

Bolton College Regulations 2018/19

There is a College Charter and Code of Conduct included in the Student Handbook, which is available to every learner at induction. If you feel you would benefit from general Advice and Guidance about your course, please contact Student Services. The College is an exempt charity incorporated by the F&HE Act 1992. Enrolment is subject to the regulations of the College. Full details of "What the College Expects of You" are given in the Student Handbook, however, the following points are addressed here as additional points to note:

Payment Terms

- 1) Payment should be made within 30 days of the learner being notified of the debt outstanding.
- 2) Deviation from the payment terms shall only be acceptable if a written agreement is obtained from the Finance Department, signed by the Director of Finance
- 3) If you have taken the option to pay by Direct Debit INSTALMENTS, failure to ensure funds are available for collection via Direct Debit as agreed will render the whole of the outstanding balance due IMMEDIATELY plus an additional £35 administration charge.
- 4) If you have taken the option to pay by Direct Debit INSTALMENTS, all instalments remain payable in the event of a learner withdrawing from their course.
- 5) Failure to make the payment by the due date may result in legal action being taken to recover the debt plus ALL COSTS incurred in debt collection.
- 6) It is College policy to pursue all debt. If legal action is taken against you, your future credit rating will be affected.
- 7) If you have not paid an account nor made satisfactory arrangements to pay the College, then you may not receive any final assessment marks awarded by the College until the outstanding account has been settled.

Refund Policy – The College has a Refund Policy and this can be found on the college website.

If you have any query with invoices, please contact the Sales Ledger Department on 01204 48 2088

Change of address, status or employer – If you change your address or other contact details, or employment status, employer (for Apprentices) or training manager, you must inform the Enrolment Centre or the main Centre Office where you enrolled.

Finance – Advice on College funds available to students is through the Student Service Centre at Deane Road on 01204 48 2182

Insurance – The College holds public liability insurance which provides cover for learners on organised travel (not overseas) or on work experience where this is an integral part of their course. As a consequence, the College expects all learners to conduct themselves in a responsible manner and to respect the persons and property with whom they come into contact. The College does not provide any cover for willful disobedience, neglect or damage by learners.

Personal Property – The College cannot accept responsibility for loss or damage to personal property left in any part of the College.

Health and Safety – The College has a "no smoking" policy throughout all buildings. If you suffer from a medical condition, which may place you in a hazardous situation in a practical class or workshop, you are advised, in your own interest, to inform your course tutor. All learners have a duty to make themselves aware of, and to observe, all the College Safety rules as stated in Health & Safety Policy. Copies of the policy are available in the Library, at main centres or from information points by request. Individual copies are available from the Safety Officer. An outline of safety rules can be found in the Student Handbook. Breach of any safety rule may result in disciplinary or legal action.

Full cost recovery courses - Where the college decides to run courses at full cost, i.e. no funding support, some of these courses may be available with funding support at other organisations.

How We Use Your Personal Information - The College may share details relating to attendance, progress, conduct etc with parents/carers of all learners aged under 19 or aged 19-24 with an EHCP at the start of their programme for the whole duration of their programme. Learners who wish to object to this once they turn 18 must refer to the student handbook for details of how to do this. The College may also share basic information with connexions and related local authority support services and previous schools for the purpose of references and tracking learner destinations.

Bolton College will use the information you provide along with that obtained from other sources including references, support needs, previous education etc to manage your education and training, produce reports and references and to inform you about opportunities for progression and skills.

We may also create access to external facilities on your behalf which may assist you in your studies. For more information on how we use your information please refer to our Privacy Notice:

https://www.boltoncollege.ac.uk/sites/boltoncollege.ac.uk/files/attachments/page/bolton_college_student_privacy_notice_-_may_2018.pdf

As an organisation partially funded by Government education funding bodies we are required under contractual funding arrangements and financial memorandums to share information with partner organisations.

Education and Skills Funding Agency Privacy Notice - The Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE) have issued this Privacy Notice. 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.

Preferred ways to be contacted (tick all that apply)

- 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>

For learners studying Higher Education qualifications we are required to share your information with the Office for Students (OfS). For a summary of how the personal information you provide is held and used by the OfS please refer to Appendix 2 of the Bolton College Privacy Notice. The OfS full privacy notice can be found at: <https://www.officeforstudents.org.uk/media/1303/ofs-reg-privacy-notice.pdf>