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**Enrolment Form & Learning Agreement**

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| Section 1: Personal Details   |  |  | | --- | --- | | First Name: | Surname: | | Title (Mr, Mrs, Ms, Miss, etc.): | Male/Female: | | Date of Birth: |  | |

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| |  | | --- | | Section 2: Contact Details | | |
| Address: | Mobile Phone: |
| Postcode: | Email: |

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| Section 3: Course Details & Fees (Please indicate) |

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| BSL NVQ Level 6 Part 1 & Part 2:  Part 1:  Weds 5th October 2016 9.30 - 16.30  [Fortnightly]  Part 2:  Weds 1st February 2017 9.30 – 16.30  [Monthly]  [Must have achieved the Signature BSL Level 3 award or equivalent] | Venue:  University of West of England  Coldharbour Lane  Frenchay  Bristol  BS16 1QY |

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| Section 5: Payment (Please Indicate) |

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| Part 1 & Part 2: £2,350  Part 1 only: £930  Part 2 only: £1,420  Payment will need to be made by the start date of course enrolled. | Payment in Full:  1st Instalment: £330  Instalment Plan: [Additional £25 admin fee]:  (Payment will need to be made by the start date of course enrolled.) |
| CHEQUE:  CASH:  BACS: | CHEQUE:  CASH:  BACS: |

Refunds and Cancellation Policy:

You have 14 days from payment by law to cancel and a refund will be given. After that date refunds are not given, once you sign the learning agreement you agree to pay for the course in full, if you do not continue the duration of the course you agree to still pay the full fee.

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| Section 6: Learning Agreement |

I declare that, to the best of my knowledge, the information I have provided whilst enrolling is correct and I agree to all ICS policies.

* I intend to attend the course I have enrolled on and I am aware of the commitment required.
* I understand that should my sponsor fail to pay my fees, I will remain liable to pay. (If applicable)
* I understand that if I do not continue the course for any reason I am still liable to pay the full amount of the course.

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| *Please sign below and send to:*  **ICS CENTRE**  **C/O Mhairi Threlfall**  **2FC115 UWE Frenchay Campus**  **Cold Harbour Lane**  **Frenchay**  **Bristol**  **BS16 1QY** | *Please address cheques to:*  **ICS CENTRE** |
| Signed (Student): | Date: | |

**TERM AND CONDITIONS**

* Once a student has enrolled on a course (*that is when their application form and due payment have been received*) The Centre are unable to refund the course fee, except when that course has been cancelled by The Centre.
* When student commences their course they will be provided with a timetable detailing the times and dates of their course; this will include any date changes necessitated by public holidays.
* There will be no extra tuition time in the event of a student missing a class or arriving late.
* There will not be an option to defer to the following year if a student has missed too much.
* Neither The Centre will be liable for any loss of damage to student’s personal property.
* A student’s motor vehicle will be parked at their own risk.
* A student will be expected to comply with all of the regulation at The Centre regarding Health and Safety in respect of fire, smoking and other procedures.
* All mobile telephone must be switched off during lesson.
* A student may appeal in respect of an examination failure: appeal procedures and examination re-take fees are available on request.
* If, at any time, a student wishes to discuss their progress or have any comments or suggestions, then they can speak freely with their teacher or contact The Centre.
* In the event that student fail any assessments they will be allowed to re-sit this assessment once again with the centre at their own expense.

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| *Signed (Student):* | Date: |