TERMS AND CONDITIONS

For Enrolment and Applications

YEAR

2027-2028

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TERMS AND CONDITIONS FOR ENROLMENT AND APPLICATION 2027-28

This document sets out the terms and conditions upon which an applicant to the Southern Regional College (SRC) may be made an offer or enrolled as a student on further or higher education programmes/courses in 2027-28. In this document the terms "we", "our", "us" and "the College" refer to the Southern Regional College, the term "you" refers to the applicant or student.

INTRODUCTION

1. The following terms and conditions, together with the regulations and policies referred to or linked, are referred to collectively as the "Terms". The Terms provide the applicant with information about the College's policies and regulations. They also define our obligations to you (the applicant) and your obligations to us.
2. By accepting an offer of a place made to you by the College, and/or enrolling, you agree to comply with and be bound by the Terms. It is therefore important that you read the Terms carefully and make sure that you understand them before accepting your offer. These Terms form part of the contract between you and the College ("the Contract").
3. **T**he Terms and Conditions agreed to at enrolment will remain unchanged for the duration of your course, with milestones to be achieved to progress to the next year or other period of study.
4. The Terms and Conditions for access and use of the website "src.ac.uk" and any of Southern Regional College's social media channels collectively referred to in this document as "the Websites". The Websites belong to Southern Regional College whose administrative address is: Patrick Street, Newry, County Down, Northern Ireland, BT35 8DN.
5. The College makes every effort to ensure that the information contained on the Websites is given in good faith and is accurate and up-to-date. By using our Websites, you are indicating your agreement to be bound by these Terms and Conditions, which take effect from the date of first use. **T**he College cannot, and does not, guarantee that the information is error-free and may amend or change information without prior notice. Users of the Websites should not, therefore, rely solely on the content of the Websites when making decisions relating to their choice of course or programme of study. Websites materials are either owned by the College or that the College has permission to use. These materials include, but are not limited to: design, layout, appearance, and graphics. All rights are reserved by the College. The College grants permission to view, download, and store the materials on the Websites only for personal and research use. Redistribution or republication of the material is prohibited without prior written consent. Copying and use of the College logo is not permitted without prior permission. Requests for the use of any College copyrighted materials which can be requested by contacting the Marketing Manager at marketing@src.ac.uk. If approved the requester must receive written consent and authorisation from the Marketing Manager prior to using the copyrighted materials. The Websites may contain links to other websites for which the College accepts no responsibility or liability for their content. Use of such websites is at your own risk.
6. The College welcomes applications from international students. Applications and enrolments will be processed in accordance with United Kingdom Visa & Immigration (UKVI) and the Southern Regional College Admissions Policy.

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APPLY TO / ENROLLING AT SRC – ADMISSIONS GUIDELINES

7. To be read in conjunction with the SRC Admissions Policy found here: Policies & Procedures | Southern Regional College

8. There is a three-step admissions process for Higher Education at SRC:
   - Complete our online application form
   - Attend a PEAS advice session (Pre-Entry Advice Session)
   - Meet the course entry requirements
9. **Online application form**
   Students applying for courses do so online via our online application form found here: https://ebsontrackprospect.src.ac.uk/

   In the event that the applicant is unable to access or complete the online application form an alternative hard copy form is available from any campus reception. You can apply for up to four courses.
10. Directions to each campus can be found on the SRC website. Please click on the 'About Us' tab, to access Campus details, or alternatively click here: SRC Southern Regional College - SRC Southern Regional College.
11. You must meet all entry requirements as set out for each individual course.
12. SRC welcomes applications from all individuals with the potential and motivation to succeed. The College is committed to operating a fair, transparent and consistent Admissions Policy which ensures equality of opportunity for all.
13. The Campus Services Manager is responsible for implementing and monitoring necessary procedures to ensure this policy is followed correctly, consistently and fairly for all applicants. Where the applicant has non-standard qualifications, or on occasions where the applicant narrowly misses the qualifications for the standard offer of a course, the applicant will be invited to an interview with the Course Co-ordinator.
14. The College aims to process its applications quickly and efficiently by providing an immediate response to acknowledge receipt of all applications. A formal invitation to interview should be received within 10 working days from the date of receipt of application.
15. Where there is insufficient information to allow a decision to be made, the Course Coordinator can make a conditional offer i.e. they may request additional detail such as evidence of results. If all required evidence is received at the interview the Course Coordinator can make a decision to offer a place on the programme, this is considered an unconditional offer. Where an application requires a portfolio submission, the decision-making process in undertaken during PEAS.
16. Where an offer of admission is to be made, the College aims to communicate the terms of the offer within 2 working days. Offer Letters contain details of any actions an applicant needs to take to accept the offer and provides information on fees. A legally binding contract is formed upon acceptance of the offer. Under the terms of The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013, the student has the right to cancel and withdraw during a 14-day period from the date the contract is entered into (the day the student accepts the offer). Notification of cancellation can be made in writing to the College Admissions team.
17. If an applicant attends PEAS and does not meet the entry criteria for the programme, the Course Coordinator will refer the applicant to SRC Careers for advice and support for alternative options.
18. Occasionally, changes may need to be implemented at short notice to course content or structure. Where such changes are deemed to impact the student experience, the College will seek consent by writing to applicants to advise and consult on these changes and where applicable, offer an alternative programme of study through support and guidance.
19. Applicants who accept an offer of admission must respond within a specified timeline (**usually August prior to a September start date**), these applicants are sent additional information

prior to the start of the course around advice and guidance to prepare students for the start of their studies.

20. "Confirmation" refers to the period in August each year when the College receives examination results from applicants who have accepted Conditional offers. Applicants who achieve the grades required, which prompted an initial conditional offer, now have their place confirmed. Applications from candidates who have not met the required grades are reviewed and support and advice is available at reception.
21. Please note that all offers made by the College, whether conditional or unconditional, are subject to the Department for the Economy (Northern Ireland) restrictions regarding the total number of undergraduate students admitted.
22. **By accepting the offer of a place at the College, applicants confirm and declare that all information provided is true, accurate, complete and not misleading. If an application is found to contain inaccurate or misleading information, or relevant information has been omitted, the offer may be amended or withdrawn.** The Contract and Registration at the College may, therefore, be terminated. If a student no longer wishes to proceed with their chosen course they are entitled to cancel within 14 days of the start date of their course. The student should complete the linked form below and send to admissions@src.ac.uk Student Request to Cancel Form

PAYMENT OF FEES

23. The payment of fees is the responsibility of each student, fees may be paid by cash, cheque, credit/debit card or other method approved by the College.
24. A full time HE student may not be permitted to enrol unless they pay tuition fees or provide evidence of their application to the Student Loan Company. HE students not applying to the Student Loan Company for a loan must pay full fees at enrolment unless instalment arrangements have been approved by the Finance Department.
25. Further information on the payment of fees and early withdrawal from a course is available in the Fees Policy and Annual Schedule of Fees and Charges found here: Policies & Procedures | Southern Regional College. **Action will be taken by the College to recover any outstanding tuition fees**. This shall include the issuing of letters of reminder, the use of a debt recovery agency and may also include legal proceedings to recover the outstanding fees together with any administrative costs. Students who default on payment of fees may be removed from a course of study, which may result in not having work assessed and access to all College facilities withdrawn. Any student who completes a course of study and who has fees outstanding will not be eligible to graduate until and unless all outstanding tuition fees are paid.

CHANGES TO YOUR PROGRAMME

26. The College prepares the prospectus and online information about programmes with care and every effort is made to ensure that the information is accurate. The printed version of the prospectus is, however, published before our programmes begin. Information included in the prospectus may, therefore, change before you receive your offer. Updates and changes will be published online, so you should check our website for the most current information before you accept your offer.

27. The College will consult with students enrolled on a programme of study before any major programme change is made. This consultation will usually be managed through the Student Focus Group Meetings with student representatives. In all cases where a major programme change is made, we will communicate to students and applicants, affected by the change, at the earliest possible opportunity. In most cases, this will be in the academic year before the change occurs. Minor programme changes will be updated in the relevant programme specifications which will be available on the College website.
28. Where a programme is accredited by a professional body, we may be required to change the programme to meet the professional body's requirements.
29. College course listings changes over time, with new programmes being introduced, and others being withdrawn. Where a decision is taken to withdraw a programme, a teaching-out arrangement will be put in place to enable those students already registered for the programme to complete it within the normal period of study. The College will notify students of any changes as detailed above.
30. In the unlikely event that the College makes a major change to a course/programme of study and any such change adversely affects the applicant, or if the College discontinues a course/programme of study, the College will seek to offer applicants a suitable replacement. If the College is unable to offer a suitable replacement course/programme, it shall endeavour to provide students with information and guidance regarding similar courses offered by a comparable higher education provider. The H.E. Course Closure, Suspension and Substantial Change Policy and Procedure can be found here: Policies & Procedures | Southern Regional College
31. If a student/applicant does not wish to accept the offer of a replacement course/programme or if the College is unable to offer a replacement, the student/applicant will be entitled to cancel the Contract and withdraw. The College will then make a refund of tuition fees. View the Fees Policy and Annual Schedule of Fees and Charges here: Policies & Procedures | Southern Regional College.
32. The College will make every effort to run the advertised courses and programmes. However, all courses must have a minimum number of students to contribute to operating costs and some classes may be combined to improve class sizes. If the minimum number of students is not reached on a course, the College reserves the right to withdraw the course or a specific course element and in other cases, classes may have to be cancelled before the class starts. The relevant curriculum team, supported by the College's Student Services teams will provide appropriate support to applicants to find alternative programmes or support applications to other providers. Refer to paragraph 20 for further information.
33. In exceptional circumstances, a course may be closed by the College or its awarding body/University partners or the College may no longer be able to teach a course or an aspect of a course to a specific group of students. The relevant curriculum team supported by the College's Student Services teams will provide appropriate support to students to complete the course of study on which they are enrolled find alternative programmes or provide support to other providers. Course closures will be managed through Southern Regional College's HE Course Closure, Suspension and Substantial Changes Policy detailed in Section 33.

CRIMINAL DISCLOSURE

34. Applicants must notify the College about any unspent convictions, this includes declaration of any criminal convictions that are acquired whilst on the course. If we are advised of certain criminal convictions, you will be contacted by a designated member of College staff to obtain further details prior to the College making a decision on your enrolment.

35. You will not be automatically excluded from enrolment but in certain circumstances the College may be required to refuse your enrolment on your chosen course.
36. In addition, you may be required to agree to a risk control contract before your enrolment can be confirmed and your case may be discussed with external agencies e.g. PPANI.
37. Further information for notifying the College about criminal convictions is found here: Criminal Convictions | Southern Regional College

EQUALITY AND DIVERSITY

38. The College aims to provide a safe and supportive environment for all learners. Students and staff are required to make themselves familiar with, and adhere to, the policies in place in the College, which promote equality of opportunity, diversity, mutual understanding and good relations.
39. All staff and students must be treated with respect and dignity irrespective of their age, ethnic origin, gender, marital status, religious belief, sexual orientation and whether or not they have a disability or dependants.
40. Students and prospective students who have reason to believe that they have been discriminated against or have not received fair treatment will be able to pursue their complaint through the Complaints Procedure.
41. Complaints by any member of the College, student or staff, will be treated seriously and may be dealt with by the appropriate Disciplinary Procedures. All complaints are fully investigated in a fair and consistent manner. Further information is found here: Equality, Diversion & Inclusion | Southern Regional College

HEALTH AND SAFETY

42. SRC is committed to maintaining a safe and healthy working environment and accepts its responsibilities as an employer for ensuring, as far as is reasonably practicable, the health, safety and welfare of our students, staff or any other person who may be affected by what we do.
43. SRC recognises that effective health and safety management contributes towards organisational performance and provides a framework for setting the Health and Safety (H&S) objectives. We are committed to the prevention of injuries, ill health, unnecessary losses, and liabilities.
44. We will promote and maintain a positive health and safety culture which raises awareness and secures the commitment and participation of all staff to help us achieve ambitious standards of health and safety management. We will strive for continual improvement in our health and safety performance through the implementation of a robust and effective health and safety management system and our commitment to consultation and participation of workers, and, where they exist, workers' representatives on workplace health and safety matters.
45. We aim, as far as is reasonably practicable, to conduct our activities to minimise risk to the health and safety of our students, staff and others who may be affected by what we do, and we are committed to delivering health and safety at a level that meets our legal requirements and other requirements to which we subscribe in a way that reflects best practice.
46. SRC recognises and accepts its responsibilities to comply with the statutory duty requirements under the Health & Safety at Work (Northern Ireland) Order 1978 and subsequent regulations, to ensure, so far as is reasonably practicable the health, safety and welfare of all employees,

learners and visitors. Further information is here: Policies & Procedures | Southern Regional College See our Health and Safety Statement here: Health-Safety-Statement-Oct-2024-Signed.pdf

DATA PROTECTION & PRIVACY NOTICES

47. We are required to collect and hold information on all SRC students. The College needs to process your information to administer your studies, provide you with support, contact you about College news and events, facilitate strategic planning and fulfil our statutory reporting obligations. Full details are found here: Privacy Notices | Southern Regional College
48. SRC (Data Controller) values the relationships with all students, staff and stakeholders and the College privacy notice explains how the College collects, processes and manages your personal data. The College will process all personal data in compliance with the Data Protection Act 2018 for the purpose of providing you with the service you have requested and to meet our statutory obligations. We will never ask for information that is unnecessary to deliver this service.
49. SRC is the Data Controller registered with the Information Commissioner Office (ICO) and is responsible under the Data Protection Act 2018 for the personal data that you submit to us.
50. The College's registration reference number with ICO is Z1309317.

FEEDBACK – COMPLIMENTS, COMPLAINTS

51. We welcome your comments, compliments and suggestions about your experience at SRC.
52. The College aims to offer the best possible standards of education, student guidance and customer service to all stakeholders and a high degree of efficiency in all related services.
53. If you are not happy with any aspect of the service we offer you, don't keep it to yourself, let us know, so we can try to resolve the issue and make sure it is not affecting other customers.
54. As part of our commitment to learners, we aim to respond to concerns quickly and provide the best solution available to resolve your issue as soon as possible and evaluate how we can prevent this problem from occurring again.
55. You can contact us and find out more information here: Feedback | Southern Regional College, our policy is here: Policies & Procedures | Southern Regional College

CHANGES TO TERMS AND CONDITIONS

56. The College reserves the right to review and update its Terms and Conditions to ensure that our policies remain current, comprehensive and aligned with best practices in Further and Higher Education in association with our Student Council, through student surveys/meetings and through feedback from our Awarding Bodies, QAA, ETI, Partnership Universities and our Quality Assurance forums.
57. Significant changes will be communicated through official channels.

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