

Cottenham Village College

Adult Learning Terms & Conditions 2019-20



Enrolment and Fee Policy

For full course information: <http://community.cvcweb.net>

You can book your chosen course by completing a booking form and posting it with a cheque payable to Astrea Academy Trust for the course fee (please do not send cash).

We accept bookings over the phone, please have your credit/debit card to hand.

We welcome enquiries by email but please DO NOT quote your card payment details.

Enrolments are welcome throughout the year.

Courses with fewer than the minimum number of learners may have the option of continuing on payment of supplementary fees.

Fees

Fees are payable in full at the time of booking a course. We accept payment by all major debit and credit cards, cheques (payable to Astrea Academy Trust) or cash in person.

Please note, should you withdraw from a course that continues to meet you will still be liable to pay any outstanding fees.

Refunds will be paid in full if a class is unable to start due to insufficient enrolments.

Refunds cannot be given if a course has already started, unless you cancel your place for medical reasons, in which case a Doctor's Certificate is required.

Concessionary fees MAY be available if you are:

in receipt of the "Guaranteed Credit" element of the Pension Credit

in receipt of a means tested benefit

in receipt of Universal Credit

in receipt of Working Tax Credit

Please contact the Adult Learning Office. Proof of the above will be required.

DATA PROTECTION: OPT-IN to receive information about courses – if you wish to receive information about our courses please go to <http://community.cvcweb.net> and follow the link to OPT IN to enable us to keep you updated.

Learner Information

If you have given us your email address, you will receive confirmation of your place following enrolment. If you don't receive this, please contact Adult Learning 01954 288751 or Email: community@cvcweb.net.

Please note that we attempt to run classes on consecutive weeks, however if this isn't the case we will let you know the dates in advance as far as possible

In the event of Tutor illness or school closure due to severe weather conditions resulting in a cancelled class, an additional class may be offered at the end of the course

PAT Testing – any personal electrical items used on school premises must hold a current PAT certificate unless under 1 year old, eg: Sewing Machine, Overlocker, etc

Equality & Diversity

We are fully committed to equality of opportunity and welcome enrolments from all adults aged 19+. We positively encourage learners with any concerns about specific needs which might affect their learning to discuss their requirements with us in confidence. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour so that we build a community based on mutual trust and respect. We will do our best to ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all learners can access activities.

Learning support and support for people with special needs

We welcome learners with disabilities, learning difficulties, medical conditions and other needs. If you would like to attend a class but feel you may need support, please contact the Adult Learning office on 01954 288751 for a confidential discussion.

Safeguarding

We've made arrangements to ensure that you are safe in Cottenham Village College. If you feel you are not safe for any reason, eg. through verbal or physical abuse or you have been discriminated against, tell your Tutor or the Adult Learning Manager, who will investigate to ensure your safety.

Transport Difficulties

If you would like to attend a class but have no transport, please contact us on 01954 288751.

Learning Partners – if you are interested in being a learning partner in a class of your choice (you do not pay fees) to enable you to offer help to someone requiring support, please get in touch with us 01954 288751.

Insurance & Losses

Cottenham Village College cannot accept responsibility for accidents to members of clubs and classes other than those covered by the College's Public Liability Insurance. Nor for loss of personal property left on the premises or in a car. Nor for damage to cars and bicycles – parking is at your own risk.

National Careers Service provides free information and guidance on all aspects of learning, skills development and employment. Go to www.cambsals.co.uk and click on 'I need some advice' or Tel: 0845 6031059 for information.

Cambridgeshire County Council support various Adult Learning opportunities across Cambridgeshire – visit

www.cambsals.co.uk