

# TERMS AND CONDITIONS

## Students under 16 years

Cambridge Regional College (hereinafter referred to as 'the College') is not funded for students under 16 years and the published fees do not apply to students who are under 16 years at 31 August 2021. Students under 16 years who are enrolled on a part-time course will be charged a tuition rate of £6.60 per hour (other costs may apply, for example registration fee or exams).

## Students aged 16, 17 or 18 years

If you are a home student enrolling onto an EFA funded programme aged 16 years or over (but under 19 years of age on 31 August 2021), you will not be charged any tuition fees for your course, with the exemption of non-funded courses and specific course related materials, equipment or trips. You may be required to pay for exam resits.

## Students aged 19 years or over

You will be charged fees at rates set annually by the College. Due to funding restrictions some courses have different fees if you are 24 years or over. If you are a home student, you may be eligible for fee concessions (for ESFA funded courses) if you meet one of the criteria below and sign a declaration form (available from the College) at the time of enrolment and if the course is eligible for concessions.

Criteria:

- You are aged 19-23 (on 31/08/21) and studying Foundation Level (Entry or Level 1) programme (excluding Skills for Life) and you do not have a full Level 2 and need the additional steps to progress to a Level 2
- You are aged 19-23 (on 31/08/21) and studying your first full Level 2
- You are aged 19-23 (on 31/08/21) and studying your first full Level 3
- You are in receipt of a low wage (less than £17,004.00 annual gross salary)
- You are unemployed on active benefits (listed below) and the learning is directly relevant to your employment prospects in an area that meets the needs of the local labour market:
  - Council Tax
  - Housing Benefit
  - Employment and Support Allowance
  - Income Support
- If you are aged 24+ (on 31/08/21) or 19-23 and already have a full Level 3 and following a Level 3 programme, there is no public funding so no reduced fee rate. However Advanced Learner Loans are available.

Evidence must be provided for all these cases. You will be required to pay a registration fee for each course you enrol onto, as well as any materials, equipment, exam entries or registration fees as applicable to the course.

**International students** who are not settled residents in the UK or other European Economic Area country will be required to pay fees at a different rate. Please contact the International Office 00 44 (0) 1223 226317.

## Enrolment

Students will not be admitted to classes unless they have enrolled and paid the appropriate fee, or arranged for their employers or other authorities to be invoiced. A class may not run unless there is a minimum number of students.

## Course fees

Please note that fee advice should only be taken from the Finance or Student Administration offices. All fees are payable at the time of enrolment unless they total more than £350, when you can pay in 4 equal instalments by Direct Debit only. Special arrangements may be possible on request from Finance office.

For students studying classroom based programmes, if your employer/sponsor has agreed to pay your fees, please provide evidence of their intent at enrolment. Please be aware that you will be liable for payment of the course fees if your employer/sponsor subsequently fails to provide payment upon receipt of invoice.

For students studying workplace programmes your employer will be responsible for paying your course fees as per the training quotation signed by them.

## Payment by instalments

A completed and signed Direct Debit form must be presented with your first instalment. Failure to complete the form will result in us being unable to complete your enrolment. You will make the first payment at enrolment followed by three consecutive monthly payments. The exception of this is where a programme lasts for less than 16 weeks, where a different instalment plan can be arranged.

**Please note:** should you choose to withdraw from the course, you will still be expected to pay any outstanding instalments.

## Refunds

A refund of any course fees already paid is only available in the following circumstances:

- If the College closes a class due to insufficient enrolments and is unable to offer a suitable alternative.
- If you withdraw from a course due to ill health and a doctor has certified you too unwell to continue your studies. In this situation refund will take into account the amount of course already completed before the withdrawal

### **Discretionary Bursary Fund**

The Discretionary Bursary Fund is available to assist students who are experiencing financial hardship to assist with a wide range of study costs, including equipment, books, fees, transport and other expenses associated with learning. There is also a specific fund to assist with childcare.

### **Examinations**

Students are responsible for ensuring an examination entry form is submitted before our advertised closing date. In some instances late entries cannot be accepted. Students who withdraw from the course or who are absent from or who do not fulfill the course work or other requirements for any examinations for which they were granted a free entry will be required to reimburse the full fees. The only exception to this is if the circumstances arise from medical reasons and a doctor certifies this. Students who pay for their examination and subsequently withdraw or do not attend for 6 weeks prior to the examination will not be allowed into the examination unless the absence from the course is certified by a doctor.

### **Students under 18 on 31 August 2021**

The College can share information on my progress, attendance or any issues which might affect your education or wellbeing with your parents/guardians for the duration of my course. Please refer to the College privacy notice for further information.

### **Disclosure of Convictions**

The College have a Legal Obligation known as "Duty of Care" to do everything reasonable to protect students, staff and visitors from potential harm. We therefore require students to declare if they:

- are serving/have served a custodial sentence
- are currently/have been on licence
- have served or are serving any type of order (except pre-court orders such as reprimand or final warnings)
- are currently on, or have been on an Intensive Supervision and Surveillance Programme (ISSP)
- have Caution/s, Warning/s or Reprimand/s. (the College does not need to know about convictions that are spent)

Information disclosed will not necessarily prevent you from studying the course of your choice. However, if you have a previous conviction(s) that you do not disclose and which is subsequently discovered, you may be refused a place or asked to leave the course. There may be occasions whereby a current/previous conviction may affect the outcome of your course (for example Childcare courses) but we will discuss this with you in full and offer alternatives where appropriate. If you would like to disclose information regarding criminal offences prior to enrolment, or during the course of your studies, please call the Safeguarding manager on 01223 418507.

### **Learning Agreement**

This Learning Agreement confirms your status as a student at the College during the academic year 2020/2021 and indicates that you have received appropriate pre-entry guidance for the course detailed overleaf. The College aims to ensure that every student has the best possible chance of success and a full declaration of this commitment can be found in The Student Charter which is available in full in the Student Handbook.

The Student Charter also details what is expected from students and in signing this Learning Agreement you are agreeing to comply with all aspects of the Student Regulations, the Student Code of Behaviour and the terms and conditions of enrolment.

### **Disclaimer**

Every effort has been made to ensure the accuracy of the information published by the College. However, the College reserves the right to cancel, combine or reschedule courses and make changes to the teaching hours or assessments provided on any course and to any facilities offered by the College. If industrial action or circumstances which are unforeseen or beyond the control of the College interfere with its ability to provide educational or other services or facilities, the College undertakes to use reasonable endeavours to minimise resulting disruption, but cannot guarantee the provision of the services or facilities. The College 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 College of any obligations to the user or any other act or omission of the College or its employees. If the College 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 College 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 college's negligence causes death or personal injury.

### **Enquiries regarding Enrolment**

If you have any enquiries regarding your enrolment, please contact Student Administration on SA@camre.ac.uk.

### **ESF Funding Statement**

This activity may be directly or indirectly part-financed by the European Social Fund - helping develop employment by promoting employability, business spirit and equal opportunities and investing in human resources.