

STUDENT LEARNING AGREEMENT 2011-2012

If you are enrolling online it is essential that you complete, sign and return this form to:
RACC, Client Services, Parkshot, Richmond, TW9 2RE



THIS ACTIVITY HAS BEEN DIRECTLY OR INDIRECTLY PART-FINANCED BY THE EUROPEAN UNION THROUGH EUROPEAN SOCIAL FUND INVESTING IN SKILLS & JOBS.

I am aware of the following details related to the course(s) for which I have enrolled:

- course work and syllabus requirements
- other course/employment this course might lead on to

Advice and Guidance

I have received guidance from one or more of the following sources:

- | | | | |
|------------------------------|--------------------------|-----------------------------------|--------------------------|
| Tutor / advice sessions | <input type="checkbox"/> | Course Guide / leaflet / syllabus | <input type="checkbox"/> |
| Learning Information Service | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| | | (Details | |

Child Care

I understand that I may be able to get help with the cost of child care (personal dependants only) for periods when I am studying at RACC.

Additional Support

I understand that I may be able to get extra help with Maths, English or Study Skills. (If this help is required contact the Supported Learning Organiser at the Twickenham site.)

Instalment Agreement

I understand that the balance is payable whether or not I complete the course. I understand that no invoice or reminder will be sent and I agree to pay the balance in full by the due date specified above. I understand that if I default on this agreement, action will be taken to recover the outstanding debt in full.

I understand that, unless I am a registered disabled driver, I have no right to car parking facilities at the College and can only use them whilst attending a class if a space is available.

Privacy Statement 2011/2012

How We Use Your Personal Information

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Young People's Learning Agency for England ("the YPLA") to meet legal duties under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training.

Further information about use of and access to your personal data, and details of partner organisations are available at:

<http://skillsfundingagency.bis.gov.uk/privacy.htm>, <http://www.ypla.gov.uk/privacy.htm> and

<http://www.learningrecordservice.org.uk/privacy-copyright.htm>

Tick any of the following boxes if you do not wish to be contacted:

- About courses or learning opportunities
- For surveys and research
- By post
- By phone
- By email

I give my consent for the storage and transfer of such data. I agree to abide by the requirements of the various acts covering Health and Safety at work and to follow any instructions that may be issued by other College staff. The information I have given is true and correct. I have read and understood the College policy on refunds (Refund Policy Statement issued at reception), credits and transfers (as stated on the enrolment form and in the current course guide) and agree to abide by the regulations of the College. I understand the College reserves the right to alter fees, change centres or tutors, or reschedule, cancel or combine courses if necessary.

Are you enrolled at another institution (educational). YES / NO (please delete as applicable). If YES, Name of College.....

PLEASE PRINT YOUR NAME:

Student signature

Date.....

Signed (RACC staff)

Date.....