

British Sign Language Terms and Conditions

- These Terms and Condition are applicable to the Level 1 Award in British Sign Language course, and the BSL101 Introduction to BSL course.
- To receive a place on either course, you must read and agree to the following terms and conditions.
- Please note the course durations for each course and do not apply for either course if you cannot commit to the full duration:
 - **Level 1 Award in BSL:** 21 x 2.5-hour sessions starting in October 2024 and finishing in April 2025. **It is expected that you attend all sessions.**
 - **BSL101 Introduction to BSL:** 10 x 2.5-hour sessions starting in October 2024 and finishing in December 2024. **It is expected that you attend all sessions.**

Applying

- If you are an Edge Hill student or member of staff, you will be asked to submit a personal statement to support your application. Places are extremely limited on the course so this will assist us in the selection process. You will be informed by email at least one week before the course start date if you have received a place on the course.
- If you are a member of the community, places are available on a first come first served basis. Your place on the course is secure once you have submitted payment.

Acceptance

- Places will be given to students and staff based on the strength of their personal statement in the application form. All applicants will be informed before the end of September whether they have received a place on the course.
- The Language Centre reserves the right to not provide individual feedback to students/members of staff whose applications were not successful.
- In accepting a place on a course, applicants will be expected to adhere to principles of equal opportunities and of shared learning within the group.
- In accepting a place on the course, applicants will be required to sign an agreement which explains the rules and requirements of the course.

Payment of fees

- Fee-paying applicants must make payment via the Edge Hill Online Store before the course commences.
- Course fees must be paid in full prior to starting the course. Once you have paid, your place is secure.

Cancellation (before course commencement date)

Members of the public

- Your course fees will be returned to you if you cancel your place in writing (by email) at least one week before the course commencement date. This is to allow us sufficient time to allocate the place to another applicant.

Students and staff

- If you wish to cancel your place, you must inform us by email at least one week before the course commencement date to allow sufficient time for us to allocate the place to another applicant.

Withdrawal from the course (once the course has started)

Members of the public

- If you withdraw from the course within one week of the course commencement date, your course fee will be refunded in full. After this point, fees are non-refundable as the place cannot be offered to another applicant.

Students and staff

- Please do not sign up for the course if, from the outset, you cannot commit to the duration or believe there is any chance you may need to withdraw later. Places are extremely limited on the course and given the requirement to attend all sessions, your place cannot easily be offered to another applicant once the course has started.

Absences

Members of the public

- Enrolling on the course means you will be charged for its full duration. No reductions can be made in respect of late arrival, early departure, or absence during any part of the courses.
- It is not possible to reimburse applicants who are unable to attend part or all a course due to ill-health or under other circumstances.

Students, staff and members of the public

- It is expected that all participants attend each session as absence can impact upon assessments as well as individual progression.
- Please ensure that upon registration you inform us of any planned absences i.e. medical appointments. If any unplanned absences arise during the course, please inform the class tutor, and catch up using the materials which will be made available to you.
- Please contact the tutor directly to inform them if you are going to be absent or late to a session.

Assessment

- As this is an accredited course, you must attempt all course assessments.
- Applicants will be registered for assessment with the awarding body prior to the assessment date.



- Applicants wishing to rearrange or re-sit an assessment will be required to pay the assessment fee. **This is applicable to all participants: Edge Hill students, staff and members of the public.**
- It is expected that all students will complete the necessary assessments to achieve formal accreditation.
- If a fee-paying student makes the decision not to undertake an assessment, the fee is not refundable.
- Please note that some assessments will require you to be filmed. This is so that the assessment can be externally marked by a Signature assessor.

Cancellation of courses

- The Language Centre reserves the right to cancel courses, change plans or engage alternative tutors, if and as circumstances dictate.
- If for any reason we must cancel a course, applicants will be informed as soon as possible, and fee-paying applicants will be issued a full refund.

Specific Needs

- Please let us know before the course if you have any specific needs that we should be aware of, otherwise we may not be able to meet your requirements throughout the course.
- Please let us know if you will require any reasonable adjustments throughout the course and during assessments (evidence will need to be provided when applying for reasonable adjustments for assessments).
- For health and safety reasons please let us know if you have any allergies (e.g. nuts, dairy) or medical conditions (e.g. epilepsy).
- All information provided will remain strictly private and confidential.