

Booking Conditions

Change of Personal Details

Please notify the College of any changes to your personal details e.g. name, address, telephone number etc. The names given on this form are used to generate any certificate/award you obtain whilst studying at Farnborough College of Technology.

Data Protection

Farnborough College of Technology collect and hold personal data in accordance with the Data Protection Act 1998. For more information regarding the storage and use of personal information please refer to the Information team, the college web site, www.farn-ct.ac.uk or the Data Protection Officer.

About Your Course

Course details can be obtained from the part-time brochure. The full course code is made up of a four-character course code and a six-character period code. Please enter both parts in the boxes provided.

Payment Details

Fee Remission (on eligible courses)

Concessions are available for people who are, or are in receipt of:

- Job Seekers Allowance
- Housing/Council Tax Benefit
- Working Tax Credit (depending on household income)
- Income Support
- Employment and Support Allowance (ESA)
- Guaranteed Pension Credits
- An unwaged dependant of any of the above
- Under 19 (on 31st Aug in the teaching year of starting course)
- Undertaking their first full level 2 qualification. Level 2 qualification is 5 GCSEs/O levels at grade A* to C, NVQ 2 or equivalent.
- Aged between 19–25 and taking their first full level 3 qualification. Level 3 qualification is 2 A Levels, 4 AS Levels, BTEC National, AVCE, NVQ3
- Taking a programme that is funded as Basic Skills (Excluding ESOL)
- An offender on day release to attend education from a category D prison or serving their sentence in the community
- Asylum seeker in receipt of an income-based state benefit

Documentary evidence is required to prove that you are currently in receipt of benefit or are in one of the other concessionary categories. The documentary evidence must be dated in the last six months. For working tax credit you should produce your award notice. If you are enrolling by post you must enclose a photocopy stating the nature of the benefit.

Assessment/Registration/Examination/Equipment Fees

These fees are not included in the tuition fee and are charged separately. These fees are payable at enrolment by all students including those who are eligible for remission of tuition fees (except students who are 16-18 years old).

Payment Terms

The fees stated are for the current academic year. If your course runs for two or more years you will be required to pay for each year. Fees are due at the time of enrolment. If your course runs over two or more years you will be required to pay a tuition fee for each year. The tuition fee for each year is subject to change and can go up or down for subsequent years.

1. Cheque Payments

Cheques must be made payable to "Farnborough College of Technology."

2. Employer / Managing Agent Sponsored Students

Invoices can be issued for fees **ONLY** if your Employer/ Managing Agent completes and authorises the "Payment Details" section on the back of the enrolment form.

The following conditions apply when an employer takes responsibility for a student's fee.

- The Company agrees to pay the tuition fees, assessment fees and registration fees for the named student for the current academic year.
- The student cannot be enrolled or admitted to classes until the "Payment Details" section has been authorised.
- Payment will be made in full immediately on receipt of the College's invoice.
- Employers signing the "Payment Details" section are responsible for the fees of the named student whether he or she remains in their employ or not.

3. Credit/Debit Card Payments

The College does not accept American Express or Diners Club. Solo and Electron swipe only cards can only be processed in person during office hours at Farnborough College of Technology.

To authorise card payments the college needs:

- Card security code. This is a unique number printed on your card. On most UK cards, this is the last three digits of the number printed on the signature strip on the back of the card.
- Cardholder's address details. If you live in a flat please provide the flat number and (if applicable) the street number.

4. Refunds & withdrawals

The successful provision of courses depends upon the fees students pay. Courses can only be started if the income for the course is sufficient to cover all the costs involved.

The College therefore cannot refund course fees except in the following circumstances:-

1. Your course is cancelled before it starts or is closed by the College and no suitable alternative is available.
2. You suffer a serious illness; refunds may be made on a pro-rata basis on the production of a medical certificate. (please note examination and registration fees can only be refunded provided your registration has not been completed with the awarding body)

A refund form is available from your Department Administration or the Information Centre and must be completed and returned to your Dept Admin Office together with the original receipt, certificate of enrolment and supporting medical documentation.

If you withdraw from your course for any reason other than those stated above, any outstanding instalment payments will be collected by the College.

Please note the payment dates and refund policy varies for International Students. Full details are available on the College website – www.farn-ct.ac.uk or contact the Information centre 01252 407040