



STUDENT CONTRACT

IMPORTANT – PLEASE READ CAREFULLY

This document contains important information about your contractual relationship with the College. You are strongly advised to read it in full before registering and signing.

1. Introduction

1.1 Upon accepting an offer of admission from IBS Training and Development (the *College*), you enter into a legally binding contractual relationship with the College.

1.2 This Student Contract sets out the terms and conditions governing that relationship. It should be read carefully and in conjunction with the College's Terms and Conditions and other relevant documents before registration and signature.

1.3 If you have any questions about the content of this Contract, you should contact the Admissions Team before signing.

1.4 Your contract with the College consists of the following documents (which together form the *Contract*):

- The College's Terms and Conditions
- The College's rules, regulations, and policies
- The Student Handbook
- Your original offer letter and your formal acceptance of that offer

2. College Rules, Regulations and Policies

2.1 By entering into this Contract, you agree to comply with all College rules, regulations, and policies, as amended from time to time.

2.2 These documents are published on the College's Virtual Learning Environment (VLE) and/or website and are made available to students throughout their period of study.

2.3 The College reserves the right to take disciplinary action where a student fails to comply with its rules, regulations, or policies. Disciplinary outcomes may include suspension or expulsion, in accordance with the relevant procedures.

3. Student Responsibilities

As a registered student, you agree to:

3.1 Comply with all conditions set out in your offer of admission.

3.2 Comply with the College's rules, regulations, and policies, including those relating to:

- Academic conduct and assessment
- Behaviour and disciplinary standards
- Acceptable use of IT systems and digital resources

3.3 Attend classes punctually and remain for the full duration of scheduled teaching sessions, unless formally authorised otherwise.

3.4 Attend all timetabled classes unless granted an approved leave of absence for extenuating circumstances, in accordance with College procedures.

3.5 Refrain from the use of mobile phones or other unauthorised devices during teaching sessions, unless explicitly permitted.

3.6 Comply with any public health requirements or guidance issued by the College, including those relating to COVID-19 or other communicable diseases, as applicable from time to time.

3.7 Take responsibility for the timely payment of all tuition and related fees. Where fees are paid by a third party, you remain ultimately responsible for ensuring payment is made.

3.8 Take responsibility for your own accommodation, living arrangements, and personal possessions.

3.9 Acknowledge that failure to comply with College rules may result in disciplinary action and/or mandatory engagement with academic or behavioural support interventions.

4. College Responsibilities

The College undertakes to:

4.1 Act in accordance with its published rules, regulations, and policies.

4.2 Provide scheduled teaching in accordance with the programme timetable and offer appropriate academic support through teaching staff and personal tutoring arrangements.

4.3 Provide access to learning resources, including library and IT facilities, during published opening hours and in accordance with College policies.

4.4 Provide each student with secure access credentials to the College's Virtual Learning Environment (VLE).

4.5 Make clear that responsibility for accommodation and meals rests with the student, and that the College does not provide or manage student accommodation unless explicitly stated otherwise.

5. Complaints and Appeals

5.1 The College operates formal complaints and academic appeals procedures, which are detailed in the Student Handbook and published on the VLE.

5.2 Students are expected to exhaust the College's internal procedures before escalating a complaint externally.

5.3 If, following completion of the College's procedures, you remain dissatisfied, you may refer your complaint to the Office of the Independent Adjudicator for Higher Education (OIA), in accordance with its published rules.

6. Collection and Use of Personal Data

6.1 By signing this Contract, you consent to the collection, processing, and use of your personal data, including data provided in your application, for purposes connected with your studies and the lawful operation of the College.

6.2 The College will process personal data in accordance with applicable data protection legislation.

6.3 You consent to the sharing of relevant personal and academic data with awarding or validating bodies, including where required for academic, regulatory, or quality assurance purposes.

7. Termination of Registration

7.1 The College reserves the right to terminate your registration where:

- Material false statements or significant omissions are identified in your application;
- Your attendance is persistently unsatisfactory and no authorised leave of absence has been granted;
- You do not have, or cease to have, the legal right to study in the United Kingdom, where applicable.

7.2 Termination decisions will be taken in accordance with the College's published procedures and principles of fairness and proportionality.

**Signed on behalf of
IBS Training and Development**

Signed by the Student

Name:

Name:.....

Position:

Position:

Date

Date: