



Student name .....

### **Terms and Conditions**

1. I understand that I am enrolling on a distance / blended learning course.
2. I am committed to completing the course, and in the event I do not complete the course I am liable to pay a fee of £100 to cover administration, registration and learning material costs. These fees apply to co-funded learners aged 19 or over.
3. I have completed an enrolment form and have read the terms and conditions.
4. I agree to provide all the required evidence to ensure I am entitled to funding for this course.
5. I understand I cannot access this course if I have already received funding for it before.
6. I have received my learning materials and student handbook and am now working towards completion of my first assessments (EQUAL log-in if online).
7. I will complete my assessments and submit them to be received by the due dates stated in my Individual Learning Plan.
8. I understand that I must complete each relevant unit and achieve a 'PASS' grade in each unit in order to successfully achieve the programme of learning.
9. I am fully aware of who to contact and how to contact them if I have any problems with my coursework.
10. In the event of me leaving my current employment, I am still obliged to complete the course by achieving a 'PASS' grade in each relevant unit.
11. I agree that information about my progress on the course can be shared with my employer.
12. I can confirm that I have received an explanation of the information and resources.

Student Signature ..... Date .....

Staff Signature ..... Date .....

