

SAMPLE AGREEMENT

**LAP 5C – Higher Education Loan Confirmation Agreement 2018/19**

Student number:

Course:

We are delighted that you have chosen to enrol at Barking & Dagenham College (BDC). You're joining an award-winning College named as the Creative & Cultural Skills Training Provider of the Year 2018 and TES Award 2018 winners for Best Teaching and Learning Initiative.

Our fees for the above course for this academic year are: £0.00

You have informed the College that you have not previously achieved an equivalent Higher Education qualification and provided proof of your loan application. You must provide Barking & Dagenham College Finance Office with your Student Finance Loan approval letter on receipt.

If we do not receive the first instalment from the loan company we will assume that you have been unsuccessful in securing the Student Finance Loan and therefore the outstanding fees will become immediately payable by you in full or by an agreed payment plan.

Please be advised that it is your responsibility to secure the Student Finance Loan and if help is required we will be happy to assist. If you have any queries please contact the Finance Team on 0203 667 0086 or 0203 667 0446.

**STUDENT DECLARATION – READ IN FULL BEFORE SIGNING**

I understand that I am responsible for securing the Student Finance Loan to cover my fees. Failure to secure the loan or if it transpires that I have an equivalent Higher Education qualification will result in the fees becoming payable by myself in full or by an agreed payment plan.

I understand and accept that the full fee for the entire year is payable even if I withdraw from the course and legal action will be taken to recover the full debt.

I declare that I have read the above and fully understand the agreement I have entered into. I am nineteen years of age or older and I do not require the assistance of an interpreter.

Signed ..... Date .....

**Your enrolment is now complete.** This receipt is confirmation of your enrolment at Barking & Dagenham College. Please present this receipt at the ID card station for your ID card.

**Important Information:** Your first ID card is issued free of charge. If lost/vandalised a replacement card will cost you £5. If you misplace your ID card, purchase a new card and find the previous one, you can be refunded £4 providing you produce proof of receipt, the 'Lost' ID card and the replacement card.

Yours sincerely

The Finance Team