



TERMS AND CONDITIONS OF LEARNER REGISTRATION

Learner Name: _____

Student Number: _____

To register as a student of Griffith College, you must agree to the Terms and Conditions on the following page.

Griffith College Learner Contract

By ticking the accept box, I hereby:

- Declare that the information on this registration form is correct and complete to the best of my knowledge.
- Agree to comply with all regulations of Griffith College outlined in the College Learner Handbook available.
- Accept that Griffith College reserves the right to change and update the programme content as necessary to ensure that the programme content remains current.
- Accept that the programme commencement is dependent on learner demand.
- Understand that failure to complete this form truthfully, fully and accurately may make me ineligible for admission to Griffith College, or may result in the termination of my programme of study with the college.
- Declare that I will follow government and Griffith College guidelines related to reducing the spread of COVID-19. I understand that this is likely to change regularly so I will take personal responsibility for ensuring I am up to date with the latest information.

Fees

- Accept that where a programme has commenced, fees paid are non-refundable, as it is College policy not to refund fees irrespective of the circumstances.
- Accept responsibility for payment of all fees in connection with the programme of study on which I am enrolling (except where any other sponsor has agreed in writing by means of the Griffith College Sponsorship Form, to accept such responsibility).
- I acknowledge that fee payment alone does not constitute registration and that I must pay fees in full prior to registration and programme commencement, unless an approved staged payment plan is in place with the Learner Fees Office.
- Acknowledge that fees are due in full regardless of withdrawal or deferral from a programme. Where an approved payment plan is in place with the Learner Fees Office, fees remain due in accordance with the payment plan arranged.
- Accept that where fees fall overdue, the College reserves the right to:
 1. Withdraw College services e.g. Moodle access and College computer access.
 2. Withhold assessment results.
 3. Refuse access to all examinations.
 4. Refuse access to classes.
 5. Refuse assignment and dissertation submissions.

Discipline

- Acknowledge that in addition to providing a sound educational environment for intellectual pursuits, Griffith College is concerned with developing socially responsible citizens, ensuring the welfare and freedom of all members of the college community, and protecting individual rights.
- The College is thus concerned with the quality of learner conduct and has adopted rules and behavioural standards for its learners.
- Disciplinary action (including suspension and expulsion) may be imposed when a learner fails to recognise or violates the rights and privileges of other individuals or behaves in a manner not consistent with college policies both on and off the campus as indicated in the learner handbook and QAE manual.

Attendance

- Accept that attendance is compulsory.
- Accept that persistent poor attendance, as defined by the faculty and/or faculty regulations and communicated to the learner body, may lead to the College issuing a formal warning and the taking of subsequent disciplinary action by the College, which may result in withdrawal from programme of study.

Protection for Enrolled Learners

- I am aware that as part of the HECA Protection of Enrolled Learners Scheme, I am giving permission for my personal data to be shared with QQI, Protecting Colleges and relevant HECA administration in the event of a PEL event / non-continuance of the programme.

Privacy

We respect the trust you place in us when you share your information with us. Details of our Privacy /Data Protection statements and policies which govern the way we manage your personal information can be found in our Data Protection Policy.

Griffith College may collect, process and retain data that is (a) provided directly by you to the College and (b) obtained by the College from other sources e.g. CAO.

- (i) For purposes connected with the College's provision to you of programmes of academic study e.g. personal details such as e-mail address are used for the College to keep in contact with you, date of birth is used to assess whether applicants qualify as mature learners and your address is used to post your official transcript of results.
- (ii) As required by the College to meet certain legal obligations to which the College is subject e.g. academic assessment results are kept permanently so that we maintain an accurate record of your studies and
- (iii) Otherwise in accordance with the College's data privacy policy (available here, <https://www.griffith.ie/privacy-legal>)

Your personal data will be retained by the College for the duration of your enrolment on a programme of study at the College and for a reasonable period thereafter and in accordance with the College's legal obligation and data privacy policy. For further information on how the College processes your personal data please refer to the College's data retention policy.

Intellectual Property

- That the intellectual property in all work completed as part of my programme of study at Griffith College shall be vested in the College and no part of same may be reproduced, stored or transmitted, in any form or by any means, without the prior written permission of the College.
- The College shall be entitled to utilise the said intellectual property as it deems fit.
- In particular, and without prejudice to the generality of the foregoing statement, the College claims property of the following forms of intellectual property made, or created, by learners in the course of or incidentally to their studies:
 1. Works generated by computer hardware or software owned or operated by the college
 2. Films, videos, multimedia works, typographical arrangements, and other works created with the aid of College facilities
 3. Patentable and non-patentable inventions
 4. Registered and unregistered designs, plant varieties and topographies
 5. All College commissioned works, including assignments
 6. Databases, computer software, courseware and related material but only if they may reasonably be considered to possess commercial potential
 7. Know-how and information associated with the above

Signature: _____

Date: __ / __ / 20__.