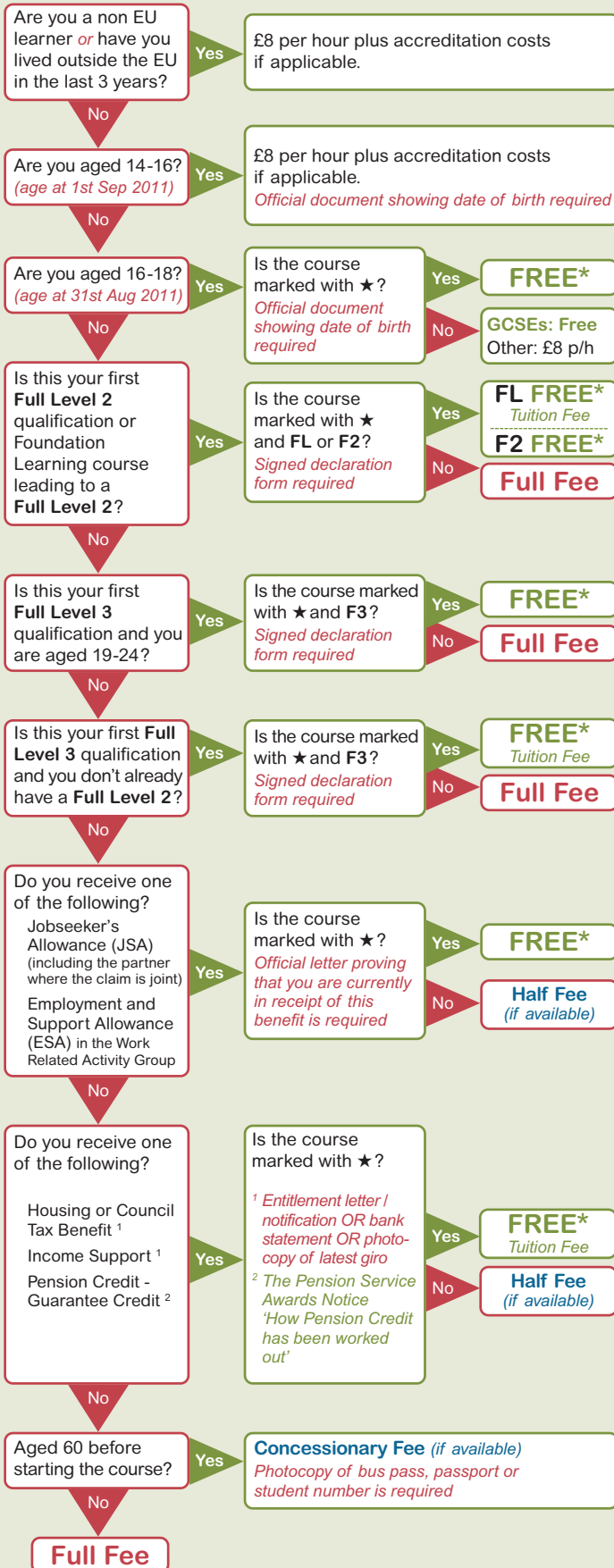


## Please Note:

Not all courses are eligible for concessions or half fees. Examination, accreditation, registration and administration fees have to be paid in full if you are receiving a free or half fee course - Tuition Fees only.

Proof of benefits must be current and dated within 4 weeks of enrolment.

★ If you are entitled to a free examination course(s) you will be required to pay a deposit of £50.00 (per academic year). This will be refunded, once the course is completed and you have taken the exam. For refund details see page 24.



Please read the Terms & Conditions thoroughly including the Privacy Statement and tick boxes on the enrolment form.

## Additional Expenses

Some courses may involve additional expenses e.g. the purchase of clay in pottery or flowers in floristry. Please do not purchase anything before your first session.

No liability can be accepted for expenses incurred in, or in connection with, attending a class which has been cancelled or altered at short notice. Every effort will be made to inform students in advance of any cancellation or alteration to a course. Please check your course outline for more information.

## Brochure Information

Every effort has been made to ensure that all particulars in this brochure were correct at the time of publication.

## Children

Under no circumstances are children allowed to attend unless previously enrolled in a class. Please contact offices for information on enrolling children.

## Class Amalgamation, Changes or Closure

All classes must have a minimum number to be viable. This can vary from course to course. The College reserves the right to close a class, combine one class with another or make changes to published details including dates, times, location, tutor and fees.

If the College closes a course and is unable to arrange a suitable alternative, you will receive a full refund (if applicable) plus a £5 College voucher (full fee payers only), for courses over £28.00, for the inconvenience caused.

## Code of Conduct

The College reserves the right to exclude any student on grounds of unacceptable behaviour. Standards of behaviour are detailed in the College Code of Conduct, which is published in the Learner Handbook.

## Equal Opportunities

### Policy Statement

Adult Education College Bexley believes firmly in the implementation of equal opportunities. We believe that all staff and students should be treated as the individuals they are, with different needs regardless of age, gender, sexual orientation, race, colour, religion or disability. All persons attending or working for the College should be given the opportunity to reach their full potential, having equal access and choice.

## Health & Safety

Learners will not be permitted in classes using hazardous equipment unless a tutor is present at all times. All learners and staff are responsible for their own safety and for not compromising the safety of other College users. Protective clothing should be worn in certain craft classes – please check your course outline.

## Medical Fitness

Students must ensure that they are medically fit where physical skills or activities are concerned. Students undertake such courses at their own risk and are required to complete a declaration of fitness at the first session.

## Non Smoking Policy

Smoking is not allowed in any AEC building or grounds.

## Personal Property / Parking

Students are responsible for personal property and equipment. Neither the College nor the Local Authority will accept responsibility for damage caused to, or loss of, student's property on its premises, including car parks. Confirmation of your place on your course does not guarantee a car parking space.

## Unique Learner Number

A Unique Learner Number (ULN) is a 10-digit reference number which is used to access the Personal Learning Record of anyone over the age of 14 involved in UK education or training. Learners retain the same number throughout their lives, whatever their level of learning and wherever they choose to participate in education, training and learning.

The data you supply will be used by the Skills Funding Agency to issue you with a Unique Learner Number and share information about your learning. Further details of how your data is processed and shared can be found at <http://www.learningrecordservice.org.uk>

## Your Learning Journey

All students studying with the College will complete an Individual Learning Journey. ILJs are an important document for both tutors and students as they assist in the monitoring of student progress and achievement, thereby helping to ensure the quality of the service provided and are a requirement of our funders. Refusal to do so will mean that the College will have to charge you £8.00 per hour for your course.

## Fees & Finance

### Accreditation / Exam Costs

Generally the cost of examination, registration (with the awarding body), and administration will be included in the course fees. However, there are some exceptions: please read the description of your course carefully – this will tell you whether there are any additional costs to pay. All examination, accreditation and administration fees are non-refundable.

### Examination Costs

If you are in receipt of a reduced fee or a free course - tuition fees only, you will still be required to pay your own examination, accreditation, registration and administration fees. If you are unable to do so you may apply to the Learner Support Fund for support – see under Grant Aid.

If you re-sit an exam you will incur an administration fee of £15.00 plus any exam fee due.

### Differential Pricing

Some courses in this brochure, although similar in content, are priced differently. The College receives government funding which enables some course fees to be 'subsidised'. Where a course fee is higher than a similar course in this brochure, the fee charged reflects the actual cost of delivering this course.

### Fees

All fees are correct at the time of going to press. Examination, accreditation and administration costs are generally included in the course fees - however, some are shown as additional to the course fee and need to be paid on enrolment. Please check the details in each course description.

**Please note:** All exam / accreditation and administration fees are non-refundable as they are passed onto external examining bodies.

### Free Examination Courses

#### Deposits

If you are in receipt of a free examination course(s) you will be required to pay a one-off deposit (per academic year) of £50.00 which is refundable once you complete the course and take the exam. The refund will be issued once the results have been received by the College. If you are taking more than one accredited course, this will be after the final assessment.

Learners on Job Seekers Allowance (JSA) or Employment Support Allowance (ESA) or other eligible benefits will be asked to provide proof of status before starting the course – please see fee chart for information.

### Free & Half Price Courses

If you are in receipt of eligible benefits you may be entitled to a FREE or half price course see Fee Chart for details.

### How to Pay

You can pay by cash, cheque, credit / debit card, or Standing Order.

### Standing Orders & Instalments

Enrolments with Standing Order payments cannot be taken over the phone. Courses that run for less than 12 weeks **and** under £200 cannot be paid by Standing Order.

- Courses under 12 weeks and over £200 can be paid in **two** equal instalments - 50% on enrolment and 50% halfway through the course. The halfway (2nd) instalment must be by post dated cheque taken on enrolment, or payment will automatically be taken from your existing card details.
- For a single course over 12 wks and costing over £150 the Standing Orders are payable in **four** equal instalments\* There is a £5 fee for setting up your Standing Order.

\* The first instalment must be paid on enrolment, by cash, cheque, credit or debit card and will be 25% of the total cost of the course. The remaining 3 instalments will be collected monthly by standing order commencing on the first month following your enrolment.

The process will involve completing and signing a standing order form

to authorise payments to be made. You will need to complete a separate form for each eligible course. These forms are in the brochure and are also available from the College's main centres and the College website: [www.adultedbexley.org](http://www.adultedbexley.org)

**Please note:** Once you have enrolled you are liable for the full cost of the course. The College will pursue outstanding fees.

### Learners aged 14-16

The College does not receive funding for learners aged 14 -16 as they are eligible to be in School Years 10 and 11. This applies to both accredited and non-accredited courses. Without this subsidy the College has to charge a tuition fee of £8 per hour plus accreditation fees.

### Non EU / EEA Learners

Non European Union (EU) or Non European Economic Area (EEA) Learners. The College's main funder will only fund learners who fall into the following categories:

- learners who have lived in the United Kingdom (UK) for the last three years
- learners who have lived in an EU or EEA country for the last three years and are nationals of an EU or EEA country


### Refunds / Transfers

#### The College has a 'No Refund Policy'

If you enrol for a course and pay for it, you will only be entitled to a full refund if we receive written notice of your cancellation within 7 working days of your enrolment.

You will not be considered 'enrolled' on a course until you have received a receipt from us confirming your place. You are deemed to have received confirmation of enrolment on the second working day after the date on which the receipt is issued.

If, however the course begins before the 7 day period has expired, you will not be entitled to a refund at all.

Courses marked with the symbol  include a first week guidance session. Your enrolment will not be considered confirmed until you have attended this session. If, after discussion with your tutor, you decide that the course is not suitable, you may cancel your enrolment on that course or transfer to a more suitable course (subject to availability). If you cancel your enrolment you will be entitled to receive a full refund, provided we receive your notice of cancellation in writing within seven (7) working days of the first week guidance session and you do not attend any further sessions of that course.

If a transfer is agreed it is only applicable to courses in the same brochure. Transfers are generally not possible unless it is early in the course and there is an alternative place available. There will be an administration fee of £10 for each transfer requested by a student.

You will be refunded by the original method of payment except for cash enrolments and £50 deposit payments which will be refunded by cheque.

### Registration Fee

All adults are required to pay the annual registration fee of £5.00 upon enrolment. There is no registration fee on one-day courses, courses of £28.00 or less or for children under the age of 12.

### Privacy Statement - How we use your Personal Information

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Young People's Learning Agency for England ("the YPLA") to meet legal duties under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training.

Further information about use of and access to your personal data, and details of partner organisations are available at:

<http://skillsfundingagency.bis.gov.uk/privacy.htm>  
<http://www.learningrecordsservice.org.uk/>  
<http://www.ypla.gov.uk/privacy.htm>