

Terms and conditions

1. Attendance

- a. Oak Hill College is a distinctively Christian community. As members of the community, full time students are expected to be in College five days per week from Monday to Friday and are required to attend all classes and Fellowship Group meetings and to meet the requirements of their particular pathway as regards Chapel and placements. While all students are normally expected to attend Chapel every day, Anglican ordinands are required to attend Chapel daily.
- b. Part time students are required to attend all their classes and are normally expected to attend Chapel on the days that they are in College.

2. Financial assurances and payment of fees

A place is offered on the basis of an assurance from the student that the necessary finances have been arranged or will be forthcoming (see the 'Financial Assurances Form'). Please see the fees information sheet for details of when fees are payable. Details may also be found in the Regulations & Procedures Handbook which is issued before Enrolment. Payment may be made via online banking (using account information available from the Finance Office upon arrival) or by debit card or cheque (any cheques are to be drawn in Sterling on a UK bank). There may be an interest charge for late payments.

3. Withdrawal of the offer of a place

The offer of a place, or the place once studies have commenced, will be withdrawn if information comes to light which in the opinion of the College Director requires the withdrawal of the offer. Such information would include, but not be restricted to, a false or misleading declaration on the application, conviction in the criminal or civil courts (in particular, a conviction under Schedule I to the Children and Young Persons Act 1933), bankruptcy and serious misconduct.

4. Informing the college of changes

If at any time there is a significant change in the information provided during the admissions process, the student is responsible for informing the Admissions Office in writing as soon as possible.

5. Compliance with policies and regulations

In accepting a place, a student agrees to abide by the policies of Oak Hill College, including the Student Responsibilities as listed below. The latest edition of the Regulations & Procedures Handbook, which includes full information and regulations regarding the programmes, will be provided before Enrolment.

6. DBS

In accepting a place, a student agrees to have a DBS check undertaken at the commencement of their studies.

7. **Student Responsibilities** (as based on the Regulations & Procedures Handbook 2019-20, p.16)
Oak Hill College is committed to providing support for its students as far as possible – whether academic, pastoral or practical. The College also has certain expectations of its students:
- a. **Conduct:** That students will behave at all times in a way that is honouring to the Lord Jesus Christ, and is respectful towards/considerate of both their brothers and sisters in him and also those who are not believers or who are members of other faiths; on enrolling at the college, you will be asked to then confirm your agreement to abide by the college's code of conduct and safeguarding policy. A sample copy of the code of conduct is attached to this document; the current safeguarding policy may be found on the college website.
 - b. **Regulations:** That students will familiarise themselves with and abide by the regulations and policies that affect them, including those relating to their award, assessment, health and safety, safeguarding, use of the College IT network, the Prevent Duty and (where appropriate) ethical research;
 - c. **Learning:** That students will take responsibility for their own personal and academic development including, wherever possible, recognising when they need help and seeking it in a timely manner; and that students will attend all lectures and other scheduled classes, and will catch up on any material missed when absence from a class is unavoidable (for example by listening to recordings, working through set reading, or undertaking another task as recommended by the module tutor);
 - d. **Seeking Support:** That students will raise awareness of any specific needs/circumstances that are likely to affect their work or their ability to study;
 - e. **Chapel & Placements:** That students will attend and take part in the Chapel services required of them for their particular study pathway, and will be faithful in completing the requirements of any placements attached to their programme;
 - f. **Planning:** That students will set and keep to timetables and deadlines, including planning and submitting work when required, attending exams according to previously agreed timetables, and generally maintaining satisfactory progress in their studies;
 - g. **Contact with College:** That students will maintain frequent and regular contact with the College, including personal and module tutors as appropriate; and that they will notify the College as soon as possible of any change to their contact details;
 - h. **College Property:** That students will be respectful in their use of and movement around all College accommodation and property;
 - i. **Use of the Library:** That students are responsible for the Library material they use; that all learning materials will be returned to the Library at the end of the student's course; that any books or other resources that have been lost or damaged whilst in the student's possession will be replaced by them; and that any fines incurred during the use of Library materials will be paid in full before departure from Oak Hill;
 - j. **Fees:** That students will pay all fees to the College on request in accordance with the College Fees Policy (pp.86-87); and that, year on year, they will provide evidence when requested of their ability to support themselves financially for their next year of study.

Student Code of Conduct (2019/20)

Introduction

In all our interactions with each other we should strive to be beyond reproach. Like any church, the College community includes some people, such as children and young people, with whom we must take special care. This Code describes safe, godly and loving ways to behave towards those outside our immediate family who are our neighbours here.

Please read each section carefully. When you have finished you will be asked to sign to confirm that you have read and understood the Code, and that you will act in accordance with it.

The Code refers to the College Safeguarding Policy and Quick Response Flow Chart, which you need to be familiar with before completing this form. You can find them on the VLE under College Life/Safeguarding/Policy.

If you are unable to sign this form, please make an appointment with Veronica Machin, the College Safeguarding Officer, as a matter of urgency: veronicam@oakhill.ac.uk

I will:

- Treat everyone with dignity, keeping my language, attitude and body language respectful
- Speak up about inappropriate attitudes and behaviour that might be harmful to others
- Never use drugs except for medical reasons under appropriate supervision
- Not smoke in the presence of a child, or young person or within 5 metres of any College building
- Not be under the influence of alcohol when responsible for a child, young person or adult at risk
- Avoid physical contact except where appropriate to the needs of an activity (e.g. sport) and within normal boundaries
- Obtain consent before taking photographs/video of anyone.
- Never use sexually provocative words or gestures, or any forms of physical punishment
- Never scapegoat, ridicule or reject an individual or group or allow others to do so
- Not encourage attention-seeking behaviour towards me by a child, young person or adult at risk
- Not permit an unknown adult to have access to children, young people or adults at risk
- Not invade an individual's privacy
- Not befriend children, young people or an adult who may be at risk on social media
- Always operate within the principles, procedure and guidelines of the Oak Hill College Safeguarding Policy.

Duty to Report

You are required immediately to notify the College in certain circumstances described below.

I will immediately notify the College if I am or become:

- Subject to any change in my circumstances that affects my right to study in the United Kingdom
- Barred from working with children or vulnerable adults
- The subject of a referral to the Disclosure and Barring Service or any successor body
- The subject of any change in circumstances which has or may result in me or any member of my household being disqualified from providing childcare in connection with early or later years provision or from being directly involved in its management
- Arrested, charged or convicted of any criminal offence
- Subject to an investigation for any allegation of a disciplinary nature at any other organisation, including at which I am a volunteer
- In receipt of a police caution, reprimand or warning, or if there is a formal child protection investigation of me or any member of my household
- Aware of any circumstances (whether related to me or anyone with whom I have an association) that may reasonably be considered to pose a risk or an increased risk to children and vulnerable adults.

By signing my name below I confirm that:

- I agree to adhere to this code of conduct.
- I have also read and understood the College Safeguarding Policy and the Quick Response Flow Chart, and know that I can access them on the College's VLE.
- I understand that it is my duty to protect the children, young people and adults at risk with whom I come into contact.
- I know what action to take if abuse is suspected, discovered or disclosed.

Name: _____

Signature: _____

Date: _____