

LEARNING AGREEMENT - SUMMARY OF TERMS

What we provide

- Relevant and impartial information on College provision, with clear course information, including entry requirements and an introduction to your chosen course, with a programme of study which is considerate of your ability and needs with additional support, where appropriate.
- Advice and guidance support, including: initial assessment, welfare advice including financial support, careers, progression and higher education/apprenticeship and employment guidance. Information on health and safety, safeguarding, wellbeing, disciplinary and complaints procedures.
- An environment committed to supporting learners to achieve their potential where Equality and Safeguarding are priorities.

What we expect from you

- To provide proof of entry requirements
- To permit the College to take and process a digital image for identification and to visibly display the College card at all times when on premises.
- To comply with College's rules, regulations and policies (see Student Handbook) and to be courteous and considerate, according to the guidance within the Student Handbook
- To pay all fees and charges which apply to you promptly, when due - refer to Fee Policy (<https://www.wigan-leigh.ac.uk>)
- To complete all work associated with the course on time and to the best of your ability whilst contributing positively to the learning activities
- To attend and be punctual for all timetabled and additional activities and to have the relevant equipment and materials for the course
- To access the Virtual Learning Environment, including during any time of college closure, to progress as expected with coursework.
- Please ensure prior to signing this document you agree to adhere to the Student Code of Conduct (available as a separate document).

Disciplinary Procedures

- Breaching the Learning Agreement is likely to lead to Student Disciplinary Procedures as set out in the Student Handbook. Students are advised to be mindful of what the College expects. The College will act firmly where students' work, attendance and/or punctuality cause concern. Similarly, the College will act robustly to safeguard its staff and students from all forms of physical or verbal harassment, or abuse, misuse of drugs and alcohol and failure to comply with health and safety regulations. Signing the learning agreement is your commitment to abide by the Student Code of Conduct

The College is Accountable

- If you are not satisfied with the service, you should follow the complaints procedure, available from Student Services
- The College cannot accept responsibility, and expressly excludes liability from any loss or damage to your property while on College premises, unless caused by the negligence of College or its employees.

Terms relating to the payment and refund of course fees

- In the event of your course being cancelled by the College you will be entitled to a full refund of course fees.
- If you enrol on a course and you discontinue your studies within the first two weeks of the course, you may claim a refund on any course fees paid, subject to the deduction of a £10.00 administration charge.
- In all other circumstances, course fees are due in full unless reduced at the discretion of the Executive Team. If the College agrees to allow you to pay your course fees by instalments, you will be liable for the full course fee even if you leave your programme of study prematurely.
- If you change courses after enrolment, you may be liable to additional fees if the new course is of greater value or where concessionary fees are not applicable on the new course.
- If your enrolment is accepted on the basis of a letter indicating that your employer or other sponsor will pay course fees on your behalf, you will be liable for the payment of course fees in the event of your employer or sponsor refusing to make such payments. The College's normal payment terms are 30 days from the date of invoice. We may share information on progress with your employer if they are paying fees on your behalf.
- If your enrolment is accepted on the basis of funding through a Higher Education Loan or an Advanced Learner Loan, then confirmation of acceptance is required within 2 weeks of the course start date. Where confirmation is not received within these 2 weeks then you may be liable for the payment of course fees. The College's normal payment terms are 30 days from the date of invoice.

- If your course fees are not paid in line with the College's payment terms you will be subject to the Student Disciplinary process, which may result in your withdrawal from the course, with the course fees remaining due.
- Some examination fees are not paid at the time of enrolment but are paid when the examination entry is made. Your course/personal tutor or the Examination Office will advise you on the cost and timescale of entries.
- Any external fees (i.e. examination/residential fees) will not be refunded or remitted unless the College is able to avoid making payment to the external body.
- If you have applied for a Higher Education Loan from Student Finance England and you withdraw before the end of your course your loan will be adjusted as follows although you may be liable to pay full course fees:

withdrawal within the 1st term fees due	=	25%
" " " 2nd term fees due	=	50%
" " " 3rd term fees due	=	100%
" " " 2 weeks	=	0%
- If you have applied for an Advanced Learner Loan and you withdraw before the end of your course your loan will be adjusted and you may be liable to pay full course fees.
- Claims for a refund or reduction in fees must be made in writing.

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 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 learner 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. You can agree to be contacted for other purposes by ticking any of the following boxes:

- About courses or learning opportunities.
- For surveys and research.
- By post. By phone. By e-mail.

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>
https://www.wigan-leigh.ac.uk/application/files/8315/2717/9861/Wigan_Leigh_College_-_Privacy_Notice_Student.pdf

This activity has been 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.

I confirm that appropriate initial assessment and guidance have been provided and I am aware of and agree to abide by the Terms of the College's Learning Agreement including the Terms relating to the payment and refund of course fees. I understand that it is my responsibility to inform the College of any changes in personal circumstances which may affect my fee status.

By signing below I agree to Wigan & Leigh College processing, for any declared purpose, the personal details contained in this form.

16-18 Learners only. I agree for you to contact my Parent/Guardian/Carer regarding progress and attendance or any other issues which might affect my well-being.

Employer sponsored Learners. We will contact your employer regarding progress and attendance or discipline issues.

Student Name (print)	<input style="width: 95%;" type="text"/>
Student Signature	<input style="width: 80%;" type="text"/> Date <input style="width: 15%;" type="text"/>
Staff processing learning agreement	
Name (print)	<input style="width: 95%;" type="text"/>
Signature	<input style="width: 95%;" type="text"/>