

Induction day

Policies and procedures for Student

- ❖ I confirm that I have received sufficient information about my Course & Timetable.
- ❖ I promise that I will read the Student Handbook in 2 weeks time and will email the Administration about my feedback.
- ❖ I have understood issues and policies regarding safeguarding and prevent. I was informed that I can discuss it further with the designated staff members if have any queries. Designated persons were named during the induction.
- ❖ I was shown how to use log in Portal and in future I will use my log in regularly.
- ❖ I understand and agree that course completion and progression at the College means that I have to successfully complete all subject for the given course by passing external assessment.
- ❖ I hereby agree to submit all my assignment on time and adhere to the regulations of examinations set by the awarding body and the College.
- ❖ I read and agree with attendance policy and I understood about Attendance policy and I also understand that I have to maintain 85% attendance as per College Policy.
- ❖ Students entering the classes within 15 minutes of the commencement will be allowed to sign in and it will not affect his/her attendance percentage.
- ❖ Students must notify us any change of contact details immediately.
- ❖ Students must attend minimum 24 hours a week.
- ❖ Students must not use mobile phones in class apart from in the case of emergency. If you are found to be using your mobile phone by your tutor, you will be charged £5 for breaching the condition. Failure to comply, can affect your enrolment in the college and any outstanding will be covered via debt collection service.
- ❖ There is a zero tolerance to the abuse of staff. Students must respect all staff members. If a student is deemed to have abused a staff member, immediate action will be taken and it could affect your place at the college. The Student Loans Company, Central Bedfordshire College and any other relevant parties will be notified of this.

P.S: After reading these documents please sign the declaration form.

Course coordinator	Student Full Name	Date	Student Signature
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