



# **RICHMOND COLLEGE**

## **STUDENT AGREEMENT**

### **1. Program Terms & Conditions**

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).

#### **1.1 Course Enrollment and Completion**

- Students must follow the enrollment schedule provided by Richmond College.
- Each level must be completed within 12 months.
- One-year programs must be completed within 2 years (maximum).
- Two-year programs must be completed within 3 years (maximum).
- Extensions beyond this period require an annual admission fee of £800.

#### **1.2 Breaks from Studies**

- Without a valid reason: Maximum 6 months break.
- With a valid reason: Up to 2 years, subject to an annual fee of £800.

## 2. 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.
- **Plagiarism:** Plagiarism refers to students who cheat in examinations or present someone else's material as if it were their own. Students must understand the importance of academic honesty. Presenting plagiarised work as your own can result in severe penalties. Students are required to read and complete Richmond's Academic Honesty from Richmond Student Handbook to ensure full understanding of Richmond College's academic honesty policies and procedures.
- **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.
- **Credentials:** Students have the responsibility of maintaining the security of their usernames, passwords, and personally identifiable information.
- **Assignment Submission Deadlines:** Submit assignments, Tests, Quizzes, Exams, Projects in the file format requested by the due dates and deadlines given in your course. Students who are unable to complete assignments by the specified deadlines may carry out their top-up process in the next registration period.
- **Language Proficiency:** The medium of instruction for Richmond College programs is English, and all assignments will be uploaded to the portal in English. Therefore, students must possess the language proficiency required to understand, analyze, and complete the materials and assignments. Students enrolled in the program are responsible for uploading the language proficiency certificates required by Richmond College to the system. It is the students' responsibility to improve their language skills throughout the program and reach the required level.



## 3. Policies

### 3.1 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.

### 3.2 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.

### 3.3 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.

### 3.4 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 regardless of whether they attend the classes or not.

### 3.5 Failure to Pay

Students who fail to pay fees on time risk de-registration.

Overdue accounts may be transferred to a collection agency.

## 4. University Progression Rules

Students completing **Level 4** and **Level 5** successfully may progress to a UK university (Final Year, Level 6). Requirements:

- **Completing the Program Within the Specified Deadlines:** The program must be completed within the designated deadlines. UK universities have specific enrollment and admission deadlines, which are outlined in the guide provided to students. Students must adhere to these deadlines. Students who fail to graduate within the specified timeframe will need to wait for the next enrollment period.
- **Submitting a Written Request for Final Year Progression:** Students wishing to transition to the Final Year must submit their requests in writing to Richmond College before starting Level 5.
- **Meeting the Language Proficiency Requirement for Progression:** Universities generally require internationally recognized language test certificates such as IELTS or TOEFL for admission to programs. Students who do not meet the required language level or possess the necessary certificates must improve their English proficiency independently and obtain the required documentation before transitioning.
- **Applying via the UCAS System:** Students who wish to apply to universities outside the Richmond College list can submit their applications through the UCAS system in the UK.
- **Researching Universities and Meeting Admission Requirements:** It is the responsibility of the students to research the universities where they intend to complete the Final Year and prepare accordingly to meet the admission requirements of these universities before completing the Richmond program. To secure admission, students must fulfill the entry criteria of their chosen universities.
- **Equivalency Procedures:** Richmond College programs are accredited by Ofqual in the UK. Students graduating from Richmond College programs can transfer to the Final Year at a UK university and earn a Bachelor's Degree (4-year undergraduate degree). After obtaining a Bachelor's Degree, students can apply for degree equivalency procedures in their respective countries. These equivalency processes will be carried out by the higher education institutions in the student's home country in the name of the university where the Final Year was completed. There is no need to apply for equivalency on behalf of Richmond College. Students must carefully review the equivalency requirements in their home countries and select the universities where they will complete the Final Year accordingly.

## 5. Support and Assistance

Type of Inquiry	Contact Information	When to Use
General Information	<a href="http://www.richmondcollege.co.uk">www.richmondcollege.co.uk</a>	To access general information about Richmond College, programs, and policies.
Admissions	<a href="mailto:admissions@richmondcollege.co.uk">admissions@richmondcollege.co.uk</a>	For questions related to applications, admissions, program details, or payment schedules.
Technical Support	<a href="mailto:helpdesk@richmondcollege.co.uk">helpdesk@richmondcollege.co.uk</a>	For technical issues such as: <ul style="list-style-type: none"> <li>- Login problems</li> <li>- Missing course materials or modules</li> <li>- Not seeing parts of your course</li> <li>- System errors or access issues</li> </ul>

Richmond College's support team will ensure that your queries are directed to the right department and resolved as quickly as possible.

## 6. Student Acknowledgment

By receiving this agreement and making the first installment payment, you confirm your acceptance of the terms stated herein, which shall be deemed as a legally binding commitment.