

services for schools enrolment form

Your school co-ordinator's details (this is the staff member who will have regular contact with the students).

Name _____

Email address _____

Telephone _____

Mobile _____

Your address Please let us know if your address details have changed.
If this box is blank, please write in your address.



Welcome to NEC

Please read the enrolment form carefully and complete all the sections. Then send it back to us at the address below along with your purchase order or payment.

National Extension College
The Michael Young Centre
Purbeck Road
Cambridge CB2 8HN
United Kingdom

Phone 0800 389 2839
Fax +44 (0)1223 400321
Email info@nec.ac.uk
Web www.nec.ac.uk/schools

Student details		office use only	SS:	T:				
Name:					Course title	Code	Exam date	Fees
D.O.B.	M or F:							
Home address:								
Tel:								
Email:								

Student details		office use only	SS:	T:				
Name:					Course title	Code	Exam date	Fees
D.O.B.	M or F:							
Home address:								
Tel:								
Email:								

Student details		office use only	SS:	T:				
Name:					Course title	Code	Exam date	Fees
D.O.B.	M or F:							
Home address:								
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Email:								

Student details		office use only	SS:	T:				
Name:					Course title	Code	Exam date	Fees
D.O.B.	M or F:							
Home address:								
Tel:								
Email:								

Payment details	This enrolment form must be sent with a completed Purchase Order made out for the Total Payable		
<p>.....</p> <p>For UK delivery: There is no extra charge for standard delivery. For overnight delivery charges please contact us on 0800 389 2839.</p> <p>For non-UK delivery: In addition to the cost of your course, there is also a postage and packing cost of £40 per enrolment for deliveries within the EU and £60 for deliveries outside the EU.</p> <p>.....</p>	<p>Total Fees <input type="text"/></p> <p>..... → P & P (if applicable) <input type="text"/></p> <p>Total cost <input type="text"/></p>		
Name _____	Signed _____	Job title _____	

I have read the NEC's Data Protection Statement and terms and conditions. I am aware of the school's role in supporting distance learning students and I will ensure the students understand the learning programme.

Name _____ Signed _____ Job title _____

Data Protection Act (DPA) 1998 – Data Protection Statement

Student Data Processing

The National Extension College will need to process personal information about applicants/students in order to enrol students and to provide education and training.

Accordingly, personal information will be processed for the purposes of provision of education, training instruction, administration, marketing and promotion, health, safety and welfare, recruitment into employment, security including the prevention and detection of crime. Personal information could be in many forms including manual records and computer-based data.

Amongst the bodies to which the college may disclose personal information are relevant government departments and other bodies to which the college has an obligation to release information such as the Learning and Skills Council, the Higher Education Funding Council for England, OFSTED, current or potential employers, potential education providers.

Where students are sponsored by an external body, information concerning attendance, progress and achievements may be released to those sponsors/employers. Where students are aged 18 or under information concerning attendance, progress and achievements may be released to parents/guardians.

Students are entitled, upon payment of a fee of £10 per request, to request a copy of the information about them which is held by the college and are entitled to raise an objection in writing where the processing of data is likely to cause substantial and unwarranted damage or distress.

Consent to processing sensitive personal information

I understand that some of the data processed about me, because of its nature, be classified as 'Sensitive Personal Data' within the meaning of the Data Protection Act 1998. Such information shall include:

Details of national/ethnic origin, processed for admissions and monitoring purposes and for compliance with the Race Relations Amendment Act 2000 and for assessing eligibility for additional funding. Information may be used internally within the college and may be disclosed externally to Government Departments and Agencies, such as the Learning and Skills Council.

Details of disability for admissions and monitoring purposes and to assess education and welfare needs, as well as risks to health and safety. Information may be used internally by the college by relevant academic and support staff and may be disclosed externally to Government Departments and Agencies such as the Learning and Skills Council.

Details of physical and mental health and previous convictions for admissions and monitoring purposes, to assess eligibility for additional funding, education and welfare needs and any risks to health and safety. Information may be used internally within the college by relevant academic and support staff and may be disclosed externally to Government Departments and Agencies.

Where consent is withheld, the college may not be able to obtain the appropriate level of funding or provide services appropriate to the student's needs and the college may not be able to offer a place on a course or programme of studies. I therefore consent to the above processing of the students' sensitive information.

Terms and Conditions

Pre-enrolment information

Our marketing material and customer relations advisers provide you with information about the content of courses, any pre-conditions for enrolment and our recommendations about the time needed to complete the course.

In paying for the enrolment you are confirming that you have received enough information and are satisfied that the course you have chosen is suitable for your needs, abilities and circumstances.

Under exceptional circumstances, however, it may be possible to transfer to another course if:

- you contact us by letter, fax or email within 7 days of receiving your materials
- you return the materials to us at your expense
- we receive them in re-saleable condition with the original dispatch note and security tag attached

You must pay the difference in price between your new course and your old one. Transfers will not be possible after the 7-day period has ended.

What your course fee includes

Your course fee includes:

- your course materials
- support materials
- tutor time to mark your assignments (for up to two years from your enrolment date, unless otherwise stated for the course)
- postage and packing when delivered to a UK address.

Unless explicitly stated on the fees list, your course fee does not cover:

- additional set texts
- registration with awarding bodies
- exam fees to awarding bodies
- fees payable to examination centres
- postage and packing when delivered to an address outside the UK.

Returns policy

If you decide to cancel your enrolment, we will give you a full refund if:

- you contact us by letter, fax or email within 7 days of receiving your materials
- you return the materials to us at your expense
- we receive them in re-saleable condition with the original dispatch note and security tag attached.

Change of details

You must inform NEC immediately of any changes to the contact details you supplied on your enrolment form or to your circumstances. Failure to do so will mean that we are not able to provide you with essential information and updates.

Extensions

We cannot support you after your two year study period. The only exception could be if you have informed us of a disability at the earliest possible point.

Reasonable behaviour

We expect students and their representatives to refrain from using language that can be reasonably thought of as offensive or abusive, including swearing, shouting, sexist or racist remarks and libelous or defamatory statements. Should the behaviour of a student or their representative be found in our opinion to be unreasonable, we reserve the right to terminate the enrolment.

Plagiarism

We will take action against any student who intentionally passes off the work of others as their own. Where plagiarism is found to have occurred we reserve the right to issue a written warning or to withdraw support immediately, in line with our published anti-plagiarism policy and the guidelines of awarding organisations.

Keeping externally assessed work

If your course includes external assessment (eg an examination or coursework) you must follow the procedures laid down in your course materials regarding deadlines, word length and format of work. You must also keep hard copies of all the work you have produced and the assignments you have submitted. This will protect you if your work is lost in the post, or as a result of computer failure.

Examinations entry

If you are sitting an external examination at the end of your course, we will provide you with such information as we have in our possession to assist you in making such examination arrangements. In all other respects, you will be solely responsible for making arrangements to sit the examination, paying any fees and complying with examination centre regulations.

GCSE and A level courses

For GCSE and A level courses, it is essential that you obtain the correct specification for your course code from the awarding body. NEC is not responsible for any changes made to a specification by an awarding body. It is your responsibility to check the specification regularly for updates. NEC will supply course updates online if these will affect the knowledge you need to sit your examination. Print course updates are available at extra cost.

These terms and conditions are correct at the time of your enrolment.

FAQs

What extra costs are there?

You do not need to add VAT to the tutor-supported course prices as NEC courses are 0% rated. Some courses require additional set texts which are not included in the course fee. Details of these can be found in the Guide to Courses.

Our courses do not include the cost or organisation of exam entry. For GCSEs and A Levels, we do arrange and carry out coursework marking and authentication – there is no additional charge for this service.

How is exam entry handled?

NEC will manage the coursework marking and authentication but we do not handle exam entry. Schools will be expected to make their own exam entry arrangements for their students and cover any additional costs associated with this.

What paperwork does NEC require?

For us to process your courses enrolments you need to send us:

- A completed and signed schools enrolment form, including contact details for each student, and the school co-ordinator
- An official purchase order/a cheque.

Do the courses go direct to the students or to the school?

We prefer to deliver large numbers of course materials to the school. If you need the materials to go to the students' home addresses please indicate this overleaf. We use Parcelforce as a delivery service, so materials will have to be signed for on delivery. Please allow 7–10 days from receipt of your order.

If your enrolment does not include the paperwork as requested above we will not be able to process your enrolment immediately and will contact you for the missing information.

Can we swap students after enrolment?

If you withdraw a student after enrolment and wish to enrol another student in their place we can do this, providing no work has been submitted and the change is within 6 weeks of the original enrolment, and subject to exam entry plans. If you wish to change students outside of this period we will have to charge an extra 'tuition only' fee.

Can we swap courses after enrolment?

If you have been sent the correct course materials but wish to change them for a different course we can do this, on payment of any difference in price and production of a new purchase order, providing the materials are returned in a resaleable condition and the change is within 7 days of the original enrolment.

National Extension College, The Michael Young Centre, Purbeck Road, Cambridge CB2 8HN

www.nec.ac.uk/schools

About NEC: NEC is the UK's leading provider of tutor-supported home study courses and is part of the Open School Trust.

The information you provide will be held under the Data Protection Act 1998 and may be used by the National Extension College to contact you from time to time with details of our other products or services. If you do not wish to receive this information, please tick here

National Extension College is part of the Open School Trust. Registered charity number 328414, incorporated 1989. Company limited by guarantee. Company number 02438525. VAT number 126 1180 48. Registered office: Prentis & Co LLP, Chartered Accountants, 115c Milton Road, Cambridge CB4 1XE, UK. Telephone 01223 352024. Information correct at time of printing (January 2012).

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