

# S4C Training Services: Terms and Conditions 2015 / 16

## Additional Expenses

Some of our courses may incur other expenses in addition to your Course fees e.g. sewing. Please do not purchase anything before your first session unless requested to do so on your Pre- course Information Sheet. No liability can be accepted for expenses incurred for a course cancelled/altered at short notice.

## Code of Conduct

Skills 4 Communities reserves the right to exclude any learners on the grounds of unacceptable behaviour. For further information, refer to the Learner Handbook.

## Course Changes

The information in our Prospectus is, to the best of our knowledge, correct at the time of going to press. Skills 4 Communities reserves the right to cancel, alter or amalgamate courses with insufficient enrolments or to change the course tutor, location or scheduled time. Where possible, suitable alternative courses will be offered, on the understanding that you have the option of accepting or cancelling the agreement without penalty. Skills 4 Communities will give 7 day's notice in these circumstances.

## Payment of Fees and Instalments

S4C will charge **non-refundable** fees at competitive/affordable rates. Some funded courses may carry a small commitment deposit, refundable on completion. Course Fees over £250 may be paid in two instalments. The first instalment being half, is payable at the time of enrolment. Payment dates will be set out in an instalment letter. Any additional fees including Examination Fees must be paid at the time of enrolment.

## Evidence for Fee Remission / Fee Waived

If you fall within one of the categories listed on the Enrolment Form, you may be entitled to claim a reduced, concessionary or nil fees, on selected courses (funded) only. You must provide evidence to support your claim. If you are not sure what to provide, please discuss this with the member of staff when you enrol.

## Examination Fees

Some accredited courses carry an examination fee which includes the cost of the examination, accreditation, registration and certificates. Some courses are also subject to an assessment fee. Fees are payable by all learners.

## Refunds

Fee refunds apply as follows:

- If your course is cancelled by Skills 4 Communities and you have attended less than 20% of the total course, a full refund of payments received will be given e.g. if you have attended less than 6 weeks on a 30-week course you will receive a full refund.
- If your course is cancelled by Skills 4 Communities and you have attended 20% or more of the total course, a refund of payments received will be made proportionate to the amount of the course outstanding. For example, on a 30 week course if you had attended for six weeks or more a partial refund would be made proportionate to the amount of the course outstanding.
- If a learner cancels their place by written request on a course more than 7 days before the course is due to start, no refund will be made. However, S4C will place them on the next available slot/session. If a learner withdraws from a course prior to completion, they will lose both their fees and right to take to a second chance or replacement course unless they re-enrol and make further payments. ,
- If you are forced to withdraw through ill health and a doctor certifies that you are too unwell to continue, you may be given a second chance and placed on the next available slot/session.
- Refunds will not be given for classes cancelled in circumstances that are out of our control, such as bad weather or industrial action. Where possible classes will be repeated or be added on at the end of term.

## Learner Handbook

Skills 4 Communities Learner Handbook will be available to all learners. This will provide further details relating to Skills 4 Communities.

## Car Parking

Confirmation of your place on a Skills 4 Communities course does not guarantee a car parking space. All learners must make their own parking arrangement. A small number of disabled parking spaces are available in the neighbourhood but they are limited. Please do not use them unless you need them.

## Declaration / Learning Agreement.

I agree to abide by the rules and regulations of Skills 4 Communities including those contained in its refund policies.

I agree to notify Skills 4 Communities of any changes to my personal circumstances, which could affect my entitlement to a reduced fee.

I am satisfied that the appropriate advice and information about the course has been made available to me prior to my enrolment.

I understand that i will be required to complete additional paperwork at the first session of the course(s) to finish the enrolment process.

I agree to make a personal commitment to the course(s), to review my progress with my tutor(s), to do all the work needed for the course(s), to satisfy any accreditation requirements, to help build a friendly and supportive learning environment, to come to classes regularly and on time and to explain any absence to the tutor and to talk to my tutor(s) or area of Learning

Manager/Administrators if I wish to leave the course(s) before the end.

I agree to my course(s) of study outlined above and understand that i shall have the support of Skills 4 Communities staff to comply with this agreement.

F/Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_