

Chapter 1: General Regulations

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1.1 General Statement

Students must abide by all ACL Training (ACLT) policies, regulations, procedures and codes of practice. All students agree to abide by these General Regulations on completion of enrolment. All courses should have their own student handbook to ensure that all regulations and requirements are clear to learners. (Please see Appendix GR 1)

For avoidance of doubt, these rules are applicable and enforceable in their entirety for all students who are fit to study. These Regulations apply to all courses offered at ACL Training leading to a qualification with effect from December 2019, and must be referenced in all course definitive documentation, together with any specific requirements in respect of particular named courses or as otherwise required.

1.2 Disclosure of information

Where documentary information is presented by a student for the purposes of any ACLT procedure (e.g. third party evidence for a deferral), if the original document is not in English, it must be accompanied by a certified translation document. It is the student's responsibility to provide this, not that of the ACLT.

ACLT Training will process your personal data for any purposes connected with your studies, your health and safety whilst at a seminar or event and for any other legitimate reason. This may include compilation of data regarding your engagement with an ACLT course. Information about you may be disclosed to other bodies as required by law, for crime prevention or detection purposes. (Please see Appendix GR 2)

A basic academic record for individual students will be kept permanently by the ACLT, with more detailed records kept for defined retention periods (Please see Appendix GR 3).

1.3 Failure to disclose all relevant information

A student may be suspended and/or excluded permanently from his/her course if it is discovered that he/she has failed to disclose all relevant information when applying to ACLT, or if evidence of qualifications or other evidence cannot be provided or a student has made false statements or other misrepresentations when applying.

1.4 Fees payment

All fees and other charges (e.g. copies of certificates, hardcopies of materials, replacement of lost items and re-assessments), incurred as an ACLT student are the responsibility of the student. Students who are sponsored by a third party are liable for all fees and other

charges in the event that their sponsor defaults. Non-payment of fees incurred by a student may result in the termination of their course. Fees may be paid in instalments in accordance with such provisions as are notified to students. (Please see Appendix GR 4)

1.5 Discharging financial obligations

Course fees become due two weeks before the course starts and upon enrolment. Any refunds will be administered in accordance with the ACLT Refund and Withdrawal Policy (Please see Appendix GR 5). The ACL Office will normally take steps to exclude any student failing to pay fees by specified dates. Refunds will not usually be available if a student has started on an ACLT course. (Please see Appendix GR 5)

Students are required to settle all outstanding obligations to ACLT before leaving at the conclusion of their course(s). Where such obligations remain to be met, the ACLT Management Board (Please see Appendix GB 1) has the right to defer the conferment of an ACLT award, or in the case of other awards to request the award-making body to defer the award, until such time as all outstanding requirements of ACLT (which may include payment of financial debts) have been satisfactorily completed.

1.6 Cancellation of tutorials

The ACLT Management Board has authority to discontinue any tutorials if, in their opinion, circumstances justify such cancellation. Such cases may include a shortage of staff or low student numbers.

1.7 Attendance and Engagement

Students must engage with all seminars, workshops, tutorials and online activities for which they are enrolled punctually and regularly, and it is their personal responsibility to ensure that they do so. Students *must* meet all attendance requirements as specified for individual modules or, units or as specified for their course overall. Students should note that certain external agencies may have the right to request information on their engagement (eg the CLSB, sponsoring bodies, professional bodies, Home Office).

Monitoring of engagement may therefore take place during tutorials or learning activities and the use of ACLT facilities (eg the ACLT Online Learning Environment) may also be monitored for this purpose.

Students are expected to provide computers, internet access, text books, writing materials and other materials as appropriate.

All students must report their absence or non engagement to the ACL Office or the Head of Education (or nominee). (Please see Appendix GR 6)

1.8 Progress on course

Progress onto a later stage of a course is dependent upon:

- (a) fulfilling the conditions laid down by procedures authorised by the ACLT Management Board (Please see Appendix GB 1), and/or by external examining and regulating bodies, together with such other ACLT Regulations as may have been decided;
- (b) satisfying all relevant course regulations – see the programme specification for your particular course;

Students failing to meet the relevant academic requirements may be required to leave their course.

1.9 Change of contact details

All students must inform the ACL immediately of any change of permanent or temporary contact details by notifying the ACL Office in writing of any changes. Any notice or correspondence sent to a postal or email address held by ACL as the student's address will be deemed to have been received.

1.10 Change of name

In their own interests' students must inform the ACL Office immediately, in writing, of any change of name, with documentary evidence.

1.11 Notification of absence

Students must inform the ACL Office if they are disengaged from ACLT through sickness, pregnancy or another reason for more than two weeks. (Please see Appendix GR 7 and GR 8)

1.12 Withdrawal

If students withdraw from a course, they must inform ACLT immediately through the procedure notified, and complete a withdrawal form. Any entitlement to refund of fees will

be as stated in the Fee Refund Policy in place at the time. The ACLT reserves the right to require a student to withdraw on the grounds of academic failure or where the student has not fully engaged with the course. Examples (not exhaustive) of not fully engaging include: repeated non-engagement with tutorials and/or not taking part in (formal or informal) assessments and not responding to requests sent by ACLT to explain such non-attendance. (Please see Appendix GR 5 and Appendix GR 9)

1.13 Confidential information

During the student's time at ACL Training, they may come into contact with confidential information (for example, as a student representative on Course Committees or members of the Student Council - See Appendix 19). Any unauthorised disclosure of confidential information will be deemed a breach of the Code of Conduct for which the disciplinary procedures may be invoked. See further 1.2. (Please see Appendix GR 2)

1.14 ACLT's Liability

ACLT shall not be liable to students or be deemed to be in breach of contract by reason of any delay in performing, or any failure to perform, any of ACLT's obligations in relation to the provision of courses and related services, if the delay or failure was due to any cause beyond the ACLT's reasonable control.

Without prejudice to the above, the following shall be regarded as causes beyond ACLT's reasonable control: -

- act of God, explosion, flood, tempest, fire or accident;
- war or threat of war, sabotage, insurrection, civil disturbance or requisition;
- acts, restrictions, regulations, bye-laws, prohibitions or measures of any kind on the part of any governmental, parliamentary or local authority;
- import or export regulations or embargos;
- strikes, lock-outs or other industrial actions or trade disputes (whether involving employees of the ACLT or of a third party);
- difficulties in recruiting staff with appropriate specific expertise;
- difficulties in obtaining fuel, parts or machinery, equipment;
- power failure or breakdown in machinery, I.T. or other equipment; and
- closure for epidemics, pandemics and other public health reasons.