

Student Contract

Theory session Contract

As a student studying any of the City and Guilds courses provided by ICE I will abide by the following contract. If I choose not to meet these guidelines, I am choosing to exit from the course and no monies will be refunded. I understand I may reapply at the beginning of the next course.

Responsibility

In order to be responsible I will take ownership of my own learning. The course is achievable in 12 months from the start date. I agree that if I do not achieve this, and I need to extend course times, I will pay weekly until I have completed. I will make payments at the beginning of each week.

Materials

I understand that it is my responsibility to ensure I have my equipment, course book and portfolio with me at every lesson.

Respect

I will be considerate to all students, teachers and staff. I will not use vulgar language nor dress inappropriately. I will have good personal hygiene. The trainer/assessor reserves the right to dismiss me for the remainder of that day if I do not abide by the above, and at my own personal cost. I will not deface the materials I use. I will not use any materials or equipment, which is not my own, unless I have received permission from the owner. I will report any loss, damage or theft from within the building that I witness from other students.

Responsiveness

I will work with the trainer and other students in the class. I will actively engage in learning. I will not be disruptive to the teaching environment. The trainer/assessor reserves the right to dismiss me for the remainder of that day if I do not abide by the above, at my own personal cost.

Resourcefulness

I will try hard in all my lessons and complete all the work that is required. I will not be off task and I will make every effort to do my best work.

Practical assessments

I will be prepared, in advance for all my practical assessments and acknowledge that it is my responsibility to ensure I have everything I need.

Absences

I will attend my classes regularly. I agree to give prior notice to my trainer of any absences and if I do not it will be registered as an unauthorised absence. If I am unable to give prior notice for an absence (eg illness) I must contact my trainer by 9am that day.

Punctuality

I understand that lateness is not acceptable. I agree to notify my trainer if I am going to be unavoidably late.

Breaks

I agree not to leave the theory building on any unauthorised breaks and without permission during course times. I also understand that allocated break times may be variable in terms of when they are given.

Substance abuse

I understand that if I am under the influence of alcohol or any illegal substance, I will be automatically dismissed from the course and requested to leave the building, with no refund of fees paid.

Student Rules and responsibilities

I understand that Spanish law dictates that all students attending the course must provide a N.I.E number (under 16 years age, the payees N.I.E)

Unforeseen Circumstances

If for any reason there is no City and Guilds trainer/assessor available; time lost will be reimbursed at the end of the course.

Payment of course fees

I agree to make course fee payments or before the specified dates. Any non-Spanish cheque will be paid 10 working days before the due date. Spanish cheques will be paid 5 days before the due date. Bank transfers will be made 2 days before the due date and cash payments will be made before or on the due date. I agree whilst my fees are outstanding I will not be able to attend the course. I agree that if I leave the course voluntarily, or I am dismissed from the course, I will be liable to pay 2 months compensation to ICE because my place on the course cannot be filled for 12 months. I am aware that ICE will pursue this payment through its solicitor if I refuse to comply with the above. If I am late paying my course fees I am aware that ICE can demand full payment of the remaining monies owned.

Class sizes

ICE endeavours to retain quality of teaching by keeping class sizes teachable. If a class falls below 4 students I acknowledge that this is not economically viable and will be prepared to join an alternative class made available to me.

Amendments

I understand that ICE reserves the right to amend or change student contracts at their discretion. . In the unlikely even of this happening I will be given these amendments to read before being asked to sign a new contract.

I have read and accept the above terms and conditions

I understand that if I do not sign this contract all my rights will be wavered and I have no rights of complaint.

Course start date: _____

Course finish date: _____

Student signature _____

Fee payer signature _____

Date: _____

Signature on behalf of ICE _____