

Student Agreement

Congratulations on receiving admission to the Richmond College Program! As you embark on your educational journey with us, we want to ensure that you have a clear understanding of our program terms and conditions. By receiving this document, you acknowledge that you have read, understood, and agreed to the terms outlined in this student contract.

You will be registered as a student at Richmond College. Upon successful completion of your program, you will be eligible to receive the College Diploma. The diploma you receive from Richmond College is provided by the awarding institution recognized by The Office of Qualifications and Examinations Regulation (Ofqual) department.

Program Terms & Conditions

Course Enrollment Schedule and Completion Policy: Students are expected to follow the course enrollment schedule provided by Richmond College and ensure adequate time is allocated towards course completion. Students are expected to actively communicate with their Richmond College student advisor. Students are expected to follow their own schedule for submitting assignments or completing assessments.

Student Responsibilities

Generally, student responsibilities in an online or blended course parallel those encountered in the traditional classroom with some variations given the nature of the course environment. These responsibilities include:

- **Reading Course Documents:** It is important that students read all course documents (e.g., syllabus, assignments) to become familiar with course expectations. This will allow students the ability to properly plan for all course activities.
- **Organizing and Managing Time:** Courses that have a significant online component may not provide students with as many reminders of course expectations regarding time as do traditional face-to-face courses. Therefore, the student needs to be well organized and must pay careful attention to the course's schedule and deadlines.
- **Academic Honesty:** As with traditional classes, academic honesty is a cornerstone of student online coursework. Richmond College standards of academic honesty and conduct pertain to all online courses taught at the University.
- **Acquiring Needed Materials:** Students must obtain all necessary course materials, including required textbooks, lab materials, and course software. In addition, the student may need to access various library resources.
- **Evaluating Computer Setup:** Students are responsible for ensuring that they have access to required hardware, software, and an Internet connection.
- **Students have the responsibility of maintaining the security of their usernames, passwords, and personally identifiable information.**
- **Submit assignments, Tests, Quizzes, Exams, Projects in the file format requested by the due dates and deadlines given in your course.**

Academic Policy

The academic policy of Richmond College includes guidelines and rules that students must adhere to. This policy covers aspects such as attendance, grading, academic integrity, and more. It is essential that students familiarize themselves with the academic policy and follow it throughout their studies at Richmond College.

Course Prospectus

Students are required to read and complete Richmond's Course Prospectus from Richmond website or LMS to ensure full understanding of Richmond College's academic policies and procedures.

Policies

Confidentiality Policy

Richmond College reserves the right to communicate course status with parents or legal guardians of students under the age of 18. Richmond College will also communicate course enrolments and student progress with the students.

Resubmission and Retake Policy

At Richmond College, we understand that sometimes you may need to retake or resubmit an assignment. We are committed to providing you with the support you need to achieve your academic goals, which is why we offer an assignment resubmission and retake policy.

If you feel that you did not do your best on a particular assignment, you can choose to retake it. Similarly, if you have received feedback from your instructor and believe that you can improve your work, you can resubmit your assignment. However, please note that there is a fee associated with retaking or resubmitting assignments.

Program Withdrawal and Refund Policy

Students may choose to withdraw from the program within 2 (two) weeks. The Program fee is non-refundable. Course fees are non-refundable on the condition that the student has received online access to the online learning platform.

Failure to Pay Fees

Students are financially and academically responsible for all courses in which they register. It is the responsibility of the students to make the payments by the deadlines mentioned in the email sent to them previously.

Students who fail to pay their course fees on the assigned date may be de-registered from their courses.

Course Re-registration and Account Balance

Students will have the option to re-register in courses (based on availability) once the outstanding balance has been paid. Accounts that remain overdue for an extended period of time may be transferred to an authorized Collection agency.

We're Here to Help!

For answers to many of your questions, please visit www.richmondcollege.co.uk.

If you have additional questions, please contact us at admissions@richmondcollege.co.uk.

NOTE: Make sure to keep your login information secure and private. If you have any trouble with the registration process, contact the college for assistance.