

HE TERMS AND CONDITIONS 2023-24

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1. INTRODUCTION

When an individual becomes a Higher Education student at Northampton College by accepting a place at the college, the individual enters into a contract with Northampton College. The contract between the individual and the College can only be varied by a written agreement between both parties.

When an individual accepts an offer at Northampton College, the person accepts and agrees to the terms and conditions set out in this document, and all policies and procedures related to any course of study.

The official offer to an individual will be sent as an official letter that will be sent via email and/or post.

The Terms and Conditions document is readily available on all College websites for transparency, prior to acceptance of an offer. Before accepting an offer from Northampton College, all individuals should read the terms and conditions in full. Each individual will be signposted to the terms and conditions when an offer is made. The terms and conditions do not mention all policies and procedures related to an individual's course of study. Links to all relevant policies and procedures are accessible via the College website. It is the expectation of Northampton College for the individual to make themselves aware of all policies and procedures.

During an individual's course of study, Northampton College will use the issued Northampton College email address to communicate with learners. It is the expectation of Northampton College that the individual will check his/her email regularly to remain up to date with information.

Terms

Offer:	a conditional or unconditional offer of a place on a course of study made to an individual by Northampton College
Course:	the Northampton College programme of study, or unit(s) of study
Individual:	the person who has applied to Northampton College
Learner:	the person who is currently studying on a course at Northampton College
Tuition Fee:	the amount charged to a learner for each academic year of study
Higher Education:	a course of study identified as Level 4-7, validated by one of the partners listed on all College websites. This currently includes HNCs, HNDs, Certificate in Initial Teacher Training and Diploma in Initial Teacher Training. The list of courses identified as 'higher education' can be found on the College website

2. ACCEPTANCE OF OFFER

The contract between an individual and the College will come into effect when an acceptance of an offer is made in writing. This can be done via email, post, or signed document stating the individual's intention to study at Northampton College on the course offered. There is a 'cooling off period' after an individual enrolls at the College, where an individual is allowed to withdraw from his/her accepted course of study. The individual can cancel this contract at any time within the 14 days immediately after acceptance of the **Offer**, without giving any reason, as long as the cancellation is done so in writing. An individual will need to liaise with his/her tutor regarding the submission of a cancellation request. Withdrawing from a course of study after the 14 days 'cooling off period' will incur potential fee charges, subject to length of study prior to withdrawal.

3. LEARNER OBLIGATIONS

When an individual accepts an Offer, the Northampton College learner agrees to be bound by and comply with college policies and procedures in terms of their attendance, behaviour and studies. The following policies and procedures can be accessed on the college website and are designed to support, protect and empower students whilst on programme:

- Anti-Harassment and Anti-Bullying Policy and Procedures
- BYOD (Bring Your Own Device) Policy for Staff and Students

- Complaints Policy and Procedure
- Data Protection & Privacy Policy
- Dignity, Diversity and Equal Opportunities Policy
- E-safety Policy
- Fitness to Study Policy & Procedure
- Freedom of Speech Code of Conduct
- Health & Safety Policy Statement
- ICT Security Policy
- ICT Student Printing Policy
- Library User Agreement
- Plagiarism Policy
- Safeguarding Policy
- Student ICT Acceptable Use Policy
- Student Alcohol and Substance Misuse Policy
- Student Assessment Policy
- Student Attendance and Punctuality Policy and Procedures
- Student Code of Conduct
- Student Behaviour & Disciplinary Policy
- Student Bursaries and Financial Support Policy
- Sustainability and Environment Policy
- HE Academic Misconduct Policy
- HE Student Protection Policy
- HE Students Terms and Conditions
- HE Access Statement
- The rules and regulations relating to the **Course**, within the Programme Handbooks, Programme Specifications, Module Specifications and any course/department specific Safety Codes of Practice
- Regulations and policies related to the Course's awarding body as set out on the awarding body's website

4. FINANCIAL ARRANGEMENTS

All Higher Education programmes incur a fee for each academic year of study.

Additional fees will be charged in the event of a repeated academic year, or partial fee charged for any resits.

All **Tuition Fees** will be determined by Northampton College and all tuition fees identified at point of offer will remain the same amount for each academic year for the learner. If a learner withdraws from a course and re-applies, they apply as a new applicant and they will be subject to any changes to tuition amounts published.

Tuition fees cover tuition, registration, examination and assessment costs. The cost of field trips, consumables, and other costs are to be charged and paid for separately.

When an individual accepts an offer, the individual agrees to be responsible for maintaining all information related to paying tuition fees are up to date and accurate. This includes their application to Student Loan Company, where required.

When an external organisation, other than Student Loan Company, is paying a learner's fees, that learner agrees:

- Northampton College is able to share personal data, including academic standing, with the external organisation, without seeking further consent from the learner
- the learner is ultimately responsible that all tuition fees charged are paid in full and in a timely manner

- if the external organisation defaults on the tuition fee payment arrangement, any and all outstanding tuition fees will be charged to the learner, with an immediate payment request issued

Any student unable to pay their tuition fees, or unable to access a student loan, should contact the Enrolment Centre at the earliest opportunity.

If a student has tuition fees outstanding at the end of the year they may not be allowed to progress to the next year

5. CHANGES TO POLICIES

Northampton College reviews all policies, procedures and other information annually and changes may need to be made. The learner agrees that Northampton College can and will make any changes to all policies, including the Higher Education Terms and Conditions document, without seeking express consent from any learner or student organisation. Northampton College will consult students, where necessary, prior to implementation of any changes to policies that directly affect learners. Northampton College will publish up to date policies on the College website, for access by all learners.

5. CONTACT

Any queries related to the Higher Education Terms and Conditions may be sent to

enquiries@northamptoncollege.ac.uk