

## DECLARATION – MUST BE SIGNED BY STUDENT AND STAFF MEMBER

### Declaration by the College

The College has or will provide you with:

- Guidance to enable you to make an informed decision about your programme of study.
- An assessment of your suitability to study the programme.

Signed  
(by staff)

Date

### Declaration by the Student

- I confirm that the initial guidance, assessment and enrolment covered the areas described in the section 'declaration by the College' above.
- I agree to abide by the College Code of Conduct, and for HE students – the UoB regulations (students are not permitted to use UoB's 'Student Information Desk').
- I agree to carry my College ID at all times.
- I will notify the College of any access arrangements required for examinations at least two weeks prior to the date of the examination.
- I understand I may be required to withdraw from the College if I do not comply with anything I am hereby agreeing to, or if my tuition fees are not paid.
- I certify that all information supplied by me on this form is true and accurate.
- I will inform the College (via a tutor or Enquiries and Guidance member of staff) of any changes of address.
- I understand and agree to the College holding and processing personal data about me.
- I understand that if I am under 19 years of age at the start of my course, information about my progress may be shared with my parents (or person with parental responsibility).
- I understand that if I am an apprentice or supported by/given leave to attend by, my employer then information about my attendance and progress may be shared with them.
- I declare that on the date my course is due to commence, I will have been legally resident in the UK/EU/EEA for the last 3 years and that my main purpose for such residence was not to receive full-time education during any part of that three-year period.
- Courses at the College are either partly or wholly funded by the European Union.
- I understand that the College will not accept responsibility for my personal property or effects.

#### **I am aware of the College's fees regulations as summarised below:**

- I understand that my fees are not refundable unless the course fails to run.
- I understand that I will be liable for the total cost of the course, including payment of outstanding instalments even if I withdraw before its completion.
- I will be personally liable to pay all fees if my sponsor fails to pay or loan payments have stopped due to withdrawal from course. (Including failure to start).
- I understand that I will be liable to pay all external fees remitted should I fail to attend 85% of the classes and complete all set assignments.
- I accept that any certificates gained will be retained by the College until all fees are paid in full.
- I understand I may be liable to pay a minimum of £20 if I need to re-sit any examinations.
- A 15% late payment surcharge may be charged if an invoice is not paid within 14 days.
- I understand that where I am entered for GCSE or A-Level modules and I fail to attend the examination, I will be charged a £35 exam fee.

Signed

Date

#### **Privacy Notice – How We Use Your Personal Information**

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Skills Funding Agency") and the Department for Business, Innovation and Skills (BIS). Where necessary it is also shared with the Department for Education, including the Education Funding Agency. 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 wellbeing related purposes, including for research. You may be contacted after you have completed your programme of learning to establish whether you have entered employment or gone onto further training. If you have opted out of contact for other purposes this will be indicated under 'Restricted Use' on the reverse of this notice. Further information about use of and access to your personal data, and details of organisations with who we regularly share data are available at: <https://www.gov.uk/government/publications/sfa-privacy-notice>