

Student Learning Agreement

This is a formal Agreement of learning between the learner (student) and the Provider (Bliss College UK). This will give an insight on the duties and responsibilities of both the learner and the provider.

Before deciding to make an application, the learner should read and sign this agreement. The purpose of the agreement is to prevent or minimize any misunderstanding between the two parties.

Part 1: What can be expected from the provider:

The provider will:

1. Assess your functional skills (English, Mathematics & ICT) and check your course suitability.
2. Work with you to establish a learning outcome with you for your course.
3. Deliver the course content to you in an effective and satisfactory manner.
4. Assist you with registration with awarding bodies and for examinations.
5. Encourage, motivate and support you during your studies.
6. Provide you with access to appropriate expertise and support during your course.
7. Assign you to your course tutor with whom you can work on a one-to-one basis.
8. Provide you with the letters you need from time-to-time within five working days.
9. Return marked work to you within five working days.
10. Provide constructive and individual feedback on your progress (if you are doing a course where we mark assignments are prescribed).
11. Deal with any difficulties and concerns promptly and fairly.
12. Implement an equal opportunities policy.
13. In case of special needs the college will make necessary arrangements to meet the needs of the students.
14. Comply with UKBA Guidelines on attendance and progression.
15. Suspend/Expel you from the course if, sufficient evidence is produced to the effect that your behaviour towards the college is unacceptable. Refunds will not be made in such circumstances.
16. Adhere to all the relevant laws and legislations prescribed by the British Government from time to time.

Part 2: **Student responsibilities**

1. Make yourself aware on what course you want to select and decide on the suitability of the course and apply accordingly. You are welcome to call us or send us e-mail if you wish to discuss your options.
2. Familiarize yourself with the contents of an induction pack that will be given to you at the start of your course so that you are full aware how the course works.
3. Attend classes regularly and at least maintain 85% attendance throughout your learning period.
4. Respect the Teachers/Lecturers and the Administration staff.
5. If for any reason what so ever you are unable to write a test or fit an examination report to the it should be intimated to the teacher prior to the test or Director of Academic Studies and take the test on the next day.
6. Ensure that all course fees are paid by the agreed times.
7. Undertake sufficient private study to maintain progress on your course. This will involve doing your own research to supplement our teaching.
8. Be in touch with your tutors as per agreement made with them.
9. Register with relevant external awarding body where ever such registration is required.
10. Notify the college should be notified in advance for any holidays you wish to take.
11. Acknowledge and accept the fact that if for any reason what so ever you decide to discontinue your studies the course fees you have paid will not be refunded

Student Signature:
Print Name:

Signature of the College representative
Print Name: