

## Learner Agreement

**Title:** \_\_\_\_\_ **Forenames:** \_\_\_\_\_ **Surname:** \_\_\_\_\_  
Your full name is required for certification purposes. Please advise the college if any of the details on this form change.

**Gender:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Domicile:** \_\_\_\_\_ **EU / EEA Resident:** \_\_\_\_\_  
(for the previous 3 years)

**Ethnicity:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_ **Home Telephone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Username:** \_\_\_\_\_  
(The default password is your date of birth in DDMMYYYY format .)

**College Email:** \_\_\_\_\_  
(All emails will be sent to the college email address.)

**Personal Email:** \_\_\_\_\_

**Course Information:**  
This Activity may be directly or indirectly part financed by the European Union Social Fund helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources.

Course Code	Course Title	Start Date	End Date	YR1 GLH	YR2 GLH	Total GLH

**Totals:** \_\_\_\_\_

I have read and accept the Student Declaration overleaf.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I Agree that the Study Programme information given on this document is correct as of the date below.

**Tutor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## STUDENT DECLARATION

I understand that by signing this Learning Agreement I am entering into a contractual agreement with the College in relation to the delivery of the study programme listed overleaf, and the conditions listed below.

The information given on this learner agreement is correct and I have received the appropriate information, advice and guidance to assist me in my choice of study programme. This study programme is available to me subject to recruiting a viable cohort of students. I accept that the study programme onto which I have enrolled will last for the duration of the dates shown on this Learning Agreement. The College retains the right to extend, or not extend, these dates. I consent to the College's processing of my personal data, and understand that in the event of outstanding fees, my personal data may be disclosed to a third party for debt collection purposes. I understand that by signing this Learning Agreement I agree to abide by the conditions set out in 'The Myerscough Code'.

**Fees – I agree to conform to the regulations of the College and to be responsible for payment, on demand, of all my fees where applicable, and understand that the full fee is due when 10% of the academic year of the course has been delivered. In the case of a course administered as a 'short course' there is no refund available once the course has commenced.** A £10 administration fee will be charged for early withdrawals. I will inform the College in writing of any changes, including those which may affect my fee status.

The Myerscough College tuition fee policy is available from the FE Finance and Fees page of the College website. For a hard copy please contact the Finance Office.

**Exams** – I agree to be entered into all examinations relevant to my programme of study.

**Attendance** - I agree to attend all classes and, if the study programme is delivered via distance-learning, to frequently access the learning materials. I will seek prior approval for any planned absences and will notify the College of any illness as soon as possible, in accordance with College policy.

**Study Agreement** - I agree to complete all work on time and to the best of my ability; to make appropriate use of study resources and to contribute to my Individual Learning Plan reviews. The College operates a probationary period of 42 days at the start of the academic year during which time, in some circumstances, students who fail to conform to the expected College standards may be asked to leave.

**European Social Fund (ESF)** – If you are aged 19 or over and meet the eligibility criteria, your study programme will be funded by the Education and Skills Funding Agency. As an ESF co-financing organisation, the Education and Skills Funding Agency must match ESF funds they receive with money from the UK government (that is, mainstream programme funds). Therefore, the Education and Skills Funding Agency must use some of the funding they get from the government to pay for an amount of training and support that is equivalent to their ESF allocation. This will not affect your programme or any fee levels, but we are asked to make you aware of the possibility. More information is available at: <https://www.gov.uk/government/collections/sfa-european-social-fund>

### Privacy Notice - How We Use Your Personal Information

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of the Data Protection Act 1998, the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR).

The **personal learning record** is an online compilation of a person's learning and achievement records collected by UK education bodies – find out more here <https://www.gov.uk/government/publications/learning-records-service-the-plr-for-learners-and-parents>. Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with the Data Protection Act 1998.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at: <https://www.gov.uk/government/publications/esfa-privacy-notice>

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

You can opt out of contact for other purposes by ticking the boxes on the Details check form, or alternatively by contacting [enrolment@myerscough.ac.uk](mailto:enrolment@myerscough.ac.uk)

**Disability** – Please note that, where applicable, the College uses the information that you provide for the purposes of considering the support that may be relevant for your disability. It also passes the information to third parties as described in the Privacy Notices above. If you have any concerns or objections to the use of this data for these reasons, or if you require further details about any disability matters, please contact the Inclusive Learning Team or the Equality & Diversity Officer.

**Cooling-off period** - If you change your mind about coming to College, you have 14 days from the date of signature on this agreement, (if signed prior to starting course), to inform the College that you wish to cancel or change your study programme. Furthermore, after commencing your study programme, should you decide you wish to cancel or change your programme you have a further 14 days from the start date of the programme to inform the College of your wishes.