

Learning Contract

This contract is between The Language Gallery (TLG) which is a franchised partner college of Bishop Grosseteste University (BGU). and: _____ (*Student's name*).

As a student studying on Certificate of Higher Education in Business Management

I agree to adhere to the following:

Attendance. I declare that I:

1. Will attend all of my classes, on time throughout the teaching period
2. Understand that if I do not attend regularly or I am persistently late for classes this will be recorded and monitored which will trigger the engagement and attendance policy.
3. Will wear my ID Card at all times

Engagement. I declare that I will:

4. Read all of the relevant course materials at the start of the course and familiarise myself with what is expected of me.
5. Make use of the resources available, such as the library, online resources, weekly publications and recommended reading.
6. Participate fully in class and group and discussions and presentations.
7. Engage in classroom etiquette, including not using digital devices except for learning activities as directed by class tutors.

Behaviour. I declare that I will:

8. Become familiar with all TLG and relevant BGU policies and procedures, including the TLG Code of Conduct and behave accordingly.
9. Behave in a polite and respectful manner towards all staff members and fellow students.
10. Not consume food and drink in classes, instead I will use the appropriate breakout area for eating and drinking.

Classwork & Assessments. I declare that I will:

11. Be diligent with preparation for my classes and tutorials, as directed by the course tutor, unit leaders and my unit guides
12. Complete all assignments (formative and summative) and submit them by the deadline (see the assessment and submission policy) and in the format required as guided in the unit handbook. See the policy for late assignments and implications on your grades.

Completion of milestone process. I declare that I will:

13. Successfully complete the milestone onboarding process in order to successfully embark on my programme with BGU.

Tuition Fees and Funding

14. All Students are responsible for paying their own course fees in full on or before their scheduled date. Students, including those whose fees are paid by a third party, are responsible for ensuring that all fees and fines are paid in accordance with these regulations. A student who fails to pay course fees or instalments thereof, or the reduced fee for writing up by the final date prescribed for payment of the fee or instalment will be declared as withdrawn.

Students who fail to abide by this Learner Contract will be referred for consideration under the relevant TLG or BGU Policy e.g., Student Attendance, Engagement and Absence Procedure or Student Disciplinary Procedure. TLG reserves the right to recommend to BGU the withdrawal of the student from the course if the student continues to breach the agreement of this contract.

Student's signature _____

Date _____