

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.

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

Course coordinator

Student Signature