



# Terms & Conditions of Enrolment

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**Thank you for choosing to study at City of Wolverhampton College.**

**If you require any information or support with enrolment or during your studies, please contact: Student Hub 01902 836000**

This is essential information that you will need during enrolment and while you are studying at College. By signing the Enrolment Form, you have agreed to the following terms and conditions. The College has clear values and a Disciplinary Policy to ensure everyone feels safe and treated fairly.

### **Student Finance - Fees and Support**

**Every student of the College must enrol for each course and pay the fees appropriate to their course of study at the College. No person shall be deemed to be a member of the College unless:**

- **They have completed and signed a College Enrolment Form, and**
- **Agreed to meet the liability for the relevant fees, where a Sponsor does not meet the liability on their behalf.**

All fees are payable on enrolment. Details of different methods of payment can be obtained from the Student Hub.

Refunds will only be given if we have to close your course or make changes that prevent you from attending. Only in exceptional circumstances will fees be refunded for any other reason. Transfers between courses may incur additional charges or refunds, please see our website for the Finance Policy.

Financial support is available to students who face the greatest barriers to entering, continuing and succeeding in Further Education. This money comes directly from the Government and is means tested. For further information, see the Financial Support Policy or speak to a Student Hub Financial Advisor. Please ask at enrolment or contact the Student Hub for more information.

### **Fees for Non Funded Students**

The College is not funded for students who are **under 16** years on the 31/08/2020 or anyone who is **not settled in the UK** or any other EEA Country. Any fees advertised will not apply and full cost fees will be payable. Please contact Student Hub for details.

### **Fees for Students aged 16, 17 or 18 years**

- If you are a home student and enrol on Education and Skills Funding Agency (ESFA) funded courses, you will not be charged any fees for your course.
- There may be charges for uniforms/equipment/educational trips for your course.

### **Fees for Students aged 19 years and over**

- If you are a home student and enrol on part-time ESFA funded courses, you will be charged the annual fees which have been set by the College.
- For full-time learners, the College offers a reduction in fees on eligible full-time courses. Please ask for details at enrolment.
- If you are unemployed, in receipt of a state benefit (other than Child Benefit) and looking for work, please complete and sign the declaration on the Enrolment Form and you may be entitled to fee remission.
- Some students may be entitled to fee remission to study their First Full Level 2 or First Full Level 3 course.
- However, if you are 19 and over and studying at Level 3 or above, you will have to pay full cost fees (exceptions may apply, please make enquiries in the Student Hub). You will be entitled to apply for an Advanced Learner Loan to cover your tuition fees, please make enquiries in the Student Hub. Please refer to <http://www.wolvcoll.ac.uk> for all College policies.

### **Data Protection - How We Use Your Personal Information**

By signing the Enrolment Form, you are agreeing to the processing of your personal and other data you have shared, under current data protection legislation, for any purposes connected with your studies or Health and Safety whilst on College premises, or for any other legitimate purpose. For further information, please visit the College's full Privacy Notice at <http://www.wolvcoll.ac.uk/privacy-notice>. or request a copy from the Student Hub. **At no time will your personal information be passed to organisations for marketing or sales purposes.**

#### **Records Retention for Student aged 16, 17 or 18 years**

Full records will be stored for seven academic years. Please refer to our full Data Retention & Erasure Policy here:

<https://www.wolvcoll.ac.uk/data-retention-and-erasure-policy/>

#### **Records Retention for Student aged 19 years and over**

If you live within the West Midlands Combined Authority, your course may be funded by the WMCA and we will keep you records for 7 years after the end of you course. Outside of the WMCA, you may be funded by the ESFA and records will be kept, in line with ESFA guidelines, until at least 31<sup>st</sup> December 2030. Our full Data Retention & Erasure Policy here: <https://www.wolvcoll.ac.uk/data-retention-and-erasure-policy/>

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). It is to inform students 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 current 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 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 current 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 opt in to contact for other purposes by ticking the boxes relating to courses or learning opportunities and for surveys and research on the enrolment form

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at:

<https://www.wmca.org.uk/media/3148/aeb-privacy-notice-2019-20.pdf> and  
<https://www.gov.uk/government/publications/esfa-privacy-notice>

### **Courses with European Social Fund (ESF) Co-financing**

Your course(s) may be part of a wider project which is co-financed by the European Social Fund (ESF). The Education and Skills Funding Agency (ESFA), is also a co-financing organisation and uses ESF funding from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities and investing in human resources. All documentation relating to the delivery of ESF in the 2014-2020 period will be kept for a period of three years following the closure of the operational programme.