

## Terms of Enrolment

### **Fees:**

- Fees are payable before the start of the course and cover tuition and initial assessment of the named course
- Fees are **non-refundable** unless the course is cancelled by Winterbourne Centre for Horticulture
- In the event of cancellation by Winterbourne Centre for Horticulture, only tuition fees proportionate to the lessons not received will be refunded
- Fees for RHS certificates include assessment fees payable to the RHS which are non-refundable under any circumstances
- Additional assessment fees will be applicable if a learner needs to resit any exams, or if they choose to take any exams online (where offered). These fees are set by the RHS and will be passed onto the learner

### **Attendance:**

Learners are advised to attend every class and assessment session to ensure the best chance to achieve the qualification.

Winterbourne Centre for Horticulture is not able to accommodate 'interruptions of study' or deferrals, meaning that if a learner is unable to continue with their course, we cannot offer to reinstate them on the course of study the following year. Leaving the course means complete withdrawal.

Advertised dates of classes may be subject to change should a class be cancelled or postponed due to unforeseen circumstances. In the event of any significant disruption we would endeavour to reschedule lessons as appropriate.

### **Additional time:**

Please note that all dates and timings are subject to adjustment if required. Exam and assessment dates are set by the RHS and cannot be rescheduled. Each class will accrue a level of homework that learners will need to set time aside for. As a general guide, there will be roughly a day of homework per week for each class.

### **Facilities and equipment:**

Learners at Winterbourne Centre for Horticulture will be given access to a Virtual Learning Environment within two weeks of enrolment and have access to a small horticultural library. Students must have access to a computer at home.

Tools and gardening equipment will be provided by Winterbourne Centre for Horticulture, but students are responsible for wearing suitable clothing and for providing their own protective footwear and gloves.

A kitchen area with fridge is provided in the Winterbourne Centre for Horticulture and tea bags, instant coffee and milk will be provided for the use of our learners.

Free parking is available near the teaching area for use during lessons. Winterbourne House and Garden's public car park should not be used unless parking is not available in the usual teaching area car park. In the event that no space is available at either car park, a multi-story car park is available on Pritchatts Road where a small charge is payable.

#### **Student status:**

Learners at Winterbourne Centre for Horticulture are **not** students of the University of Birmingham. Due to this, there is no access to University of Birmingham support and facilities.

#### **Health and safety:**

Learners should inform Winterbourne Centre for Horticulture of changes to their health or physical abilities, for example recent surgery or pregnancy, so that we can adequately uphold the health and safety of Winterbourne's learners and so that tutors can make any necessary adjustments.

#### **Admission to Winterbourne:**

Learners at Winterbourne Centre for Horticulture will be issued a student card upon enrolment which entitles the cardholder to free admission to Winterbourne House and Garden for the duration of their course, excluding ticketed events. Please note that if a Learner wishes to bring friends or family to visit Winterbourne, normal admission charges apply to those visitors.