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## **LEARNER DECLARATIONS**

By registering on a course with The Business School (UK) Ltd and making payment, you are making a commitment to study on your chosen course. This comes with various responsibilities and declarations and it is important that you are aware of what these are and agree to them.

When completing your information, you need to check carefully for accuracy as this information will be used to enrol you with The Business School, to register you with the relevant Awarding Organisation for studying membership, and to print your certificates.

### **Learning Responsibilities**

- To participate actively in relevant learning and development activities
- To complete tasks, activities and assessment work within deadlines as agreed with tutors
- To encourage feedback and act on that feedback to develop themselves
- To work actively with tutors to ensure appropriate progress through your studies
- To raise any issues as they arise that could affect your progress and work to address those issues.

### **The Business School (UK) Ltd Declarations**

Your registration information is required in order to effectively communicate with you during your studies, to administer their learning in a proper, timely, cost effective and secure manner and to fulfil the requirements of our approval by relevant awarding organisations. We are required by the Data Protection Act to ensure that such information is accurate and up to date and you are requested to inform us of any changes. Your details will be retained for 6 years, unless otherwise instructed by you, or unless you enrol on a further course of learning with The Business School (UK) Ltd.

#### *Initial Advice and Guidance*

I confirm that as part of initial briefing I:

- identified the relevant programme of study
- meet the appropriate entry requirements for this programme of study, as previously mapped and agreed
- understand what the programme of study involves, including any fees liability and additional costs for essential equipment, awarding body fees, books and visits etc.
- am aware of the learning, language, and academic support which may be available to you through the online learning environment (Moodle)



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*Rules, Regulations and Codes of Conduct*

- I agree to conform to the rules, regulations and codes of conduct of The Business School.
- I agree to conform to the regulations of the School.
- I also agree that I am responsible for the payment of the course fees and that the fees remain payable even if I subsequently withdraw from the course unless on medical grounds or where the reason for withdrawal is directly attributable to the School. I understand that I will not be fully enrolled onto the virtual learning environment or registered with the awarding organisation until I have paid the fees in full.
- I understand that the College reserves the right to change tutors, reschedule, cancel, close or combine courses if necessary.
- I agree to abide by the requirements of various Acts covering health and safety and to follow instructions issued by staff.

I confirm that I have been made aware of the School's fees.

I also agree that I am responsible for the payment of the course fees and that the fees remain payable even if I subsequently withdraw from the course unless on medical grounds (doctors certificate/letter required) or where the reason for withdrawal is directly attributable to the School.

If you have any further questions relating to your course and its appropriateness to your needs, please contact the Operations Director before your course starts.

By ticking that I have read and accepted the Terms and Conditions on the virtual learning environment, I agree to undertake appropriate course assessments and I give my consent for The Business School (UK) Ltd to process data held about me in compliance with the Data Protection Act 1998, and for educational purposes only. If I have any concerns regarding this data I may contact the Operations Director.