



**north west**  
regional college  
Derry/Londonderry • Limavady • Strabane

# **North West Regional College**

## **Terms and Conditions**

### **2026/27**

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## 1. Introduction

This document sets out Terms and Conditions for both prospective and current students of North West Regional College and provides important information about the College's policies, procedures and regulations in line with consumer protection legislation.

The College aims to ensure that the information provided is accurate, up-to-date, comprehensive and accessible to all prospective and current students. The Terms and Conditions set out in this document are designed to be fair and balanced and not cause disadvantage to any individual.

As potential and current students, you are encouraged to read these Terms and Conditions carefully to enable you to make informed decisions when you are applying to study, or when you are enrolled, at North West Regional College.

By enrolling on a course and accepting an offer of a place made to you by the College, you are agreeing to comply with these Terms and Conditions and [College Policies](#). Therefore, it is important that you understand them as they form part of the contract between you and the College. They will also define our obligations to you as a student and your obligations to us as the College.

We will review these Terms and Conditions on a yearly basis and ensure they comply with legislative requirements. Where appropriate, we will make updates to the information provided and make these available on our website for the attention of all students.

## 2. Application Process

The College welcomes applications and enrolments for study for both full time and part time courses. We encourage applicants to apply online: [How to Apply | North West Regional College | North West Regional College \(nwrc.ac.uk\)](#) and also accept hardcopy application forms. On our website you will be able to access full information about the courses on offer, download a course guide, track your application and find answers to a range of frequently asked questions.

We make every effort to ensure this information provided is accurate, up-to-date and easy to understand so you can make an informed decision about your preferred course. If you require any further information, you can contact the College directly at: [Contact Us | North West Regional College](#).

Application Forms and other College documents can be made available in alternative formats on request where possible. For further information and to request an alternative format, please contact our Marketing & PR Dept. on 02871 276402 or email [marketing@nwrc.ac.uk](mailto:marketing@nwrc.ac.uk).

Full details of the College Admissions and Enrolments Policy can be found at [College Policies | North West Regional College \(nwrc.ac.uk\)](#). This provides clear information on our admissions processes.

### **3. Course Entry Requirements**

The minimum course entry requirements are outlined within the Admissions and Enrolments Policy. However, specific entry requirements for individual courses can be found in the College Prospectus and online at: [Download a Course Guide | North West Regional College \(nwrc.ac.uk\)](https://www.nwrc.ac.uk).

The College will determine the equivalency of entry requirements in line with the Regulated Qualifications Framework (RQF) and will require you to provide satisfactory evidence of your qualifications. Failure to do so may result in termination of an offer. If you are successful, you will obtain a formal offer or conditional offer of a place at the College. If you receive a conditional offer, you will need to meet these conditions to secure a place on a course and these will be fully explained to you. These conditions may be academic or non-academic. You may also be required to attend a pre-entry advice/information session or interview.

### **4. Enrolment**

By accepting your offer for a place at the College, you are confirming that all the information you have provided in your application is accurate. If your application is found to contain inaccurate or misleading information, your offer may be amended or withdrawn.

As a student you will be entering into a contract with the College and will be required to abide by the regulations and policies of the College. Our [College Policies](#) will provide you with information about your obligations as a student and will also define our obligations to you. Our [NWRC Student Handbook](#) provides full information about the many services and opportunities we have available to all students. If applicable, you will be liable for payment of your tuition fee and any other charges based on your programme of study. Please see Section 12 below.

You will be made aware of the Course Title, core modules and units of study, potential assessment, award or grading available, duration, location and format of study. Any changes or adjustments to course programmes will be documented in Sections 10 and 11 below.

### **5. Equality**

The College is committed to promoting equality of opportunity and respects diversity and cultural differences by fulfilling its responsibilities under Section 75 of the Northern Ireland Act 1998. Please refer to our College website: [Equality | North West Regional College \(nwrc.ac.uk\)](https://www.nwrc.ac.uk).

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 dependents 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 people 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.

## **6. Students with Disabilities and/or Additional Learning Support Needs**

The 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 the 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

While the College will endeavour at all times to meet the needs of students with learning difficulties and disabilities, parents/carers and other stakeholders must accept that there may be occasions when College provision is unable to address the needs of that student.

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](#)'.

## **7. International Students**

The College holds a Student Sponsor License meaning we can enroll students from outside the UK & ROI, who do not qualify as residents or citizens, known as International Students. The College will seek to ensure International Students are compliant with the UK Visa & Immigration Point Based System and is obliged to report any breaches of agreement to the UK Visas and Immigration (UKVI) under the Sponsorship Management System (SMS).

We welcome applications from International Students to full-time level three or above courses which lead to a Level six qualification (Ofqual qualification).

The Points-Based System will work in the interests of the whole of the UK, including Scotland, Wales and Northern Ireland. We will maintain the Common Travel Area (CTA) arrangements between the UK, Ireland and the Crown Dependencies (Isle of Man, Guernsey and Jersey). The Points-Based System will be a fair system, because we will treat people from every part of the world equally. The International Office will be in touch to confirm what supporting evidence would be required to prove right to study, this will include a student requesting a 9 digit alphanumeric sharecode (<https://www.gov.uk/evisa/view-evisa-get-share-code-prove-immigration-status>) so the college can check a student's immigration status on the UK Government's digital evisa platform. The College will retain copies of International Students' passports containing personal details (including biometric information) and any other related immigration documents including evidence of entitlement to study in the UK. International Students will be required to present an original passport at the enrolment stage.

If English is not your first language, you will need to demonstrate that your understanding of written and spoken English is adequate for the programme that you want to study. Most International Students submit scores from an approved Secure English Language Test (SELT) including the British Council IELTS test, although alternative tests are acceptable. Tests must be completed in a Secure English Language Test Centre – [Prove your English language abilities with a secure English language test \(SELT\) - GOV.UK \(www.gov.uk\)](#). Entry requirements can be found on the following website [Student visa : Knowledge of English - GOV.UK \(www.gov.uk\)](#). In order to be accepted International Students must meet all the conditions that are updated on <https://www.gov.uk/student-visa>

## **8. Common Travel Area (CTA)**

The Immigration and Social Security Co-ordination (EU Withdrawal) Bill clarifies the immigration status of Irish citizens and confirms there will be no change to their rights to freely enter, live and work in the UK without requiring permission. There will continue to be no routine immigration controls on journeys from within the CTA to the UK, with no immigration controls whatsoever on the Northern Ireland – Ireland border. The Government will continue to work closely with CTA partners to facilitate legitimate travel within the CTA while tackling abuse of these arrangements.

## **9. 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 confirms that engagement in this process does not automatically restrict a student from securing a place within the College. Applicants that disclose a criminal history will be required to complete a Safeguarding Student Criminal Offence(s) Disclosure Form.

All students applying for a course that requires work placement unregulated activity will be required to complete an Enhanced Access NI check. The College is committed to processing Criminal Record Checks in accordance with the Access NI Code of Practice which is available on the Access NI website or alternatively a copy can be requested from Student Services at 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 completed in line with the NWRC Policy on the Disclosure of Criminal History available online [College Policies | North West Regional College \(nwrc.ac.uk\)](#).

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.

## **10. Course Changes, Suspension and Closure Procedures**

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 [College Policies | North West Regional College \(nwrc.ac.uk\)](#). Courses will be delivered in compliance with the Awarding Organisations' delivery requirements.

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 and in line with College obligations under the terms of the Consumer Contracts Regulations 2013. Where, in exceptional circumstances, it becomes necessary to make substantial changes to a course, suspend or close a course, the College will make every effort to protect the best interests of students and applicants who may be impacted by these actions.

## **11. Adjustments to Course Delivery**

In the event of a pandemic or other significant adverse event, the College may have to implement restrictions in respect to your study or effect a temporary College closure. Please be assured, in such instances the College will follow advice from relevant government departments to ensure the health and safety of all staff and students (e.g. DfE, PHA, emergency services) and the advice of Regulators and Awarding Organisations to make appropriate reasonable adjustments to maintain the ongoing quality of teaching and support for all our students. In line with the Consumer Rights Act 2015, you will be notified of any such changes, the reasons for the changes and any options available to you to avoid such changes having an adverse impact on your course outcomes, future career and financial aspects.

## **12. College Fees**

Information in relation to fees and related charges can be found within the Fees and Charges Policy [College Policies | North West Regional College \(nwrc.ac.uk\)](#). 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 [Download a Course Guide | North West Regional College \(nwrc.ac.uk\)](#). 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.

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

North West Regional College as a Data Controller respects the importance of your privacy and values relationships with students and personal data provided by you to the College. Your personal information will be collated, processed and managed in accordance with the provision of Data Protection Legislation and our Data Protection Policy.

The College is permitted to process personal data where there is a legal basis to do so and we will only use the information that we collect about you lawfully (in accordance with the Data Protection Legislation) and for the purpose of providing a service to you to meet our statutory obligations.

You can find full information in relation to how we collect, use, share and retain your personal data in relation to our official authority and public functions under: [NWRC Privacy Notice](#).

Further information in relation to Data Protection & Freedom of Information Policies can be found on our website under: [Privacy and Data Protection | North West Regional College \(nwrc.ac.uk\)](#) and if you have any further queries, you can contact the [DPO@nwrc.ac.uk](mailto:DPO@nwrc.ac.uk)

## **14. Right to Cancel**

We are required under Consumer Protection legislation, namely the Consumer Rights Act 2015 and Consumer Contracts Regulations 2013 to allow a minimum 14 day 'cooling off' period for students. This is a 'Right to Cancel' your application to study within this timeframe which begins on acceptance of an offer or enrolling on a course within the College. Applicants have a legal right to cancel their Contract with the College by providing a clear statement and if you cancel within the 14-day period, you will be entitled to get a full refund of any advance payment, deposit or fees.

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.

## **15. Complaints and Complaints Policy**

The College is committed to providing the highest quality of service to all our existing and prospective students. As a student, if you are not satisfied with the quality of service provided by the College or College staff, you have the right to complain. A complaint can be defined as '*a statement that something is unsatisfactory or unacceptable*'.

Raising complaints and providing feedback enables the College with an opportunity to improve our services. The College monitors complaints and the outcomes in order to improve the quality of our provision.

Our [Complaints Policy](#) can be easily accessed on our website and advises students how to make a complaint, comment or compliment. It outlines 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. We encourage students, in the first instance, to seek a resolution to any issues informally with a relevant member of staff (e.g. by face to face discussion) and as soon as possible. However, where a resolution cannot be found or if your complaint is sufficiently serious, you may submit a formal complaint in writing.

The Complaint Process is designed to ensure it is accessible and clear to all students and demonstrates a fair and balanced approach in the management of all complaints and comments received by the College.

You can access our Complaints and Compliments Policy via [College Policies | North West Regional College \(nwrc.ac.uk\)](#) and you can raise any concerns, comments or compliments where our services have exceeded your expectations by email to: [Complaints@nwrc.ac.uk](mailto:Complaints@nwrc.ac.uk).

## **16. 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: [College Policies | North West Regional College \(nwrc.ac.uk\)](#)

## **17. Health & Safety**

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 our students, visitors and employees at work. It will also ensure that the discharge of these responsibilities in co-operation with our students and employees shall be an integral part of the duties and objectives of the College.

## **18. Intellectual Property**

Students shall normally own any intellectual property for work generated during their programmes, including the content of examination scripts and assignments. If the work is generated through a paid placement opportunity, the organisation or the placement provider holds the intellectual property. Students will be advised if there are any different arrangements applicable to their programme or study.

## **19. Changes to Terms and Conditions**

North West Regional College will review and update these Terms and Conditions to provide students with accurate information to support informed decision making. Therefore, these Terms and Conditions may change at any time, and you should visit the College website regularly to review any amendments to the regulations and policies referred to within these Terms. However, we will make reasonable endeavors to draw your attention to any significant changes to regulations and policies.

## **20. Disclaimer**

All reasonable steps have been made to ensure up-to-date information is contained within this document and ensure it is correct at time of print. However, the College cannot guarantee that there will not be any change or variations required regarding course delivery due to exceptional circumstances. These Terms and Conditions may be subject to change and the College will promptly inform and advise students of any unavoidable changes to minimise any adverse effects on students' future careers or financial prospects. Please note that courses are delivered in English (unless otherwise stated).