

Terms and Conditions

Additional expenses

Some of our courses may incur other expenses in addition to your course fees eg clay for pottery or flowers for floristry. Please do not purchase anything before your first session unless requested to do so on your course information sheet. No liability can be accepted for expenses incurred for a course cancelled/alterd at short notice.

Additional learning support

If you have a disability or learning difficulty and declare this on your enrolment form, we will endeavour to provide additional learning support. A member of staff will contact you to offer and discuss any support that may be available to you. We will also make relevant staff members aware of your requirements. The adult education service cannot be held responsible if you fail to disclose a disability or learning difficulty.

Code of conduct

The adult education service reserves the right to exclude any learners on the grounds of unacceptable behaviour. For further information, refer to the learner handbook and statement of learner entitlements and responsibilities.

Course changes

The information in our brochure is, to the best of our knowledge, correct at the time of going to press. The adult education service reserves the right to cancel or amalgamate courses with insufficient enrolments or to change a course tutor, location or scheduled time. Where possible, suitable alternative courses will be offered on the understanding that you have the option of accepting or cancelling the agreement without penalty.

Evidence for fee remission

If you fall within one of the categories listed on the enrolment form, you may be entitled to claim a reduced or concessionary fee. You must provide evidence to support your claim. If you are not sure what to provide, please discuss this with the member of staff when you enrol.

Evidence for eligibility

In order to enrol on a course we must satisfy the requirements of the learning and skills council that you are entitled to participate in one of our courses. You may be asked to provide suitable evidence to support your entitlement. Types of evidence may include passports, national identity cards,

tenancy agreement, mortgage documentation, household bill, driving licence, or other documentation as appropriate.

Examination fees

All certificated courses carry an examination fee that includes the cost of the examination, accreditation, registration and certificate. All fees are payable by learners aged over 19.

Health and Safety

All learners and staff are responsible for their own safety and for not compromising the safety of others. Signs regarding health and safety are clearly displayed in all centres.

Individual learning plans

All learners will have to complete an individual learning plan (ILP) or record of progress in conjunction with your tutor. This documentation assists with the monitoring of your progress and achievement.

Instalment payments

Tuition fees for courses of 30 weeks or more may be paid in instalments. Please ask centre staff for further information. Any additional fees including examination fees must be paid at the time of enrolment.

Learners aged under 16

The learning and skills council fund adult education courses and money is received to support Learners over 16 years of age only ie those born before 1 September 1993.

Learners aged 16-18

If you were born between 1 September 1990 and 31 August 1993 you can enrol on most of our certificated courses free of charge. You do not have to pay for any examination fees. Courses that do not lead to a qualification do not receive any funding for 16-18 year olds. Such learners must therefore pay a fee of £10 per hour of study if they enrol on these courses eg a course of 2 hours per week over 10 weeks would attract a fee of £200.

Learners aged 60 plus

If you were born before 1 September 1949, you are entitled to enrol at a reduced fee rate. Proof of age will normally be required.

Refunds

Fee refunds apply as follows:

- a) Refunds of enrolment fees will be made only where the adult education service closes a class. If a class is held for more than two weeks (for non certificated courses) or three weeks (for certificated courses) then it will be held for its planned duration.
- b) Under exceptional circumstances requests for a refund will only be considered if made in writing to an adult education service manager.
- c) When a written request for withdrawal is received at least seven days before the start date, an administration fee of £5 for fee-paying learners and £1.50 for reduced fee or concessionary fee paying learners will be deducted.
- d) If you are forced to withdraw through ill health and a doctor certifies that you are too unwell to continue, a refund of payments received (less an administration fee of £5 for full fee paying learners and £1.50 for reduced fee or concessionary fee paying learners) will be made proportionate to the amount of the course outstanding.

Transfers

If you decide that you do not wish to continue with your course after the first attendance, it is sometimes possible to transfer to a different course. You should initially discuss this with your tutor. Alternatively you may wish to talk to the curriculum manager about this.

Change of details

Please inform your tutor of any change of address or personal details.

Centre Details

Ashby Link Adult Education and Multimedia Centre
Ashby High Street Scunthorpe
North Lincolnshire DN16 2RY
Tel: 01724 862217/281376

Barton Adult Education Centre
Providence House Holydyke
Barton upon Humber
North Lincolnshire DN18 5PR
Tel: 01652 632994

Brigg Adult Education Centre
Redcombe Lane
Brigg
North Lincolnshire DN20 8AU
Tel: 01652 657204

Brumby Adult Community Learning Centre
Grange Lane North Scunthorpe
North Lincolnshire DN16 1BN
Tel: 01724 747200

Data Protection Statement 2009/2010

"Data Protection Act 1998 –The information you provide will be passed to the Learning and Skills Council (the LSC). The LSC is responsible for funding, planning and encouraging education and training for young people and adults in England, and is registered under the Data Protection Act 1998. The information you provide will be shared with other organisations for the purpose of administration, careers and other guidance, and statistical and research purposes. Other organisations with which we will share information include, the Department for Children, Schools and Families, the Department for Innovation, Universities and Skills, Connexions, Local Authorities, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the LSC or its partners.

The LSC also administers the learner registration service (LRS) which will use your information to create and maintain a unique learner number (ULN).

The LSC is also a co-financing organisation and uses European Social Funds 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. Further information about partner organisations and the ULN and what they do, may be found at www.lsc.gov.uk/providers/Data/help/dataprotection.

At no time will your personal information be passed to organisations for marketing or sales purposes. From time to time students are approached to take part in surveys by mail and phone, which are aimed at enabling the LSC and its partners to monitor performance, improve quality and plan future provision.

Declaration

I agree to abide by the rules and regulations of North Lincolnshire Adult Education Service, including those contained in its refund policies.

I agree to notify adult education of any changes to my personal circumstances,

I am satisfied that the appropriate advice and information about the course has been made available to me prior to my enrolment.

I understand that I will be required to complete additional paperwork at the first session of the course(s) to finish the enrolment process.

I agree to make a personal commitment to the course(s), to review my progress with my tutor(s), to do all the work needed for the course(s), to satisfy any accreditation requirements, to help build a friendly and supportive learning environment, to come to classes regularly and on time and to explain any absence to the tutor and to talk to my tutor(s) or curriculum manager if I wish to leave the course(s) before the end.

I agree to my course(s) of study outlined above and understand that I shall have the support of adult education staff to comply with this agreement.

Information

Access fund

The adult education service receives an allocation from the learning and skills council to assist learners who wish to attend courses that will lead to a qualification or improve their chances of employment. These funds are available to learners who are in exceptional financial circumstances. You may be assisted with the payment of fees, examination costs, additional expenses attached to your course, or with childcare costs. Further information and application forms are available from centre offices.

Course information sheets

These are available for all courses. These show the level and content of the course and list materials/books etc you may need. We recommend you read the sheet before joining a course.

These are available on the website at www.northlincs.gov.uk/northlincs/education/adulteducation/coursedetails alternatively contact any of our main centres to request a sheet or email: adulthoodeducation.enquiries@northlincs.gov.uk.

Learner handbook

The learner handbook will be available to all learners from September 2009. This will provide further details relating to North Lincolnshire Adult Education Service courses and policies.

Medical fitness

Learners are responsible for ensuring they are medically fit for any courses that include physical skills or activities. All learners undertake such courses at their own risk.

No smoking policy

Smoking is not permitted at any of North Lincolnshire Adult Education Service sites. This includes all areas within the buildings, outside entrances and exits to the building, in car parks or inside any of the boundary wall and fences.

Parking

Confirmation of your place on an adult education course does not guarantee a car parking space.

Personal property

Learners are responsible for personal property and equipment whilst on adult education premises. Adult education and the local authority will not accept responsibility for damage caused to, or loss of learner's property.

How to enrol

You can enrol at any time by:

- Attending any one of our centres (please note that Brigg is only open during term time)
- Attending a local link office
- Completing an enrolment form and posting it to one of our centres
- Download a copy of the brochure from the North Lincolnshire Council website www.northlincs.gov.uk

If you would like to enrol by post please ensure you enclose the following:

- Completed enrolment form
- Cheque payable to North Lincolnshire Council
- Evidence to support your claim for reduced/nil fee

Please assume you have been successful in securing a place on the course of your choice unless you are notified to the contrary. Receipts will NOT be posted out