

RNN Group
Higher Education Student Terms & Conditions

Introduction

When an individual becomes a Higher Education student at RNN Group by accepting a place at the college, the individual enters into a contract with RNN Group. The contract between the individual and the College can only be varied by a written agreement between both parties.

RNN Group is a merged organisation of three colleges, to which all colleges within the group adhere to the terms and conditions set out in this document. The colleges in the group are Rotherham College, North Notts College, and Dearne Valley College.

When an individual accepts an offer at RNN Group, the person accepts and agrees to the terms and conditions set out in this document, and all policies and procedures related to any course of study.

The official offer to an individual will be sent via UCAS, or an official letter that will be sent via email and/or post.

The terms and conditions document is readily available on all College websites for transparency, prior to acceptance of an offer. Before accepting an offer from RNN Group, all individuals should read the terms and conditions in full. Each individual will be signposted to the terms and conditions at enrolment, before registering with the College.

The terms and conditions do not mention all policies and procedures related to an individual's course of study. Links to all relevant policies and procedures are accessible via the Portal system. It is the expectation of RNN Group for the individual to make themselves aware of all policies and procedures.

During an individual's course of study, RNN Group will use the issued RNN Group email address to communicate with learners. It is the expectation of RNN Group that the individual will check his/her RNN Group email regularly to remain up to date with information.

Terms

Offer:	a conditional or unconditional offer of a place on a course of study made to an individual by RNN Group
Course:	the RNN Group programme of study, or unit(s) of study
Individual:	the person who has applied to RNN Group
Learner:	the person who is currently studying on a course at RNN Group
Tuition Fee:	the amount charged to a learner for each academic year of study
Higher Education:	a course of study identified as Level 4-7, validated by one of the partners listed on all College websites. The list of courses identified as 'higher education' can be found on all College websites

Acceptance of Offer

The contract between an individual and the College will come in to effect when an acceptance of an offer is made in writing. This can be done via email, post, or signed document stating the individual's intention to study at RNN Group on the course offered.

There is a 'cooling off period' after an individual enrolls at the College, where an individual is allowed to withdraw from his/her accepted course of study. The individual can cancel this contract at any time within the 14 days immediately after acceptance of the **Offer**, without giving any reason, as long as the cancellation is done so in writing. An individual will need to liaise with his/her academic tutor regarding the submission of a cancellation request. Withdrawing from a course of study after the 14 days 'cooling off period' will incur potential fee charges, subject to length of study prior to withdrawal.

Learner Obligations

When an individual accepts an Offer, the RNN Group learner agrees to be bound by and comply with:

- i. The Student Code of Conduct, Policies, Procedures, Regulations, Rules, Ordinances, Codes of Practice, the HE Quality Code, Student Discipline Regulations, Complaints, Fitness to Study Policy, Regulations for the Use of IT Facilities, Library Regulations, Diversity and Inclusion Policies, Health and Safety Policies, Data Protection Policy, and Health and Safety Policies.
- ii. The rules and regulations relating to the **Course**, within the Programme Handbooks, Programme Specifications, Module Specifications and any course/department specific Safety Codes of Practice.
- iii. Regulations and policies related to the Course's awarding body as set out on the awarding body's website.

Financials

All programmes which lead to a University-level award incur a fee for each academic year of study.

Additional fees will be charged in the event of a repeated academic year, or partial fee charge for any resits.

All **Tuition Fees** will be determined by RNN Group and all tuition fees identified at point of offer will remain the same amount for each academic year for the learner. If a learner withdraws from a course and re-applies, he/she applies as a new applicant and he/she will be subject to any changes to tuition amounts published.

Tuition fees cover tuition, registration, examination and assessment costs. The cost of field trips, consumables, and other costs are to be charged and paid separately.

When an individual accepts an offer, the individual agrees to be responsible for maintaining all information related to paying tuition fees are up to date and accurate. This includes the application to Student Loan Company, where required.

When an external organisation, other than Student Loan Company, is paying a learner's fees, that learner agrees:

- i. RNN Group is able to share personal data, including academic standing, with the external organisation, without seeking further consent from the learner
- ii. the learner is ultimately responsible that all tuition fees charged are paid in full in a timely manner
- iii. if the external organisation defaults on the tuition fee payment arrangement, any and all outstanding tuition fees will be charged to the learner, with an immediate payment request issued

All other payment policies can be found on the RNN Group Portal system.

Changes to Policies

RNN Group reviews all policies, regulations, codes and other information annually and changes may need to be made. The changes will normally have little overall effect to any learners. All effects will be attempted by RNN Group to be as minimal to learners as possible.

The learner agrees that RNN Group can and will make any changes to all policies, including the Higher Education Terms and Conditions document, without seeking express consent from any learner or student organisation. RNN Group will consult students, where necessary, prior to implementation of any changes to policies that directly affect learners.

RNN Group will publish up to date policies and other documentation on the Portal for access by all learners.

Contact

Any queries related to the Higher Education Terms and Conditions may be sent to HEAdmin@rotherham.ac.uk in the first instance.