

The College makes every effort to make reasonable adjustments for students with disabilities or specific learning needs. On rare occasions, however, and after an appropriate assessment, it may not be possible to make adjustments to the extent that would support the student to study. Applicants with disabilities should ensure that they engage with the Higher Education Team at the earliest opportunity. Any applicant choosing to declare a disability or specific learning need on their application form, or at any point during the application process, will be referred to the Learning Services Team.

It is your responsibility to ensure that, where a disability or specific learning need (or its effects on you where the disability or learning need is pre-existing) does not manifest itself until after enrolment, you engage with the Higher Education Team as soon as possible thereafter. Failure to do so may reduce the support that is available, as well as potentially jeopardising your academic progress. Requests for special arrangements for exams require registration with the Additional Learning Needs team so that eligibility for such arrangements can be assessed and applied for.

Disability Student Allowance (DSA)

You can apply for a DSA if you are on a full-time or part-time undergraduate course (for example a degree or HND) and have a disability, mental health condition or Specific Learning Difficulty which affects your ability to study.

You cannot receive DSA if you are already receiving support equivalent to a DSA from another funding provider, are an EU or international student, or are a student on a full-year placement.

If you are physically disabled, blind, partially sighted, deaf, hard of hearing or have a medical or mental-health condition, you will need to provide medical evidence such as a letter from your doctor or specialist.

If you have a SpLD such as Dyslexia, you will need to provide evidence in the form of a diagnostic assessment carried out by a registered psychologist or specialist teacher who holds a practising certificate. If this was carried out prior to your 16th birthday, it will need to be updated. There may be a cost to you for any testing that needs to be carried out.

For more information on how to apply for a DSA, please visit www.yourdsa.com

The Higher Education Team may refer applicants and students for a dyslexia assessment where required, but applicants/students are required to arrange and pay for the assessments.

Enrolled students who feel that they may struggle to meet the cost of the assessment are encouraged to approach the Higher Education Team to find out what options of support are available to learners

Unpaid fees will be referred to a debt collection agency for recovery. Students or their sponsor will be responsible for any additional costs incurred by the College.

7. Early Withdrawal/Leaving the Programme

If you wish to leave your course prior to completion of the full programme of study, you should speak to your Personal Tutor or Course Leader in the first instance. You should also seek advice regarding any possible financial implications of withdrawal.

If you choose to terminate your studies prematurely, you may be awarded an intermediate award - such as a Certificate or Diploma of Higher Education where this is approved and where you qualify for it. A transcript detailing all credits achieved will be provided.

If you choose to terminate your studies prematurely, without accruing sufficient credits to achieve an intermediate award at any level, you will be provided with a transcript detailing all credits achieved from the awarding body.

Your right to resume your studies at a later date is dictated by the academic regulations of your programme.

In accordance with the Learner Agreement signed at enrolment, should you choose to withdraw from your programme, you will remain liable for any outstanding fees incurred in the current academic year.

8. Compulsory Termination of Contract

There may be instances where it is necessary to ask, or insist, that a student leaves their programme include, but are not limited to, the following:

- (i) Academic failure, where the option of repeating the failed module(s) has been exhausted.
- (ii) Academic failure resulting from academic offences.
- (iii) Actual, or risk, of failure due to ill health. This can include prevention of further detriment to the
- (iv) Exclusion from the programme due to unprofessional conduct on placement or in College.
- (v) Exclusion from the programme due to failure to meet professional standards and expectations as set by Professional, Statutory and Regulatory Bodies (PSRBs) or Professional Advisory Bodies (PABs).
- (vi) Exclusion from the College due to failure to pay fees.
- (vii) Exclusion from the College due to a breach of the Student Code of Conduct.

If you feel that you have been withdrawn from your programme unfairly, you may have the right to appeal under the [Academic Appeals Procedure](#).

9. Use of Your Personal Data

You will be issued with a Data Protection Statement upon enrolling on to your chosen course. This statement will provide information about the use of your personal data.

Funding and statistical agencies, such as the OfS, HESA and the Student Loans Company.

Awarding bodies, i.e. USW, UW, AU, Pearson and UCAS
Gwent Police (where a criminal conviction is declared)

Your personal information will be shared with the awarding University linked to your course of study.

In the final year of your programme you will be asked to take part in the **National Student Survey**. This is a government-sponsored survey that seeks the views and opinions of students on various aspects of their programme of study. You will be contacted directly by the survey company, IpsosMori, and asked for your views by telephone or email.

Fifteen months after you complete your programme of study you will be contacted by a survey company to ask what you have been doing since you left College. This is called the Graduates Outcomes Survey. The government and other bodies are interested in the impact that studying at a work, the salary they earn with an HE qualification.

The results of the surveys mentioned above will be reported anonymously, you and your responses

Programmes delivered in partnership with our franchise Universities have to be revalidated every three to five years. This provides the College with an opportunity to update the modules and ensure that the programme still meets the needs of students, industry and labour market. This can result in changes to the title of the award, the structure of the available modules e.g. whether modules are mandatory or optional, and the content of the available modules.

The availability of programme pathways may also be determined by demand from the student body.

