) to members of staff who have an involvement in the organisation and running of examinations. (Access arrangements - sometimes known as reasonable adjustments - are put in place to ensure that students with disabilities and other difficulties are able to demonstrate their attainment without disadvantage).
- Examination results may be displayed on College notice boards and may also be published in selected newspapers and other media.
- Student photographs may be displayed in Moodle, the College's Virtual Learning Environment (VLE).

**If you have any further queries about data confidentiality, please contact [StudentDataRequests@wakefield.ac.uk](mailto:StudentDataRequests@wakefield.ac.uk)**