



Level 1 Award in British Sign Language Terms and Conditions

To receive a place on this course, you must read and agree to the following terms and conditions. Please note that this course consists of 23 x 2.5-hour sessions starting in October 2022 and finishing in April 2023. Please do not apply for this course if you cannot commit to this duration. All lessons are compulsory.

Booking

- Your place is confirmed, if available, only on receipt of your completed application form and the payment of fees in full (if this applies to you).

Acceptance

- For some courses, applicants may need to fulfil specific requirements to be accepted. This will be stated in the information about the course.
- The Deafness Resource Centre reserves the right not to admit an individual to a course without giving a reason.
- 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 and act within the general rules of the Deafness Resource Centre.

Payment of fees

- Course fees must be paid in full prior to starting the course.
- Fee-paying applicants must make payment via the Edge Hill Online Store before the course commences.

Cancellation (before course commencement date)

Staff

- Your course fees will be returned 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

- If you wish to cancel your place, you must inform us in writing (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)

Staff

- 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

- Please do not sign up for the course if, from the outset, you cannot commit to the 23 sessions 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

Staff

- 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.

Staff and Students

- It is expected that all students attend every session as absence can impact upon assessments as well as your own progression.
- Please ensure that upon registration you inform us of any planned absences i.e., holidays, 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.

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 both staff and students.**
- It is expected that all students will complete the necessary assessments to achieve formal accreditation.
- If a member of staff 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 Deafness Resource Centre, in collaboration with The Edge Hill University Language Centre, reserves the right to cancel courses, change plans or engage alternative tutors, if and as circumstances dictate.



- If for any reason, The Deafness Resource Centre must cancel a full course, applicants will be informed as soon as possible.
- Any fees paid in respect of the course will be refunded.
- The Deafness Resource Centre will not be liable for any additional cost or expense arising.

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.