

## Bolton College Regulations 2021/22

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) If your course is funded by a loan and the loan application fails, you will be liable for the full outstanding balance of the course fees even in the event of you withdrawing from the course
- 7 It is College policy to pursue all debt. If legal action is taken against you, your future credit rating will be affected.
- 8) 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 immediately as and when it occurs.

**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 wilful 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.

**The health and safety of our learners and staff is very important to us and with the continued situation, related to the coronavirus outbreak, there will be an increased emphasis on study outside the classroom during the 2020/21 academic year. The proportion of these hours will depend on the individual qualification(s) being undertaken. You must do the work set during directed study or it will impact your progress on the course and therefore your achievement.**

**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 should 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:

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) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well being purposes, including research. We retain ILR learner data for 3 years for operational purposes and 66 years for research purposes. For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr>

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training. In these cases, it is part of our statutory duties and we do not need your consent.

Where sharing is not part of our statutory duties, you can give your consent to be contacted by other third parties about:

courses or learning opportunities, or  for surveys and research by:

post  phone  email

Please tick relevant boxes to give your consent.

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and the ESFA Privacy Notice (<https://www.gov.uk/government/publications/esfa-privacy-notice>)

If you would like to get in touch with us, you can contact the DfE in the following ways:

Using our online contact form at [https://form.education.gov.uk/service/Contact the Department for Education](https://form.education.gov.uk/service/Contact%20the%20Department%20for%20Education)

By telephoning the DfE Helpline on 0370 000 2288

Or in writing to – Data Protection Officer, Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at – Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>