**Student Learning Agreement**

(Version 4.2023)

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***VIVID Institute of Occupational Safety and Health***

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***Student***

We ask you to read and accept this agreement before you commence studying on one of our courses.

It is an important document that makes sure there are no misunderstandings between us. It lists:

* **Our responsibilities as course provider (VIVID INSTITUTE OF OCCUPATIONAL SAFETY AND HEALTH )**
* **Your responsibilities as a STUDENT**

Once you have ticked the box and submitted the form, the agreement below is legally binding on you, and on us.

**Section 1: Our responsibilities**

**We shall:**

1. Comply with the learning outcomes established by the Awarding Body.
2. Provide you with suitable materials, sufficient for your course.
3. Ensure that course materials conform to the most recent Awarding Body syllabus.
4. Enrol you with NEBOSH and register you for exams
5. Encourage you during your studies.
6. Provide you with access to appropriate expertise to support you during your course.
7. Provide tutorial support for our course materials only. While our tutors will try to help with other queries, careers / job / work advice. (This is entirely at their discretion)
8. Provide constructive and individual feedback on your progress (during the session and after until the exam to be held)
9. Deal with any difficulties promptly and fairly.
10. Operate an [equal opportunities policy.](http://www.ctjt.biz/our-policies)
11. Remove you from the course, and archive your records, if you do not communicate with us for 12 months without prior arrangement; or if you ask to withdraw from the course.
12. Course fees will not be refunded in any circumstances.
13. Remove you from the course if, in our opinion, your behaviour towards us, or any member of our staff, is abusive or unreasonable; or if you indulge in plagiarism by submitting work for marking that is not your own. **We have a zero tolerance policy on misconduct.**

**Section 2: Your responsibilities**

**You agree to:**

1. Read the relevant course information pages on the NEBOSH website to establish that the course is appropriate for you. You may email us or telephone us if you wish to discuss your options.
2. Attend each training day unless exceptional circumstances arise or you have previously informed the tutor of you inability to attend.
3. You need to inform us in writing by email if you would like to attend the classes only and have to sit for exams later.
4. Undertake sufficient private study to maintain progress on your course. This will involve doing your own research to supplement our teaching materials.
5. Submit work which is your own original work, clearly presented and is a true reflection of your knowledge and abilities. Students who commit plagiarism by submitting work that is not theirs will be removed from their course immediately, without refund of fees. **We have a zero tolerance policy on plagiarism and cheating.**
6. Submit work in the format, and by the method, requested by your tutor.
7. Keep in contact with your tutor by email only, without making unnecessary demands upon his or her time. We only provide tutorial support for our course materials. While our tutors will try to help with other queries, this is entirely at their discretion.
8. Treat our staff and tutors with courtesy and respect. **We have a zero tolerance policy on rudeness and misconduct of behaviour and will exclude you from the course if it occurs**.
9. Take reasonable precautions against computer viruses if communicating with us online.
10. **You need to inform us at least 30 days before the exam date for registration of Unit exam e.g. IG1/ 2**
11. **You will be considered Enrolled in all 2 units of NEBOSH IG until you send us an email or fill the consent form for appearing in any single unit.**
12. **If you split the exams, we will consider you enrolled in upcoming exam sitting except if you fill consent form or send us an email with prior permission.**
13. Attendance of all candidate is mandatory and in case of poor attendance your exam will not be registered.
14. Notify us in advance if you wish to take a break from your course, and tell us for how long (please note: we do not chase students who take a break from their studies without notifying us).
15. Duration of enrolment with Vivid for exam forwarding is up to one year. You must have to appear all 2 units in one year. After one year, you will have to pay the whole fee again.
16. Notify us if you are going to lapse from the course for any reason (please note: we do not chase students who discontinue the course). By failing to communicate with us for 12 months, you are effectively removing yourself from the course for which you have enrolled, and are exonerating us completely from all of the responsibilities we had to you, above, under the Student Learning Agreement. You may rejoin the course, but a fee of up to 100% of the original course fee will be charged.

**By signing this agreement you accept this agreement as legally binding and that fees are non-refundable if for any reason you decide not to continue with the course.**

**I accept the terms and conditions**

**Name....................................... Sign………………………**

**Date …………………………...**