

IMPORTANT

INDUCTION EVIDENCE

During/after the induction programme, please ask students to complete the checklist in their Student Handbook as evidence that they have covered each applicable topic.

EXAMINATION AND REGISTRATION FEES

During the course induction period, **please ensure that students in your group are made aware of the examination/registration fees which they will be expected to pay during their course.** It is a frequent complaint by students that they were not given this information.

If you do not have the fees for the current year, please give them an indication of the cost based on the previous year's rates.

It is also important to discuss the implications of non-completion of courses and of not taking examinations. For Example - full time students will be invoiced for their registration fees if they leave the course. (See the College Student Handbook or contact the Examinations Office staff for details of College policies.)

Please circulate the form overleaf as evidence that all your students have received an induction which covered all the relevant items on the Handbook checklist and particularly that they have been informed of the costs associated with examination/registration. This will provide evidence for you, your students and your Head of School, which will be needed for Self Assessment Reports.