

## **Henrietta Parker Trust Courses – Terms and Conditions – 2020-21**

**Please note – Offers, promotions and discounts may be added, amended or withdrawn at any time.**

### **Information**

- Selected courses are primarily funded by the Henrietta Parker Trust (HPT) and as such Learners will only pay a minimal fee.
- Childcare costs are available for those needing support that attend selected ESOL, Functional Skills or GCSE courses.
- Transport costs are available for those needing support that attend selected HPT courses.

### **Computing**

1. Learners can enrol for one Computing course at each Stage as part of the HPT per Academic Year. Following this, Learners should progress onto our main Universal programme.
2. Learners can only complete one Stage of HPT Computing per term.
3. Learners will need to enrol in person at a Centre or over the phone with the Customer Service Team. Online enrolment for these courses is not available, except for Autumn term starting courses.
4. Learners can enrol on all four types of HPT courses as per the terms above.
5. Learners will not receive a refund for withdrawing from a course, under any circumstances. Additionally, Learners will not be able to transfer their course fee to a different or future course.
6. Learners will not receive any further discount off of the course fee shown against the course.

### **iPad**

1. Learners can enrol for one iPad course at each Stage as part of the HPT per Academic Year. Following this, Learners should progress onto our main Universal programme.
2. Learners can only complete one Stage of HPT iPad per term.
3. Learners will need to enrol in person at a Centre or over the phone with the Customer Service Team. Online enrolment for these courses is not available, except for Autumn term starting courses.
4. Learners can enrol on all four types of HPT courses as per the terms above.
5. Learners will not receive a refund for withdrawing from a course, under any circumstances. Additionally, Learners will not be able to transfer their course fee to a different or future course.
6. Learners will not receive any further discount off of the course fee shown against the course.

### **Cookery courses**

1. Learners can enrol for two Cookery courses as part of the HPT per Academic Year. Following this, Learners should progress onto our main Universal programme.
2. Learners can only complete one course of HPT Cookery at a time.
3. Learners will need to enrol in person at a Centre or over the phone with the Customer Service Team. Online enrolment for these courses is not available, except for Autumn term starting courses.
4. Learners can enrol on all four types of HPT courses as per the terms above.
5. Learners will not receive a refund for withdrawing from a course, under any circumstances. Additionally, Learners will not be able to transfer their course fee to a different or future course.
6. Learners will not receive any further discount off of the course fee shown against the course.

### **Sewing courses**

1. Learners can enrol for one Sewing course as part of the HPT per Academic Year. Following this, Learners should progress onto our main Universal programme.
2. Learners will need to enrol in person at a Centre or over the phone with the Customer Service Team. Online enrolment for these courses is not available, except for Autumn term starting courses.
3. Learners can enrol on all four types of HPT courses as per the terms above.
4. Learners will not receive a refund for withdrawing from a course, under any circumstances. Additionally, Learners will not be able to transfer their course fee to a different or future course.
5. Learners will not receive any further discount off of the course fee shown against the course.

### **Supported Learning – Cookery and Computing (Molesey only)**

1. Learners can enrol for up to four Supported Learning courses as part of the HPT per Academic Year. Following this, Learners should progress onto our main Supported Learning programme.
2. Learners will need to book and attend an Information, Advice & Guidance session with a Supported Learning Curriculum Manager to be able to enrol onto these courses.
3. Learners can enrol on both Supported Learning Computing and Cookery courses as per the terms above.
4. Learners will not receive a refund for withdrawing from a course, under any circumstances. Additionally, Learners will not be able to transfer their course fee to a different or future course.
5. Learners will not receive any further discount off of the course fee shown against the course.

### **Childcare Costs (Molesey only)**

1. Learners will be reimbursed a maximum of £6.50 per hour for the duration of the session plus an additional 30 minutes per session.
2. Learners must complete and sign the CHILDCARE SUPPORT APPLICATION FORM, agreeing to the terms and conditions listed in the Financial Support for Childcare document.
3. Learners must provide a valid receipt from their registered OFSTED childcare provider for each session being claimed.
4. Centre staff will carry out spot checks with childcare providers prior to approving reimbursements as well as cross-referencing with the course register.

### **Transport Costs (Molesey only)**

1. Learners will be reimbursed a maximum of £1.50 each way per session.
2. Learners must complete and sign the TRANSPORT SUPPORT APPLICATION FORM, agreeing to the terms and conditions listed in the Financial Support for Transport document.
3. Learners must provide a valid receipt for each journey being claimed.
4. Centre staff will carry out cross-referencing with the course register prior to approving reimbursements.