

# Belfast Met Terms and Conditions for enrolment and application 2018/19

## Introduction

Before applying to or enrolling on any course, you are encouraged to make yourself familiar with this and associated documents. You are also encouraged to print and keep a copy for your records. If you have any queries relating to this document, please contact [qualityassurance@belfastmet.ac.uk](mailto:qualityassurance@belfastmet.ac.uk)

These Terms and Conditions for enrolment and application will apply to all potential and existing learners.

## Scope of Terms and Conditions

These Terms and Conditions are issued in relation to enquiries, applications and/or enrolments at Belfast Met.

## College Disclaimer

This information is correct at the 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).

## Applying to Belfast Met

Belfast Met welcomes applications from all learners. Information on how to apply to the College is available on our website [www.belfastmet.ac.uk](http://www.belfastmet.ac.uk), via the Course Enquiries line on 028 9026 5265 Option 2 or by emailing [studentportal@belfastmet.ac.uk](mailto:studentportal@belfastmet.ac.uk). Potential learners can view the College Admissions Policy at <http://www.belfastmet.ac.uk/about-us/corporate-information/public-documents/>.

## Enrolling at Belfast Met

Belfast Met welcomes enrolments from all learners unless they are assessed as being a risk to others. Information on how to enrol is contained on the website and those wishing to enrol at the College can obtain information from the website [www.belfastmet.ac.uk](http://www.belfastmet.ac.uk). Alternatively contact the Enquiries line on 028 9026 5265 Option 2 or email [studentportal@belfastmet.ac.uk](mailto:studentportal@belfastmet.ac.uk). Potential learners can view the College Admissions Policy at <http://www.belfastmet.ac.uk/about-us/corporate-information/public-documents/>.

## Course entry requirements

Courses offered by the College are aimed at a wide range of abilities. The most up-to-date minimum entry requirements for apply only courses can be viewed on our website at <http://www.belfastmet.ac.uk/full-time/how-to-apply>. In some cases, additional criteria may apply and this information can be found on course pages.

## Course content

Sometimes, due to circumstances beyond our control, it is necessary to change delivery from the published course content. When this happens, the College will inform you of changes via its Campus Admin team.

## 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 Learner Success teams will provide personalised support to applicants to find alternative programmes at Belfast Met or to support applications to other providers.

Where an 'Apply only' 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 the unlikely event of a course being cancelled the course teams will work with you to provide personalised support.

The relevant curriculum team, supported by the College's Learner Success teams will provide personalised support to students to find alternative programmes at Belfast Met to continue their studies or support with applications to other providers. Course closures will be managed through Belfast Met's Course Change/Closure procedure at <http://www.belfastmet.ac.uk/about-us/corporate-information/public-documents/>

## Changing course location or content

Belfast Met has endeavoured to provide you with information on your programme including content and location and will not change these unless necessary. Any necessary course changes will be managed through Belfast Met's Course Change/Closure procedure at <http://www.belfastmet.ac.uk/about-us/corporate-information/public-documents/>.

The course location referenced may be the primary location and you may have to attend at an alternative campus. This information will be clearly communicated to you at the time of enrolment. If the 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. In all cases where there is to be a programme change the College will communicate to students and applicants who would be affected by this as soon as it has been approved. In most cases this will be the academic year before the change happens. There are however limited circumstances where changes need to be made with less notice as per the Course Change/Closure procedure.

## Refund Policy/Early Withdrawal from a Course

Tuition fees must be paid in full and cannot be refunded. The exceptions to this are as follows:

1. Where a course/session is cancelled by the College, students will be offered either a place on a suitable alternative course or a full refund.

2. If a student has provided written notification to the College at least 5 working days before the course starts to confirm that they will not be attending, a full refund will be offered.
3. If a change to the time, day or evening meeting of the class means that the student is unable to continue attending, a refund will be issued if the student's written request is received within 20 working days of the change.

Other refund/cancellation applications will be considered only in exceptional circumstances by the Director or the Head of Finance. For full terms and conditions please refer to the website at <http://www.belfastmet.ac.uk/full-time/fees-and-finance/>

<https://www.belfastmet.ac.uk/part-time/fees-and-finance/>

All refunds are payable by cheque.

### Unpaid student fees

Unpaid student fees will either be referred to a Debt Recovery Agency for recovery or placed with the Small Claims Court for judgement and payment. Costs associated with either procedure will be added to your account. If you cancel your Direct Debit agreement after your course has begun, you will be regarded as a debtor until your unpaid fees have been recovered.

### Payment of fees

Fees must be paid at the time of enrolment, by credit or debit card or by direct debit. If fees are being paid by an employer or another agency, their written confirmation must be provided at the time of enrolment.

### Direct Debits

Direct Debits will normally be taken at the end of the 3 consecutive months after your enrolment. For example, if you enrol on 1<sup>st</sup> September, direct debits will be taken from your account in October, November and December.

The full policy may be viewed at <http://www.belfastmet.ac.uk/full-time/fees-and-finance/> and <https://www.belfastmet.ac.uk/part-time/fees-and-finance/>

Further information on the Annual Fees and Charges is available at:

[http://www.belfastmet.ac.uk/siteFiles/resources/docs/CorporatePlan2016/AnnualFeesandCharges2017\\_18.pdf](http://www.belfastmet.ac.uk/siteFiles/resources/docs/CorporatePlan2016/AnnualFeesandCharges2017_18.pdf)

### Promoting Equality and Diversity

Belfast Metropolitan College believes that everyone has a right to study in a harmonious welcoming environment. We are committed to creating and ensuring an atmosphere where learners, customers, staff, governors and other stakeholders celebrate equality and diversity in all activities. We respect all our students, staff and service users, and we celebrate our similarities and value our differences. We seek to provide a supportive learning setting which demonstrates respect for and acceptance of difference.

Please see <http://www.belfastmet.ac.uk/about-us/corporate-information/equality-and-diversity/>

### Criminal Disclosures

Belfast Metropolitan College actively promotes equality of opportunity for all and welcomes enrolments from students with criminal convictions. However, in order to manage risk

appropriately, you must tell us about any unspent convictions you have. Please see <http://www.belfastmet.ac.uk/life-at-the-met/students-support>.

### Health and Safety

Belfast Metropolitan 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. The College's Health & Safety Policy can be viewed at <http://www.belfastmet.ac.uk/siteFiles/resources/docs/HealthandSafetyPolicy.pdf>

### Access to Personal Information

The College must collect learner data for its funding return and to contact you while on your course. The college will use your data to provide you with support and further learning opportunities.

As outlined in the Data Protection Act (1998) you have the right under Section 7 to request what information the College holds on you. All requests will be considered in line with the legislation and a response will be provided to you within 40 working days. If an exemption applies and we are unable to release information to you, the College will inform you of reasons for refusal.

If you have any concerns or want to request access to your personal information, please write to:

Corporate Development, Belfast Metropolitan College, Room 17 Level 4, Titanic Quarter Campus, 7 Queens Road, Belfast, BT3 9FQ,

Alternatively, send an email to [dataprotection@belfastmet.ac.uk](mailto:dataprotection@belfastmet.ac.uk). There may be a charge for providing you with your personal information.

### Monitoring Information

Only designated staff employed either by the College or a third party will have access to information for processing purposes. We will protect this information and use it to help improve our services and to monitor fair participation. Information provided by all students will be collated centrally and statistical information for each of the groups will be produced for analysis by the organisation for legislative and service improvement purposes. The personal information you provide in this questionnaire will only be accessible by staff involved in supporting applicants/students as well as staff participating in activities related to marketing and research purposes and not be generally available to others within or outside the organisation unless there is a legal requirement for us to do so and the data protection legislation permits this.

### Data Protection Act 1998

Belfast Metropolitan College needs to process information about everyone who studies at the College. The information supplied on the application form is used to administer your studies, provide you with support, for strategic planning purposes/enrolment and to fulfil statutory obligations including internal marketing. The College must ensure that your information is collected and used fairly, stored safely and not disclosed unlawfully. Belfast Metropolitan College is required to protect public funds it administers in accordance with our legal obligations under the Data Protection Act 1998 (DPA). It may also share information provided to it with other bodies responsible for auditing and or administering public funds, in order to prevent and detect fraud. The College reserves the

right to share information, as it deems necessary with your parent /legal guardian (if under 18) and other third parties eg MIAP, UCAS, Department for the Economy etc. At no time will your personal information be passed to third -party organisations for marketing or sales purposes. If you wish to opt out, please write to: Corporate Development, Belfast Metropolitan College, Room 17 Level 4, Titanic Quarter Campus, 7 Queens Road, Belfast, BT3 9FQ, or send an email using following address: [dataprotection@belfastmet.ac.uk](mailto:dataprotection@belfastmet.ac.uk).

### Non EU learners & Tier 4 compliance

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

### Compliments and Complaints and Assessment Appeals

If you have a complaint, please access <http://www.belfastmet.ac.uk/about-us/corporate-information/public-documents/> for details of our Complaints Policy. Any complaint will be dealt with fairly, effectively and confidentially.

Students dissatisfied with the results of their assessments will be given the opportunity to request a review with the college according to the assessment appeals guidelines at

<http://www.belfastmet.ac.uk/about-us/corporate-information/public-documents/>

### Student Code of Conduct and Student Discipline

Existing learners must abide by the Code of Conduct. Students sign up to the Code of Conduct as part of their induction when paper copies are also made available. Additional copies can be obtained from [Student Support Blackboard site](#).

If you do not comply with College rules and regulations, disciplinary action will take place according to the College policy. This may result in you being unable to continue on your programme.

### Changes to the Terms and Conditions

Belfast Metropolitan 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 its Learner Voice processes and surveys and by feedback to the College using [qualityassurance@belfastmet.ac.uk](mailto:qualityassurance@belfastmet.ac.uk).

### General Information

The College website provides a wealth of information on matters which could enhance your learning. It is used as a central repository for a host of information. In addition each of the services will present information upon request. A Student handbook is available at the start of each year which provides a wealth of information. You should visit the College's website regularly as any amendments to the policies and procedures referred to in these terms and conditions shall be made available on the College website.