

# Student Agreement

## When you enrol on a study programme at Highlands College you enter into an agreement with the College.

We wish to give you the skills and knowledge to help you progress in education, to prepare you for work and to meet the challenges of everyday life.

The agreement you sign tells you about the support you can expect from the College, and what we expect from you – as well as your responsibilities when you study with us.

Should you break this agreement, the College retains the right to remove you from your programme of study.

### You are entitled to expect Highlands College to help you:

- By offering advice and guidance
- By providing appropriate pastoral and academic care in College or in work placement
- By offering guidance on progression routes when you complete College

### To provide you with an education which:

- Offers you opportunities to achieve your potential
- Builds your confidence
- Develops skills and knowledge you will need to progress
- Offers you opportunities to use your imagination and work creatively
- Celebrates diversity in our community
- Allows you to respect others and the environment around you

### You will:

- Be committed to all elements of your study programme, including enrichment and enhancement activities
- Maintain a 100% attendance record, including English and maths lessons
- Let your Department know if you are ill and unable to attend College
- Be punctual for all classes, visits and placements
- Not take holidays during term time or book personal appointments (e.g. driving lessons) to clash with timetabled classes
- Arrive properly equipped, follow instructions from tutors, hand in work on time and attend all examinations
- Behave responsibly, sensibly and maturely at all times in College and when involved in College related activities
- Always wear your I.D. Badge and lanyard unless there is a health and safety risk
- Wear any safety equipment required for your programme of studies
- Provide College with details of any additional needs you may have that could affect your learning

The College **will not tolerate** any of the following behaviours or actions; bullying, violence, racism, rudeness, inappropriate or abusive language, vandalism, theft, use of alcohol or illegal drugs, or any other illegal actions on the campus. Repeated or serious misconduct may mean you are placed on authorised absence and required to remain out of College during a period of investigation, and you may be removed from your study programme.