



## Cambridgeshire County Council Adult Learning and Skills TERMS AND CONDITIONS 2017/18

Your course is subsidised by the Education and Skills Funding Agency (ESFA). Cambridgeshire County Council Adult Learning and Skills administer this for the Centre that you are learning with and as such all delivery is subject to the ESFA Funding Rules. Your Centre may have their own set of terms and conditions. Where there is a conflict, those below take precedence.

### Enrolment

You will not be admitted to class unless you have enrolled and paid the appropriate fee where applicable. The information required may vary according to the learning taking place. If in doubt, provide more detail. The data will only be used (as explained below) where appropriate. Contact details should be provided to allow your course tutor or provider to contact you.

**Telephone number: - A telephone number must be supplied to enable you to be contacted as part of the ESF 2014 to 2020 programme.**

### Examinations

If you withdraw from a course or do not complete course work or other requirements for any examinations or external assessments for which you were granted a free entry, you will be required to reimburse the full fees. In the event of ill health a doctor's certificate will be required. If you pay for your examination and withdraw or do not attend for 6 weeks prior to the examination, you will not be allowed into the examination unless a doctor certifies the absence.

### Concessions

All delivery is subject to the ESFA Funding Rules with regards to eligibility and course fees. Check the course brochure or Centre website for more information. You can also ask your tutor or Centre Manager

### Changes to Courses

The Centre reserves the right to cancel, combine or re-schedule courses and to make changes to the contact, teaching and assessment provided on any course and to any facilities offered by the Centre. In the event of industrial action or circumstances which are unforeseen or beyond the control of the Centre, interfering with its ability to provide educational or other services or facilities, the Centre will make reasonable endeavour to minimise resulting disruption, but cannot guarantee the provision of the services or facilities.

### Data Protection

The information you provide on your enrolment form will be passed to the Education and Skills Funding Agency (ESFA) and The Learner Registration Service (LRS). The following is an extract of the SFA Privacy Notice. The full text can be viewed at: <https://www.gov.uk/government/publications/esfa-privacy-notice.pdf>

#### How We Use Your Personal Information

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of the Data Protection Act 1998, the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR).

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with the Data Protection Act 1998.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

You can opt out of contact for other purposes by ticking any of the following boxes (on the main enrolment form) if you do not wish to be contacted:

- ☐ About courses or learning opportunities.
- ☐ For surveys and research.
- ☐ By post.
- ☐ By phone.
- ☐ By e-mail.

The Centre will not be liable to any user of its services or facilities for any indirect or consequential loss which may be suffered as a result of any breach by the Centre of any obligations to the user or any other act or omission of the Centre or its employees. If the Centre is found liable to the user for any such breach, act or omission, the liability will be limited to a maximum of the tuition fee paid to the Centre on behalf of the user in respect of the academic year in which the breach, act or omission occurs. This limitation applies to any liability, including liability for negligence, except where the Centre's negligence causes death or personal injury.