

Enrolment Declaration and Agreement (to be signed on enrolment)

I confirm that the details entered on the enrolment form are true and accurate in all respects and I agree to comply at all times with the Cheshire College – South & West (referred to as ‘CCSW’ or ‘the College’ hereafter) academic rules and regulations and those of a partner university (where applicable).

I agree and understand that it is my responsibility to inform the College should I change my name and / or address after enrolling on a higher education programme and understand that any certificates will be printed in the name held at the College (or partner university where appropriate) and will be posted to the address held by the College (or partner university where appropriate).

I confirm that I have read and understood the CCSW HE Student Contract and the policies, procedures and guidance which are available at <https://he.ccsw.ac.uk/>. I confirm that I have read, understood and accept specifically the following terms and conditions as set out in CCSW’s academic regulations and policies and procedures:

Tuition Fee Payment (as set out in Part D of the Academic Regulations – Enrolment and Registration for Taught Programmes)

- The College’s Tuition Fee policy establishes that once I have accepted the offer of a place and enrolled with the College I will pay the annual tuition fee for every year of study for my programme. If I decide to leave the programme I will be liable to pay for the balance of any outstanding tuition fee for the remainder of the year of study.
- Failure to pay the tuition fee when it falls due may mean that the College reserves the right to:
 - temporarily suspend me from my course until the outstanding tuition fees are paid;
 - withdraw me from my course if I do not pay the outstanding tuition fees
 - withhold from me any assessment grades, which would otherwise have been made available to me and/or refuse to allow me to proceed and progress on my course until all outstanding tuition fees have been paid, or payment arrangements agreed
 - pass any unpaid fees or other charges to a debt collection agency to recover the debt from me or pursue a claim against me through the Civil Courts for the cost of the outstanding tuition fees

Attendance and Participation (as set out in Part E of the Academic Regulations – Student Participation)

- I understand that having enrolled on a higher education programme I am committed to participate fully in the learning activities associated with each module and to undertake all components of assessment attached to it. My completion of the enrolment process includes a commitment to the following Participation statement which forms part of the CCSW HE Student Contract:

‘I undertake to participate fully in those activities which are described in each module as essential and I will inform the Module Leader if circumstances oblige me to miss any of these activities. I recognise that failure to participate adequately in these essential activities may lead to termination of my enrolment on my programme of study. I understand that I will be invited to explain my failure to participate before termination of enrolment on the programme occurs and failure to engage in this process will be considered to be withdrawal.’

- I understand and agree that should I be absent without contact or communication with the College then the College will write to me and I will be given one week to confirm my intention to continue studying on the module and to plan remedial action for recovering the missed learning with the module leader and/or programme leader or their representative.
- I understand and agree that if I miss 3 or more weeks of scheduled taught sessions for more than one module within a semester without good cause or approved extenuating circumstances I will be issued with a notice of intended withdrawal and given 14 days to respond or take appropriate action. If there is a nil response, or a negative response, my enrolment on the programme will be terminated.
- I understand and agree that the College will provide updates on my attendance and academic progress with my employer should I be sponsored by an employer.

College Policies and Procedures

- I confirm that I agree to comply with all College policies and procedures and my attention has been specifically drawn to the following:
 - The CCSW HE Academic Regulations
 - Fitness to Practise Policy
 - Fitness to Study Policy
 - Freedom of Expression Policy
 - Learner Disciplinary Policy
 - Student Harassment and Bullying Policy
 - Student Complaints Procedure

I confirm that the information provided by me to CCSW on my application is complete, accurate and true and that nothing has changed since the date of my application, which would require an amendment to that information.

I agree to and accept the conditions set out in this Enrolment Declaration and Agreement and the CCSW HE Student Contract Conditions, which together form the legally binding contract between me, the student named on the enrolment form, and the service provider, Cheshire College – South & West.

I accept that in physically presenting myself for enrolment and registration and signing this form at Cheshire College – South & West, I expressly agree for the provision of service to commence immediately. If I wish to terminate my studies, I will be subject to any on-going obligations, which may exist as a result of having registered (e.g. payment of tuition fees) in accordance with the CCSW HE Student Contract Conditions.

If you have any questions about this Enrolment Declaration and Agreement, the CCSW HE Student Contract Conditions or any of the Academic regulations and / or policies or procedures that make up the CCSW HE Student Contract, please contact the Dean of Higher Education before signing this Enrolment Declaration and Agreement form.

Student Signature..... Date.....