

## North West Regional College Terms and Conditions

### Introduction

Potential and current students are encouraged to refer to these Terms and Conditions to ensure that they are familiar with College policies, procedures and expectations. They contain important information that you should be aware of to enable you to make informed decisions when you are applying or when you are enrolled at North West Regional College.

***These Terms and Conditions relate to both prospective and current students.***

### Application and Enrolment

The College welcomes applications for study for both full and part time provision. We encourage full time applicants to apply online via [www.nwrc.ac.uk/apply](http://www.nwrc.ac.uk/apply). However application forms are also available on request from College Receptions' and Student Services or by contacting us on 02871 276000.

Part time applicants can apply using an application form, which can be found online [www.nwrc.ac.uk/part-time-how-to-apply/](http://www.nwrc.ac.uk/part-time-how-to-apply/). However, application forms are also available on request from College Receptions' and Student Services or by contacting us on 02871 276000.

Application Forms and other College documents are available in a number of formats. For further information and to request an alternative format, please contact our Marketing Dept. on 02871 276402 or email [marketing@nwrc.ac.uk](mailto:marketing@nwrc.ac.uk).

Full details of the College Admissions Policy can be found at [www.nwrc.ac.uk/policies](http://www.nwrc.ac.uk/policies). This will confirm for you the steps required to progress your application.

### Course Entry Requirements

The minimum course entry requirements are outlined within the Admissions Policy. However, specific entry requirements for individual courses can be found in the College Prospectus and online at <http://www.nwrc.ac.uk/our-courses/>

### Equality

The College is committed to promoting equality and fulfilling its responsibilities under Section 75 of the Northern Ireland Act 1998.

Section 75 requires us, in carrying out our functions, powers and duties to have due regard to the need to promote equality of opportunity between: persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation; men and women generally; persons with a disability and persons without; persons with dependants and persons without.

In addition, without prejudice to the obligations above, in carrying out our functions we are required to have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

Equality considerations are central to our policy processes. The main aim of Section 75 is to make sure that Equality is at the core of everything we do.

## **Students with disabilities and/or additional learning support needs**

The North West Regional College will assess and provide all reasonably practicable support to ensure that a student with a disability is not placed at a substantial disadvantage in comparison with a student who does not have a disability. Students will be provided with a range of opportunities to disclose their additional support needs and every disclosure made will be followed up on by the Learning Link team at North West Regional College.

In accordance with the Special Educational Needs and Disability Order (NI) 2005 and the Disability Discrimination Act 1995, careful and sensitive screening of the needs of the individual student will be made to assess the support/reasonable adjustments required to enable them to carry out their learning within the resources available to the College.

Students must provide relevant and up-to-date documentary evidence and/or supporting information in relation to their additional needs, in order to permit reasonable adjustments to be made and additional support to be put in place. Students will be advised of the nature of the documentary evidence required as soon as possible and generally during preliminary discussions with the Learning Link team.

The College is committed to making reasonable adjustments for learners within certain boundaries. Reasonable adjustments ensure that as far as is practicable, a student with additional needs has the same access to the curriculum and services as other students. The following factors will be taken into account when considering reasonable adjustments:

- The need to maintain academic standards
- Health & Safety
- Financial resources available and cost
- The relevant interests of other stakeholders, including other students
- Practicality
- The effect of the impairment on the individual student
- Other aids or services available/funding

For further information please contact our Learning Link team on [learninglink@nwrc.ac.uk](mailto:learninglink@nwrc.ac.uk) or by calling 02871 276024. We are also fully subscribed to 'AccessAble'.

## **International Students**

The College is a Tier 4 Sponsor, meaning we can enrol students from outside the EEA, known as International Students. The College will seek to remain compliant with the UK Visa & Immigration Tier 4 Point Based System. We welcome applications from International Students (non- EU) to level three or above courses which lead to a level six qualification (Ofqual qualification).

If English is not your first language, you will need to demonstrate that your written and spoken English is adequate for the programme that you want to study. Most International Students submit scores in the British Council IELTS test. Entry requirements can be found on the following website <https://www.gov.uk/tier-4-general-visa/knowledge-of-english>

In order to be accepted you must meet all the conditions that are updated on our website [www.nwrc.ac.uk/study](http://www.nwrc.ac.uk/study)

## **Disclosure of Criminal History**

As part of the application procedure a Safeguarding Assessment process is mandatory for all students that have disclosed previous and or pending convictions. The College would like to confirm that engagement in this process does not automatically restrict a student from securing a place within the College. It is important to note however that the conditions of a student's offer are subject to the satisfactory checks and assessment having been complete in line with the NWRC Policy on the Disclosure of Criminal History available online [www.nwrc.ac.uk/policies](http://www.nwrc.ac.uk/policies).

If previous convictions are not disclosed at the point of admission and the College learns or is notified retrospectively this may result in a student being required to leave the course. Depending on the course,

there may be occasions whereby a current/previous conviction may preclude a student from engaging on a particular course. When this is apparent, the College shall discuss this with the student in full and alternative options and alternative courses of academic study will be provided via the College Career's Academy. Contact Information: Email [careers@nwrc.ac.uk](mailto:careers@nwrc.ac.uk); Telephone 02871 276111.

### **Course, Changes Suspension and Closure Procedure**

We prepare information about our courses with care making every effort to ensure that the information is accurate and up to date. On occasions, it may be necessary to make changes to information provided on College courses due to circumstances beyond our control. In the event of this occurring, we will make every effort to inform you as soon as possible. Details of the Course Changes, Suspension and Closure Procedure can be found online [www.nwrc.ac.uk/policies](http://www.nwrc.ac.uk/policies). In the event of changes being required and confirmed, these will be communicated to applicants and students who will be affected as soon as possible.

### **College Fee's**

Information in relation to fees and related charges can be found within the Fee's and Charges Policy [www.nwrc.ac.uk/policies](http://www.nwrc.ac.uk/policies). This Policy also provides information on the payment of fees, collection of student debt and regulations relating to refunds where applicable. Should other charges apply specific to your course, these can be found in the College Prospectus and online at <http://www.nwrc.ac.uk/our-courses/>. By accepting your offer and enrolling on the course, you confirm that you have received sufficient information on the programme that you have chosen and are aware of the associated fees and payment terms.

### **Right to Cancel**

We are required under Consumer Protection legislation to allow a minimum 14 day cooling off period for students, this timeframe begins on enrolment (acceptance of offer). This means that you can get a full refund of fees if you cancel within the cooling off period. If you wish to cancel your application you must inform us in writing by either emailing [admissions@nwrc.ac.uk](mailto:admissions@nwrc.ac.uk) or by letter to NWRC Admissions, Strand Road, Derry~Londonderry, BT48 7AL.

### **Data Protection & Freedom of Information**

Personal data provided by you to the College may be processed by us in accordance with the provision of the Data Protection Legislation and our Data Protection Policy. We will only use the information that we collect about you lawfully (in accordance with the Data Protection Legislation).

For further information in relation to Data Protection & Freedom of Information Policies please visit our website on [www.nwrc.ac.uk/policies](http://www.nwrc.ac.uk/policies)

### **Compliments and Complaints Policy**

North West Regional College is committed to providing the highest quality of service to all our current and prospective students. If a student is not satisfied with the quality of service provided by the College or College staff, they have the right to complain.

The raising of complaints and the provision of feedback provides the College with an opportunity to improve its services. The College monitors complaints and the outcomes in order to improve the quality of our provision. This policy advises students of the College's commitment to ensuring that any issues or problems are resolved quickly and as close to the source as possible, to the satisfaction of all concerned.

You can access our Complaint and Compliments Policy via <http://www.nwrc.ac.uk/wp-content/uploads/2018/02/ComplaintsComplimentsPolicy.pdf>

### **Code of Conduct/Student Charter**

All students must abide by the Student Charter that is provided at time of Induction as part of the Student Handbook. If you do not comply with the College rules and regulations, including attendance regulations as set out in the Student Charter, disciplinary action will take place according to the College Student Disciplinary Policy. This may result in you not being able to continue your studies at the College. The College's Student Disciplinary Procedures can be found online [www.nwrc.ac.uk/policies](http://www.nwrc.ac.uk/policies).

### **Health & Safety**

The North West Regional College will comply fully with the requirements of the Health and Safety at Work (Northern Ireland) Order 1978 and will ensure so far as is reasonably practicable the health, safety and welfare of its students, visitors and employees at work. It will also ensure that the discharge of these responsibilities in co-operation with its students and employees shall be an integral part of the duties and objectives of the College.

### **Changes to Terms and Conditions**

The North West Regional College may change these terms and conditions at any time. You should visit the College website regularly to review any amendments to the regulations and policies referred to in the Terms. We will make reasonable endeavours to draw your attention to any significant changes to regulations and policies.

### **Disclaimer**

The information contained within this document is correct at time of print. However, it may be subject to change and no course advertised is guaranteed. Please note that courses are delivered in English (unless otherwise stated)