

## Southern Regional College

### Terms and Conditions for Enrolment and Application 2024-25

#### Scope of Terms and Conditions

These Terms and Conditions are issued in relation to enquiries, applications and/or enrolments at Southern Regional College.

#### College Disclaimer

Every effort is made to ensure that information is accurate. However, it may be subject to change and no course advertised is guaranteed. Where a course is cancelled, applicants will be invited to apply for another course and the date of application will be applied to the new application. Please note that courses are delivered in English (unless otherwise stated).

#### Applying to/Enrolling at Southern Regional College

Applications for admission to all courses are considered without regard to any inappropriate distinction e.g. age, ethnic origin, nationality, disability, sexual orientation, gender, religious or political beliefs, marital status, care experience or socio-economic background.

#### Course Entry Requirements

[View our Admissions Policy & Criteria](#)

*links to: <https://www.src.ac.uk/about-us/policies>*

#### Changing Course Location or Content

There may be circumstances in which the College must cancel, withdraw or change the location of a course. In these limited circumstances, this will be done in line with the College's HE Course Closure, Suspension and Substantial Change Policy and Procedure and the College's obligations under the terms of the Consumer Contracts Regulations 2013.

If the course location is changed during your course of study, the College will make every effort to notify you as soon as possible to minimise any inconvenience this may cause.

#### Cancellation of Course Before it Starts

The College will make every effort to run the advertised courses and programmes. However, all courses must have a minimum number of students in order to contribute to operating costs and some classes may be combined to improve class sizes.

If the minimum number of students is not reached on a course, the College reserves the right to withdraw the course or a specific course element and in other cases, classes may have to be cancelled.

The relevant curriculum team, supported by the College's Student Services teams will provide appropriate support to applicants to find alternative programmes at Southern Regional College or to support applications to other providers.

Where a full time or substantial part time course is cancelled, applicants will be invited to apply to another course and the date of their original application will be applied to the new application.

### **Cancellation of a Course In-Year**

In exceptional circumstances, a course may be closed by the College or its awarding body/University partners or the College may no longer be able to teach a course or an aspect of a course to a specific group of students, or the College or awarding body/University partner may introduce a substantial change which will impact on applicants and/or current students.

The relevant curriculum team supported by the College's Student Services teams will provide appropriate support to students to complete the course of study on which they are enrolled find alternative programmes at Southern Regional College or to support applications to other providers.

Course closures will be managed through Southern Regional College's HE Course Closure, Suspension and Substantial Changes Policy.

[View the HE Course Closure, Suspension and Substantial Change Policy](#)

*links to: <https://www.src.ac.uk/about-us/policies>*

### **Payment of Fees**

The payment of fees is the responsibility of each student, and they may be paid by cash, cheque, credit/debit card or other method approved by the College.

Students will be required to pay all course fees at enrolment unless otherwise determined by the College. Where appropriate, additional fees may be collected at enrolment throughout the year.

[View the Fees Policy 2024-25 and Annual Schedule of Fees and Charges](#)

*links to: <https://www.src.ac.uk/about-us/policies>*

### **Early Bird Discount**

An early bird discount is available to any student enrolling on a 2024-2025 part-time further education accredited or non-accredited course commencing from January 2025 provided they are not availing of any College concessions or financial support. Enrolment and full payment of fees is required by 06 December 2024 for any students starting in the second semester.

The discount available is as follows:

Course tuition fee less than £100 - £10 discount

Course tuition fee between £101 - £200 - £20 discount

Course tuition fee more than £300 - £30 discount

The early bird discount is not applicable to any examination or material fees. The early bird discount cannot reduce the fee payable below the minimum chargeable fee of £40.

### **Early Withdrawal from a Course**

Tuition fees must be paid in full and cannot be refunded. Registration, examination and validation fees will only be reduced or refunded if the amount is requested before the fee has been forwarded to the external body.

Students who withdraw without full settlement of their fees, including those who were in receipt of SLC funding, will, in accordance with the Annual Schedule of Fees, be liable for any fees outstanding and these amounts are payable to the College immediately (including any amounts not yet paid by the SLC and amounts that are subsequently recalled by the SLC).

[Read full terms and conditions on refunds and waivers in our Fees Policy 2023-24](#)

*links to <https://www.src.ac.uk/about-us/policies>*

### **Unpaid Fees**

Action will be taken by the College to recover any outstanding fees. This shall include the issuing of letters of reminder, the use of a debt recovery agency and may also include legal proceedings to recover the outstanding fees together with any administrative costs.

Students who default on payment of fees may be removed from a course of study, which may result in not having work assessed and access to all College facilities withdrawn.

Any student who completes a course of study and who has fees outstanding will not be eligible to graduate until and unless all outstanding fees are paid.

### **Equality and Diversity**

The College aims to provide a safe and supportive environment for all learners.

Students and staff are required to make themselves familiar with, and adhere to, the policies in place in the College, which promote equality of opportunity, diversity, mutual understanding and good relations.

All staff and students must be treated with respect and dignity irrespective of their age, ethnic origin, gender, marital status, religious belief, sexual orientation and whether or not they have a disability or dependants.

Students and prospective students who have reason to believe that they have been discriminated against or have not received fair treatment will be able to pursue their complaint through the Complaints Procedure.

Complaints by any member of the College, student or staff, will be treated seriously and may be dealt with by the appropriate Disciplinary Procedures. All complaints are fully investigated in a fair and consistent manner.

[Find out more about the SRC equality scheme](#)

*links to <https://www.src.ac.uk/about-us/equality-diversity-inclusion>*

[View the College Diversity and Equality Policy](#)

*links to <https://www.src.ac.uk/about-us/equality-diversity-inclusion>*

### **Criminal Disclosures**

Applicants must notify the College about any unspent convictions. If you advise us of certain criminal convictions, you will be contacted by a designated member of College staff to obtain further details prior to making a decision on your enrolment.

You will not be automatically excluded from enrolment but in certain circumstances the College may be required to refuse your enrolment on your chosen course. In addition, you may have to agree to a risk control contract before your enrolment can be confirmed and your case may be discussed with external agencies e.g. PPANI.

[Find out more about notifying the College about criminal convictions](#)

*links to <https://www.src.ac.uk/criminal-convictions>*

### **Health and Safety**

Southern Regional College recognises and accepts its responsibilities to comply with the statutory duty requirements under the Health & Safety at Work (Northern Ireland) Order 1978 and subsequent regulations, to ensure, so far as is reasonably practicable the health, safety and welfare of all employees, learners and visitors.

[View the Health & Safety Policy](#)

*links to <https://www.src.ac.uk/about-us/policies>*

### **Non EU learners**

The College welcomes applications from international students. Applications and enrolments will be processed in accordance with United Kingdom Visa & Immigration (UKVI) and the Southern Regional College Admissions policy and procedure.

### **Data Protection & Privacy Notices**

We are required to collect and hold information on all SRC students. The College needs to process your information to administer your studies, provide you with support, contact you about college news and events, facilitate strategic planning and fulfil our statutory reporting obligations.

[Read more about SRC privacy notices, data protection and your rights](#)

*links to <https://www.src.ac.uk/about-us/data-protection>*

[View the Freedom of Information Policy](#)

*links to <https://www.src.ac.uk/about-us/freedom-of-information>*

### **Feedback – Compliments, Complaints and Appeals**

Customers can report compliments or complaints via our website.

[Submit a compliment or complaint](#)

*links to <https://www.src.ac.uk/feedback>*

If the complaint relates to an academic matter, students have the right to contact and engage with the relevant Awarding Body directly.

[View the Complaints & Compliments Policy](#)

*links to: [https://www.src.ac.uk/assets/general/files/Policies/BUS-010-Complaints-and-Compliments-Policy-ISSUE-007-Revised-links\\_Dec-22-002.pdf](https://www.src.ac.uk/assets/general/files/Policies/BUS-010-Complaints-and-Compliments-Policy-ISSUE-007-Revised-links_Dec-22-002.pdf)*

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

Southern Regional College may change these terms and conditions at any time but only under exceptional circumstances, so it is advised that you retain a copy at the time of enrolment for your records.

The College will continue to review these terms and conditions in association with its Student Council, through student surveys and through feedback from our Awarding Bodies, QAA, ETI, Partnership Universities and our Quality Assurance forums.