

# Occuteach

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## Enrolment Policy Purpose

1. This document sets out the terms of your enrolment with Occuteach. It applies to all students who are enrolled on a course of study, whether this is full-time or part-time, and whether it is assessed and leads to a qualification or not.
2. When you enrol onto any course with Occuteach, you accept Occuteach's rules and regulations and undertake to pay all fees due, by the dates specified by Occuteach. It is important that you read and understand these conditions.
3. The enrolment process will differ, depending on the kind of course you plan to take. You will provide information as part of the application process which is held by Occuteach. Your enrolment is confirmed when you pay the fee and is ratified on the first day of attendance. By paying the fee and attending a class, you are agreeing to the terms and conditions of enrolment.
4. Your contract with Occuteach comes into effect at the point that you formally notify Occuteach that you have accepted an offer of a place (or for short courses, evening courses or summer schools once you have paid the fee).
5. Exceptionally, Occuteach may be required to amend its Offer to you after you have accepted it. In these circumstances, Occuteach will communicate the changes to you fully, and will endeavour to make a suitable alternative Offer. If this happens, you will have the right to transfer to the new Offer, or to cancel your acceptance with no penalty.
6. Occuteach's admissions and enrolment processes are subject to the Consumer Rights Act 2015. After accepting an Offer for a course, you have the right to cancel your acceptance of the Offer at any time up to 14 days after you confirm your acceptance. If you cancel within this period, you will be entitled to a refund of any fees which you have paid, and you will not be bound by these conditions.



7. You are required to notify Occuteach promptly of any changes to the information which you submitted on application or enrolment. This includes if you change your correspondence address or other contact details.
8. Any student convicted of a criminal offence involving a court hearing must provide immediate details to the Owner of Occuteach.
9. Notification, in writing, within 24 hours of diagnosis must be given by any student suffering from or in contact with an infectious disease. Attendance must not be resumed without a doctor's certificate of clearance.
10. Any student under the undue influence of alcohol or in possession of, or under the influence of, illegal drugs will be asked to leave the premises immediately. Such behaviour will be considered through the Occuteach Code of Conduct and Appeals Policies, and in extreme cases may result in expulsion from the Occuteach Course.
11. Students are not permitted to smoke (including e-cigarettes) in the training buildings.
12. You must notify Occuteach promptly in the event that you choose to withdraw from your course for any reason. You will remain enrolled, and liable for any fees, until Occuteach has received written notification, and confirmed receipt, that you wish to withdraw.
13. If you fail to engage in your course of study, for example by failing to attend on a regular basis, and your Course Leader/Tutor believes that you will be unable to successfully progress or complete the course, OR you fail to respond adequately to Occuteach's attempts to seek your re-engagement with your course of study, Occuteach will consider that you have withdrawn from the course, and will terminate your enrolment. This termination will be notified to you in writing to the most recent correspondence address you have given Occuteach.
14. If you cease to be enrolled on the course for any reason, either because you have withdrawn or because Occuteach has terminated your studies, you must:
  - a. cease attending lectures or other classes, or undertaking research
  - b. return all items and materials issued to you but owned by Occuteach
  - c. pay any outstanding sums owed to Occuteach
15. If your enrolment at Occuteach is terminated as a result of disciplinary action taken against you, the termination will apply immediately and you will not be given any notice, unless Occuteach confirms otherwise in writing. You should note that your studies may be terminated if you are dismissed or expelled from any other institution or organisation which you need to be a member of or able to access as part of the course.

16. If your enrolment with Occuteach ends for whatever reason (whether you withdraw, or your studies are terminated), you will still be liable for any fees or other outstanding debt which you owe to Occuteach at the time your enrolment ends. If there is an outstanding debt, Occuteach will usually refer this to a debt collection agency if necessary.
17. The termination of your enrolment with Occuteach equally does not prevent you from making an appeal or a complaint, providing you do this within the timescales stipulated within the respective procedures. If you have made an appeal or complaint and are not satisfied, you are entitled to take your case to the Owner of Occuteach.
18. If your enrolment ends, either because it is terminated by Occuteach or because you decide to withdraw, Occuteach is not liable for any loss or damage which you suffer in relation to this, as long as it has acted in accordance with its published policies and procedures.
19. The Offer of a course place at Occuteach will be withdrawn, without penalty to Occuteach, if:
  - a. after you have accepted an Offer there is a change in your circumstances or if Occuteach becomes aware of information not previously known to it (including, but not limited to, information about criminal convictions, subject to the Rehabilitation of Offenders Act 1974) which in the reasonable opinion of Occuteach makes it inappropriate for you to study on the course; or
  - b. in the reasonable opinion of Occuteach, you have supplied false or misleading information relating to your application for the course. These conditions will continue to apply after you have started the course.
20. Occuteach will use all reasonable endeavours to deliver the course in accordance with the description applied to. However, Occuteach may, exceptionally, seek to amend the course of study so that it better meets the needs of students. If this change takes place after your enrolment, Occuteach will discuss the change with you or your elected representatives. In all cases, Occuteach endeavours to ensure that any change is in the student interest.
21. There may be some rare occasions where, for reasons beyond Occuteach's control, some aspects of the terms and conditions of enrolment are changed. This could be because of changes to Government legislation; the establishment of legal precedent in relation to matters of health and safety or other forms of compliance; or because of circumstances sometimes described as Acts of God (including fire, flood, earthquake, storm, hurricane, or other natural disaster), or war or other military or civil disorder, industrial action, or the failure of electricity, internet or telephone service. In such extremely rare cases, Occuteach will keep you informed of any changes and the reason for it but may not be able to consult with you. Occuteach undertakes that it will take reasonable steps to minimise any impact on you and your experience and will give timely notification of any change which it has been necessary to make.

22. Occuteach is registered as a Data Controller by the Information Commissioner's Office (ICO). It only uses your data in accordance with its legal obligations. Occuteach's Data Protection Policy is available on the website, and you should read the Data Processing Notice before you enrol to ensure you are aware of how your data will be used.

This policy has been approved & authorised by:

Lisa Haines  
Owner  
Occuteach  
Date: 26 May 2021