

Student learning agreement

We ask you to read and accept this agreement before you commence studying on one of our NEBOSH courses.

It is an important document that makes sure there are no misunderstandings between us.

It lists:

- our responsibilities as course providers
- your responsibilities as a student

Section 1: Our responsibilities

We will:

1. Comply with the learning outcomes established by NEBOSH.
2. Provide you with suitable materials, sufficient for your course.
3. Ensure that course materials conform to the most recent NEBOSH syllabus.
4. Enrol you with NEBOSH and register you for exams as required.
5. Encourage you during your studies.
6. Deal with your tutorial queries by email within 3 working days. Note: we do not carry out telephone tutorials.
7. Deal with any difficulties promptly and fairly.
8. Operate [equal opportunities, disability & discrimination policies](#).
9. Offer a revision session to prepare you for your NEBOSH exams
10. Course fees will not be refunded in any circumstances after the first day of the course. Examination fees are non-refundable.
11. Remove you from the course if, in our opinion, your behaviour towards us, or any member of our staff or fellow delegate is abusive or unreasonable; or if you indulge in plagiarism by submitting work for marking that is not your own.

We have a zero tolerance policy on plagiarism.

Section 2: Your responsibilities

You agree to:

1. Read the relevant course information pages on the NEBOSH website to establish that the course is appropriate for you. You may email us or telephone us if you wish to discuss your options
2. Attend each training day unless exceptional circumstances arise or you have previously informed the tutor of your inability to attend.
3. If you pay your course fee by instalments, ensure that all course instalments are paid on time. If an instalment is late, the entire course fee then becomes due.
4. Undertake sufficient private study to maintain progress on your course (as per the syllabus requirements). This will involve doing your own research to supplement our teaching materials and any homework set by the tutor.
5. Submit work which is your own original work, clearly presented and is a true reflection of your knowledge and abilities. Students who commit plagiarism by submitting work that is not theirs will be removed from their course immediately, without refund of fees.
6. Submit work in the format, and by the method, requested by your tutor.
7. Ensure that your IT and software equipment works efficiently so that you can participate in the course. You are advised to back up all course work on a regular basis.
8. Treat our staff, tutors and fellow delegates with courtesy and respect. We have a zero tolerance policy on rudeness and will exclude you from the course if it occurs.
9. Take reasonable precautions against computer viruses if communicating with us online.
10. Attend for examinations for which you have been registered. If, for any reason, you are unable to attend, you must give prior notice. NEBOSH do not refund exam fees.
11. By registering for an assessment you give express consent for us to transfer your data; specifically your full name, address, email address, gender and telephone contact details to NEBOSH for the purpose of registration, examination and certification of qualifications only. NEBOSH have a privacy statement available on their website detailing how they will process this data.
12. The use of electronic devices eg: mobile phones, tablets or laptops during teaching is prohibited unless otherwise agreed by the tutor.

Section 3: Other

Northern Safety Ltd reserve the right to refuse you taking an examination if you have not attended a sufficient number of course days (except in extenuating circumstances).

We also reserve the right for the tutor to discuss your progress with you throughout the course.

By signing this agreement, you accept that fees are non-refundable if for any reason you decide not to continue with the course or sit the examinations.

I accept the terms and conditions **(Candidate)**

Name

Signed

Date

TUTOR

Name

Signed

Date

