

### Welcome to Sandwell College HE Student Agreement 2019/20

I confirm I have received a copy of the HE Student Course Handbook 2019/20 and have taken part in an induction. I confirm I have read and understood the information in the HE Student Course Handbook 2019/20 and my tutors have explained the information to me. In doing so:

- I must adhere to the guidelines set out in the College's behaviour policy and accept the 10 promises made by me to the college and in return the College's 10 promises to me.
- I understand I must wear my ID card around my neck at all times.
- I understand I must not wear caps or headgear, unless for religious or health reasons.
- I know who my Personal Tutor is and have been given the details of my Head of Curriculum.
- I understand I must attend all of my lessons and if I am not able to attend College I must contact the College at least 30 minutes before the start of my lesson. I know the number I need to call.
- I understand I need to arrive to lessons at least 5 minutes before the start time and if I am delayed I need to contact the College as soon as possible. I know the number I need to call.
- I agree that I will treat staff and fellow students equally and respectfully
- I must submit assessed work by stated deadlines and actively participate in feedback that can enhance the quality of future teaching
- I know who to contact if I am worried about something that is happening to me or someone I know.
- I know I will have to attend a Prevent Briefing.
- I understand I will learn about the 5 Fundamental British Values during my time at the College.
- I understand Sandwell College will not tolerate any form of bullying or discrimination.
- I understand I must follow all health and safety requirements in the classroom and in College.
- I know where the HUB, HUB Extra and Careers Plus are and understand the support I can get there.
- I know I can get support by a mentor if needed.
- I know what my College email address is.
- I know when the College holidays and College closures are.
- I understand what I need to do and who to talk to if I am not happy with something about my course or College.
- I know I can access the College policies on the VLE and the College website.
- I agree to abide by the Tuition Fee Policy, to accept responsibility for the payment of tuition and other associated fees for my course and any other charges that it may incur while studying at Sandwell College.

**Learner name:** ..... **Learner Signature:** ..... **Date:** .....

**Personal Tutor:** ..... **Personal Tutor Signature:** ..... **Date:** .....