



ICON COLLEGE OF TECHNOLOGY AND MANAGEMENT

Key College Rules & Regulations

1. All new students must attend the **induction classes**.
2. Student enrolment is subject to **student finance confirmation** before classes start. Student must disclose if applied previously for any Student Loans Company (SLC) funding at ICON or any other College and provide all relevant information.
3. Student attendance **must be 80% or above** in each semester to maintain their enrolment. Low attendance will affect SLC funding, council tax letter, TFL discounts etc. Students having low attendance will not be allowed to submit assignments.
4. Students **cannot be signed in after 15 minutes of the start of the class but they are allowed in for another 15 minutes**. Any student who comes in after **30 minutes** will be required to enter the class after the break. Sign in process will be recorded via fingerprint reader.
5. All classes are expected to be face-to-face at the College campus unless situation changes and Government rules advise us otherwise.
6. The student **must submit assignments** on time in each semester.
7. A student should successfully complete **at least three (3) units** in order to progress to semester 2.
8. Both Day and Evening DET students are **required to attend minimum one day for work placement during the week days in Semester 2 to complete their 100 hours. The work placement will be in addition to their class attendance**.
9. The student should meet the **Personal Tutor** at least **once per semester**.
10. **Any inappropriate behaviour** towards staff, tutors and other students will result in disciplinary action as per the College rules.
11. **Change of course is not normally permitted** after 3 weeks of the start of classes in the first semester of study.
12. **No food, drink or switched-on mobile phones** are allowed in the classrooms or library.
13. To become eligible to borrow books, a student must pay a refundable deposit of £35 to Accounts Section of the College and produce the receipt to the Librarian.
14. The College building is a **smoke-free zone**. Smoking is permitted outside in designated area(s) only.
15. **Childcare issues must be pre-arranged** and cannot be an excuse for arriving late or leaving early from class on a regular basis.
16. **Work** should not be used as an excuse for either coming late or leaving classes early, if this happens, it will be not treated as an authorised absence.
17. The College **may change class timetables** in every semester.
18. Students must immediately notify the College of **any change of address, telephone number or e-mail address** by filling the relevant form available in the Reception and ICON VLE.
19. Your recruiting agent and next of Kin may be contacted with your consent in case student is unreachable via other available contact options
20. Any non-attendance related to sickness, family emergency, overseas travel, etc. must be accompanied by valid documentation. **Without evidence, no authorised absence will be granted.**
21. The maximum authorised absence allowed will be **2 calendar weeks**.
22. Any additional support needed due to disability should be pre-arranged. **Where possible, a student must disclose any disability on the College Application Form.**
23. A student **may be suspended, in accordance with relevant ICON Policies and Procedures, on the basis of low/non-attendance, low/non-progression or due to non-payment of fees by the SLC.** In any event, a student will be liable for the payment of tuition fee as well as Pearson registration fee up to the time of deregistration.
24. As a guidance, approximately on average 12-15 hours per week personal study is required to cope with the course
25. As per TFL rules students attending evening and Saturday classes are not eligible for TFL student travel discount.
26. Students must not litter and congregate in front of other people's premises, inside or outside of the building to avoid causing disturbances to neighbours.
27. I will attend any meetings arranged with a regulatory body (e.g. Pearson, QAA etc.) if I am selected.

*For further information please refer to the Student Handbook at [ICON College website](#)

Student Name:

Signature:

Date: