

Advisory guidance for students in the event that the College is required by the Government to temporarily close due to the current outbreak of Coronavirus (COVID-19)

In light of the Coronavirus pandemic, our refund policy is being reviewed on a regular basis. We kindly ask our students to bear with us and rest assured that we are making every effort to resolve this in a way that best serves the Morley community.

Introduction

This guidance is for Morley students in the event of a temporary closure of any or all Morley centres due to the current outbreak of Covid-19 (coronavirus).

The College recognises the importance of learning in all its forms for students across all centres and we are committed to providing continuity of learning across all provision.

It is important to note that the College will not be cancelling any courses, unless absolutely necessary.

The College's approved Fees and Refunds Policy continues to apply. The arrangements set out below provide guidance on the additional temporary arrangements that the College has put in place. The arrangements apply until 31st August 2020, unless specifically withdrawn within future updated guidance for students.

The decision to not attend a class (Prior to enforcement of DfE directive for temporary closure)

The College had taken all reasonable steps to keep students, staff and visitors safe. The guidance issued daily by the Department for Education was being implemented as appropriate.

If you were not able to attend your course due to personal circumstances (for example a work or family commitment, or feeling unwell) no refund will be due.

Where a student does not attend their course as a result of their own decision to maintain social distancing, voluntary self-isolation or if instructed to self-isolate in accordance with government guidance, no refund will be due.

Accredited provision: courses with qualifications

Where students are working towards the achievement of an accredited programme with public examinations or external assessment, learning will continue during the period of the college closure. Whilst it won't be possible to access specialised studios for practical work, desk-based learning can continue, with resources and support available online.

Learning may involve, for example, assignments being set and submitted through Moodle; online learning via Google Classroom; correspondence between you and your tutor via email; and recorded lectures listened to via a podcast on Morley Radio (www.morleyradio.co.uk). To support your

studies, students remain able to access college-provided online resources remotely, such as Microsoft Word, Excel, email, and other Office365 applications. **More detailed guidance is provided in the College's advisory guidance on Home Learning and Continuity of Study for Accredited Learning.** Due to the steps the College will take to enable continuity of learning, refunds or credit vouchers will not be applicable to accredited programmes.

Non-Accredited provision: courses without qualifications

As set out in the College Refund policy - refunds will not be payable and extra sessions will not normally be provided if the cancellation is for reasons outside the direct control of the College and this rule will be applied for Term 2 courses. We understand that this will be disappointing to many of our students but we ask you to consider our position as a publicly funded organisation in this difficult time with many staff to pay.

Where delivery of non-accredited provision has been postponed (either by deferring the start date in term 3, or deferral of delivery part-way through a course), the end-date of the course will be extended, and the course delivered in full. In this event, students will be notified of the period of extension in advance.

It is acknowledged that due to prior commitments students may not be able to attend their course during the extension period. Provided notification is received at least two weeks prior to the beginning of the extension period, a refund will be issued for the value of the extension period. The value of the extension period will be calculated as pro-rata to the weeks to be delivered during the extension period, as a proportion of the total weeks of the course, and with the value of the refund adjusted as applicable to the student (e.g. where fees remain due and/or where concessions have been applied). The maximum value of any refund will be capped at the value equivalent to four weeks of the relevant course

If you feel that your circumstances are exceptional and fall out of the remit of our policy please set this out by email and contact: refunds@morleycollege.ac.uk