

## **Bolton College Regulations (HE) 2021/2022 (v2)**

All students studying a prescribed Higher Education course at Bolton College must be registered through the University of Bolton. As such, all terms and conditions relating to fees, payments, funding and support from the University of Bolton take precedent. However, Bolton College expects all students to abide by the Behaviour for Success Agreement and Health & Safety rules whilst on the Bolton College Campus. There is a Student Handbook available to every learner at induction. If you feel you would benefit from general Advice and Guidance about your course, please contact Student Services. The College is an exempt charity incorporated by the F&HE Act 1992. Enrolment is subject to the regulations of the College. Full details of "What the College Expects of You" are given in the Student Handbook, however, the following points are addressed here as additional points to note:

**Personal Property** – The College cannot accept responsibility for loss or damage to personal property left in any part of the College.

**Health and Safety** – The College has a "no smoking" policy throughout all buildings. If you suffer from a medical condition, which may place you in a hazardous situation in a practical class or workshop, you are advised, in your own interest, to inform your course tutor. All learners have a duty to make themselves aware of, and to observe, all the College Safety rules as stated in Health & Safety Policy. Copies of the policy are available in the Library, at main centres or from information points by request. Individual copies are available from the Safety Officer. An outline of safety rules can be found in the Student Handbook. Breach of any safety rule may result in disciplinary or legal action.

**How We Use Your Personal Information** - Bolton College will use the information you provide along with that obtained from other sources including references, support needs, previous education etc to manage your education and training, produce reports and references and to inform you about opportunities for progression and skills. As students on HE courses at Bolton College are registered with through University of Bolton, data will be shared both ways to ensure accuracy.