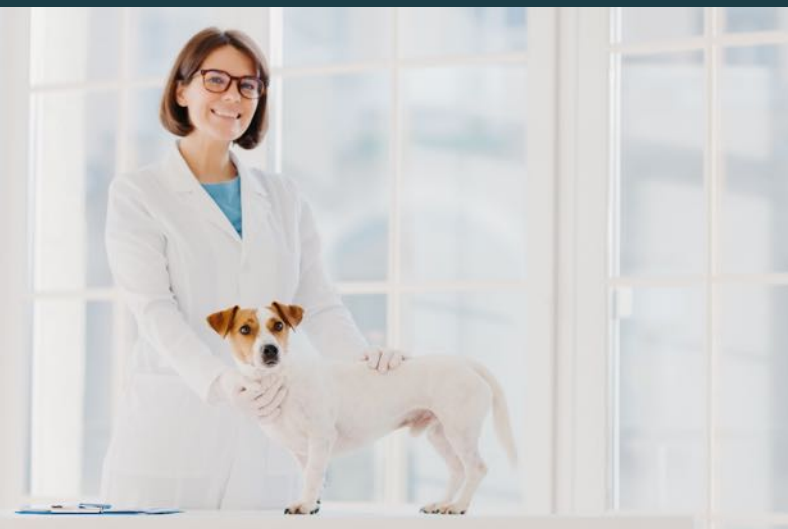




Course Brochure

Canine Studies Level 3 (QLS) Diploma

Animal & Pet Care Faculty



Join over
6,508
students
who have enrolled on
this course



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Click to chat to a Student Advisor

 **QUALITY
LICENCE
SCHEME**

The Quality Licence Scheme is part of the Skills and Education Group, a charitable organisation that unites education and skills-orientated organisations that share similar values and objectives. With more than 100 years of collective experience, the Skills and Education Group's strategic partnerships create opportunities to inform, influence and represent the wider education and skills sector.

If you want to invest in a better future, then **Open Learning College** can help improve your career prospects through study.

We welcome over 1,000 new students to our college each month. People just like you who want to take advantage of the financial, educational, and personal benefits on offer – a small short-term investment that will continue to reward you throughout life.

Our success is measured by yours

Since we started **Open Learning College**, we've helped people to not just think about building a brighter future, but to make it a reality. In fact, our success rate is such that we're now the No.1 provider of **high-quality** online learning courses.

We're with you, every step of the way.

We offer you the flexibility to manage your studies around existing commitments, so you can learn in your own time and at your own pace. When you study with us, you're in control of your learning. But you're not on your own by any means. We're always here to give you all the support you need to stay on track.



COURSE CODE
OLC1073
DELIVERY FORMAT
ONLINE & PAPER
STUDY TIME
200 HOURS
ACCREDITATION
QLS & OPA
AWARD TYPE
DIPLOMA
ENROLMENT FEE
£456.25 (£365)

The right choice Open Learning College

- Courses leading to industry and employer recognised Professional Qualifications
- One-to-one tutor support from a dedicated Open Learning College tutor
- Unlimited access to our unique Online Student Community Xperience™ in the Metaverse, where you can set up your personal student profile, interact with other students, access discussion forums, message boards and other online resources.
- Courses including all study materials, assessments, software, and student membership of the relevant awarding bodies and associations.
- The freedom to continue earning while you learn.
- The flexibility to learn anywhere in your own time and at your own pace.
- The experience of the UK's most innovative online college.
- No set term times or classes to attend so you can enrol straight away.



“ I investigated several online colleges, but Open Learning College offered me the course best suited to my chosen career. I needed the flexibility of distance learning but wanted to be sure I was getting a recognised qualification - with Open Learning College I got both.”

Craig C,
Ayrshire

Course Overview

This Quality Licence Scheme level 3 Diploma provides students with a wide range of topics that form a foundation to learning about aspects of the canine species.

These units have been selected so that the student can develop their underpinning knowledge within this field of study. By developing their understanding through reading and research the student will complete a number of assessments to demonstrate this understanding.

This course can be used by those who have a specific interest in this field or by those who wish to use it in a professional capacity. The aim of the course is to develop the student's understanding and form the basis for further study at a higher level.

What Will You Learn?

The **Canine Studies** program is designed to offer a deep dive into the comprehensive world of dogs. Learners explore various aspects such as dog behaviour, psychology, nutrition, health, and training techniques.

This course delves into understanding canine body language, breed-specific traits, and how to effectively communicate and build strong relationships with dogs.

Additionally, it covers fundamental canine health care, hygiene, and dietary requirements. Through modules focusing on training methodologies and behaviour modification, participants gain insights into designing training plans tailored to individual dogs, addressing behavioural issues, and enhancing their overall well-being.

Practical exercises and theoretical knowledge provide a holistic understanding of dog care and management, preparing individuals for various roles within the field of canine studies.

Entry Requirements

The good news is that no prior learning knowledge or experience is essential to take this course. This course is openly available to anyone wishing to learn more **Canine Studies Level 3 Diploma** and would like to take part in a highly rewarding distance learning study course.

We believe that everyone should have the opportunity to expand their knowledge and study further, so we try to keep our entry requirements to a minimum.

You have the freedom to start the course at any time and continue your studies at your own pace for a period of up to 12 months from initial registration with full tutor support.

Course Key Topics

the **Canine Studies Level 3 Diploma** course is divided into 10 modules.

Module 1: Introduction to Canine Studies

This first unit will discuss how the dog has changed over time, through evolutionary processes, its ancestors and how the canine became domesticated. The unit will also examine the human, canine bond by discussing the following:

- Taxonomy – canine classification. How is the canine categorised within the animal kingdom?
- The origins of canines, and the various theories as to how they evolved and how they evolved through adaptation.
- The history of domestication of the canines, why it happened and how it came about.
- The links between the domestic dog and its wild ancestor the wolf. A review and evaluations of similarities and comparisons is provided.
- Domestication and how the ways in which humans used dogs in the past and in the present day has evolved. Evidence of how canines are used today and how this role has greatly increased as a clearer understanding of the domestic dog has allowed these to roles to develop into a wider range from sport to assistance dogs.

Module 2: Canine Anatomy and Physiology

This unit will cover the anatomy and physiology of canines. Anatomy and physiology will start from the basic unit of life at a cellular level, to tissues, organs and full body systems. The areas that are covered, include:

- The skeleton, muscles and the locomotory system.
- The nervous system including the central and peripheral systems. All sensory organs will be discussed in detail.
- The endocrine system and the roles that hormones play in the body.
- The circulatory system, including the transport system of blood, through the heart and blood vessels.
- The respiratory system, including gaseous exchange and the parts and function of the lungs.
- The immune system, including the role of the lymphatic system, blood and the lymph-nodes.
- The digestive system and reproductive systems are covered within further units.

Module 3: Canine Nutrition

Nutrition is more than just eating food; good nutrition is essential to the health of an animal. Canines need to have a balanced diet and this requirement may vary due to physiological changes that occur during its life. Diet has to be taken in at the correct amounts to ensure the canines health and welfare are met. This unit covers the following:

- The structure and function of the canine monogastric digestive system.
- The nutritional requirements of the dog and how the various nutrients affect the functioning of the physiological systems.
- A knowledge of the levels of all the main food groups according to the canines age and lifestyle, looking specifically at the following: growth, adulthood, senior, pregnancy, lactation, working, injury and illness.
- The evaluation of how effective a dog's diet is and the importance of understanding this.
- The health problems associated with incorrect feeding such as obesity and anorexia.
- Foods that are poisonous to dogs which include plain chocolate and raisins.
- Ailments of the digestive system which will look at causes of diarrhoea, vomiting and other problems associated with the digestion of foods.

Course Key Topics

the **Canine Studies Level 3 Diploma** course is divided into 10 modules.

Module 4: Canine Diseases

Diseases can vary considerably in terms of their ferocity, some harmful and obvious, others more subtle. There is an endless list as to the causes and number of diseases that could be potentially harm a canine. They can be divided into two groups; infectious and non-infectious. This unit looks at:

- The disease-causing organisms – bacteria, fungi and viruses, and the difference between them. Pathogens are described as those microorganisms that are deemed to be harmful.
- The main internal and external parasites that affect the dog, looking particularly at fleas, ticks, round worms and tape worms.
- The signs and modes of transmission of the main infectious diseases affecting the dog. This looks at direct contact, non-contact and the role vectors play in disease transmission.
- The signs of some degenerative diseases that dogs may suffer from. These can be influenced by the breed of the dogs, so a clear link in gene inheritance is important.

Module 5: Canine Health and Veterinary Care

In this unit students will look at how diseases can be diagnosed and treated. To understand disease management we need to recognise the importance of disease prevention in the form of diet, exercise, vaccination and routine treatments for ectoparasites and endoparasites. The following areas are covered:

- The diagnostic methods and medicines used for a range of canine diseases, particularly looking at systemic treatments which include antibiotics, antiviral drugs, antifungal drugs, parasite treatments and vaccinations.
- The diagnostic methods used usually include examination of clinical parameters and the treatments may involve those linked to the surgical or medical treatment of the dog. Prognosis for injuries affecting the canine can be deemed to be good to guarded which is the poorest or all prognosis.
- The legal restrictions placed upon the veterinary profession and lay people. This is linked to the bodies that these members are registered with and the professional guidelines they may set out in relation to the roles and limitations to each, to maintain their professional status.
- The application of first aid to a dog, who can do it, its limitations, its aims and outcomes.
- Some of the technological equipment used in small animal veterinary practice, from those used within a consultation which includes a thermometer and stethoscope to those that are used to make a diagnosis such as imaging equipment and laboratory apparatus.

Module 6: Canine Genetics

The process of evolution is explained to students within this unit and explains how dogs and wolves have naturally evolved over millions of years, due to the process of natural selection to become the creatures that they are today. Genetic inheritance and diversity are also considered within this unit. This unit will look at:

- The terminology of genetics which includes DNA, alleles, homozygous and heterozygous and their definitions.
- The process by which genes are passed from parent to offspring, the use of pedigree charts will enable the student to understand how this occurs.
- Genetic mutations, how these happen and why can some canines be carriers whilst others can develop the disease?

Course Key Topics

the **Canine Studies Level 3 Diploma** course is divided into 10 modules.

- The difference between natural selection and artificial selection. This will consider Darwin's theory on natural selection against the use of selective breeding methods.
- Some common genetic disorders in the dog which will be linked to specific breeds and genders.

Module 7: Canine Reproduction

This section focuses on the reproduction process for canines. Following on from the previous unit on the genetics of the dog, this unit looks at how this knowledge can be put to use when choosing suitable dogs and bitches for breeding. It covers the physiology of reproduction and the care of the new born puppies. The following topics are examined:

- The reproductive anatomy of the dog and the bitch and recognising the role each part plays.
- The oestrus cycle and the recognition that female canines are spontaneous ovulators, which usually occurs every 6 months.
- Conception and development of pregnancy. The female canine is pregnant for 63 days and does not vary between breeds.
- The process of whelping and parturition. Knowing the signs that a bitch is about to give birth and how to prepare for this.
- The development of neonatal puppies, this will look at the developmental time line of the puppy until it is weaned.
- The different methods of insemination – natural and artificial and the consideration why each might be used.
- Problems associated with pregnancy and birth, which can be linked to the breed of the bitch, its age and the number of offspring in the womb.

Module 8: Canine Behaviour Part 1

The study of canine behaviour and why dogs do the things they do is a large subject area to study so has been split up into two segments. Canine behaviour encompasses many branches of science, such as biology, neuroscience and psychology. This unit looks at why dogs behave in the way they do, and covers normal canine behaviour, and explains how dogs learn what they are taught by their human owners and from their own actions. The following topics are discussed:

- The similarities and differences between wolf behaviour and domestic dog behaviour. This considers those behaviours that the animal is born with and not learnt.
- How genes play a part in behaviour, and the differences between breeds. Recognition of why these dogs were bred is paramount to understanding why these problems arise when they are taken on as pets.
- How dogs learn, and the different learning theories. This will consider Pavlov's theory and how positive reinforcement is essential as training tool for dogs.
- The areas of the brain associated with various aspects of behaviour. This will consider the hemispheres of the brain and the parts that affect behaviour.
- The senses of the dog and how these affect behaviours. If a dog is born with one of its senses missing such as sight or weakened which often occurs in white breed dogs, this may well have an impact on their behaviour.
- The effects of diet, hormones and health on behaviour. Studies in humans have shown that inadequate diet can have an impact on their behaviour. Can the same be said for canines?

Course Key Topics

the **Canine Studies Level 3 Diploma** course is divided into 10 modules.

Module 9: Canine Behaviour Part 2

This section looks at problem behaviour that can arise in dogs. It is important to understand that the main reasons dogs are re-homed or euthanised are due to these problem behaviours. This unit will be of particular interest for anyone with a pet dog or anyone who trains or works with dogs. It is also useful as a basis for anyone who wishes to pursue further study within this field. The unit covers:

- The types of behavioural problem that are commonly reported in pet dogs, which will include territorial, aggressive and anxiety related problems.
- Some of the possible reasons why problem behaviour may occur. It must be noted that some of these problems need much more work with the dog to eradicate them, whilst others need minimal work and effort. Most problems arise as a result of dogs being left for long periods on their own or poor ownership through lack of understanding.
- Some of the techniques we can use to go about finding out the cause of the problem can be linked to the breed of dog, the environment they live in or the history of the dog, in relation to prior homes if they have been adopted.
- An idea of some of the ways that behaviour can be altered, either through training the dog, changing the owner's behaviour, or by means of veterinary treatment.

Module 10: Working with Canines

This last unit of the course takes a look at the canine industry sector. Working with canines is a growth area as we train dogs more within the role of assistance dogs. Issues such as working with canines will also be discussed within the following areas:

- The various organisations involved with dogs and research.
- The types of jobs available working with dogs from charity organisations, which are involved with assistance dogs, to those used within the public sectors, which include law enforcement and the military.
- The law with regards to working with dogs, health and safety and animal welfare are key areas that are addressed.
- The laws relating to ownership of dogs and how this has changed recently, where more emphasis is placed upon the owner in relation to the behaviour of the canine.
- Running a canine business – the regulations involved, insurance requirements, presenting a good image to clients or customers, marketing the business and managing staff.
- Setting up a boarding kennels or a breeding establishment and meeting planning regulations and considering environmental issues.



Expert support and guidance from a course advisor

Open Learning College have helped people just like you to qualify through distance learning, we understand precisely how to support you through the decision-making process, and then on into your studies. The starting point is to choose the right course that will set you on the path to a more successful future.

We are committed to supporting you all the way by delivering an outstanding learning experience. Before you enrol, we want to ensure that you choose the course, qualification and tutoring option that are right for you. To assist with this, our expert **Course Advisors** are available to guide you through the range of options, including:

- Pre-entry guidance – establishing the right course and qualification outcome to meet your career and learning requirements.
- Course and Tutor options
- Course materials, content, and Online Student Community
- How distance learning works
- Advice on how to make the most of your course.

Target Audience

- The Canine Studies course caters to individuals with a keen interest in dogs, encompassing pet owners, aspiring dog trainers, animal shelter volunteers, or those seeking a career working with canines.
- It's ideal for enthusiasts looking to deepen their understanding of dogs, their behavior, health, and overall well-being.
- This course is also valuable for professionals in the animal care industry, groomers, vet assistants, or anyone aspiring to specialize in canine behavior, training, or welfare.
- Whether someone seeks personal enrichment or professional development in the field of dog care and training, this course offers a comprehensive foundation in canine studies.



Course Duration

We recommend you spend approximately 200 hours of your time studying for the **Canine Studies Level 3** course. The pace of study is completely up to you. To give an example, if you dedicate 4 hours per week to study, it will take you one year to complete but if you could spare 8 hours a week you could complete it in six months.

Enrolment Fees

We want to make sure that you get the best value for your money, which is why we have included the registration fee, certification fee, and full tutor support in the course price. Enrolling in the **Canine Studies Level 3 Diploma** course would usually cost **£456.25**, but for a limited time, you can get a **20% discount** and pay only **£365.00** if you enrol online and pay in full.

If you prefer to spread the cost, you can choose our Easy Payment Plan. Simply pay a deposit of **£91.25 when** you enrol online and then make **4 equal payments of £91.25 per month**. The first payment is due about a month after you receive your course.

Payment Method	1 st Payment	Instalment	Total
Pay in Full (Online)	£365.00	N/A	£365.00
Instalment Plan (Online)	£91.25	£91.25 X 4	£456.25
Paper + Online Version (+£100)	£100.00	N/A	£100.00

Note: Instalment plans are not available to our international students.

Klarna.

Millions of savvy shoppers have already chosen Klarna when purchasing online.

Enrol today and pay nothing and then pay in full up to 30 days later or split the cost into 3 interest-free monthly instalments. At checkout choose Klarna as your payment option and get the 20% pay in full discount option today.



Tutor support – helping you every step of the way

At Open Learning College, we are proud of our tutor support team. All of our tutors are qualified in their appropriate disciplines. You can relax knowing that the people behind your course will also be behind you, to mentor and help you complete your studies.

Our **Canine Studies (Level 3)** course is designed to provide you with comprehensive materials to guide you through your learning journey. You'll have the support of your own personal tutor, who will be there to assist you with your coursework and answer any questions you may have.

Furthermore, our Student Advisors are always available to provide you with practical advice and guidance via the online portal, email, or phone, ensuring that you're fully supported throughout your studies.

- At the start of your course, you will be assigned a personal tutor.
- Access to a tutor via the Metaverse or the Learner Management System.
- All assignments you complete can be sent to them online, via the LMS.
- At the successful completion of your course, you can request an Academic Reference from your tutor or the college.



QUALITY LICENCE SCHEME



Visit the QLS Website
www.qualitylicencescheme.co.uk

Accredited QLS Certification

What is QLS?

QLS stands for "**Quality Licence Scheme**". QLS is part of the Skills and Education Group, a charitable organisation that unites education and skills-orientated organisations that share similar values and objectives. With more than 100 years of collective experience, the Skills and Education Group's strategic partnerships create opportunities to inform, influence and represent the wider education and skills sector.

The courses available through Open Learning College conform to the universally accepted QLS quality mark and standards of recording, reflecting, tracking, planning, and reviewing.

Benefits of QLS Accreditation

Regardless of where you are in your career, undertaking an Open Learning College QLS course passed can help you.

- Support and enhance your employment opportunities.
- Improve career satisfaction.
- Track prior learning.
- Show you are up to date with the requirements of your job.
- Contribute to your CV and prepare for a promotion.
- Can lead to further education as required by new and existing jobs.
- Demonstrate your commitment and value within your organisation.

When you finish with the course your certificate will contain the recognised QLS mark from Open Learning College.



Course Assessment

The **Canine Studies Level 3** course at **Open Learning College** is designed to provide a comprehensive and flexible learning experience. Unlike traditional exam-based courses, our course is marked through a process of continuous assessment, which is guided by your personal tutor and is a regulated course awarded by **QLS** and the **Open Learning College** via the **Open Pathway Accreditation** programme (OPA.dip).

This means that you won't have to worry about memorising information for a final exam. Instead, you will have the opportunity to learn at your own pace and apply your knowledge through practical assignments and quizzes at the end of each module. Our online platform allows you to access the course from anywhere and at any time, and you can also choose to receive the course materials by post.

When you complete each module, you will submit your assignments and quizzes online for marking. While there is no word count requirement for these assignments, we do expect well-thought-out and complete answers. Your tutor will provide constructive feedback and guidance on areas for improvement to help you achieve your best performance.

Study Format

Paper Based Version

This course comes to you as a paper-based pack delivered by courier. You will be given guidance through the Study Guide on the nuts and bolts of studying and submitting assignments.

Online Version

The online version of this course is a fully digitised version of the paper-courses, so you can study on any PC or smart device when connected to the internet. As with the paper course, your online learning programme is completely flexible, so you can study at a pace that suits you.

What's Included

Your course fee covers everything you will need to successfully complete the **Canine Studies Level 3** online study course and earn your qualification:

A full range of student services, including:

- All textbooks, study folders, and/or online learning aids.
- Free **Open Learning College** branded promotional item when you enrol.
- Life-time access to the online student portal **Xperience™** (Student Chat, Forums and Online Support Resources)
- NUS TOTUM Card
- Comprehensive Study Guide & Study Plan
- PDF or hardcopy certificate to show employers (employer has access to certificate validation)
- Life-time access to **CLAZMA.COM** our Career Hub dedicated to support our students career aspirations.
- Invitation to job fairs and career days for your business faculty.
- A diploma from the **Open Learning College** from our **Open Pathway Accreditation** programme
- One year's educational support by a specialist tutor in your chosen course field.

Learning for Life Pack

We fully understand the need to support our students beyond their course completion to help them achieve their desired goals. To help you to succeed in your chosen career, we will be pleased to provide the following services on successful completion of your course.

An Academic Reference (This is a reference from your tutor/college for an employer or for further education).

CV Refresh (We will take your current CV and update it to a professional standard, reflecting your new skills).

Life-time access to CLAZMA.COM (Career Hub). **25% off*** any future courses you enrol on with us.

(*Cannot be used in conjunction with any other offers)

Ready for a fresh start?

You've now looked at the course content, at the professional qualification and decided that the course is right for the next step in your career. Now you've started and have chosen your course, keep the ball rolling and enrol today. The sooner you do, the sooner you'll realise your goals and reap the rewards. Remember with dedicated tutor support and all your learning materials supplied, we will be with you every step of the way.



You're just 5 simple steps away from building a better future:

- 1** Once you have enrolled on your course, you will receive your start-up pack. This contains everything you will need for your course, all your books, learning materials, stationery, and the latest software if necessary.
- 2** We'll assign you with a dedicated tutor. Who will get in touch to welcome you to the course and to pass on their contact details.
- 3** Returning to study can be hard. So, to help get you back into the swing you will also receive useful study tips that will help you plan your time more effectively.
- 4** As you begin studying you may need guidance or have questions regarding your coursework. Your tutor is available to give you help, support and feedback as you work through the course. They will also mark coursework. Your tutor is available weekdays via telephone and email.
- 5** Apart from the tutors you will have access to an online student community so you can discuss the course assignments or share study tips with other students in the same situation as yourself.




"The best thing about the course was that it could be completed at my own pace, which was a great advantage as I have many other demands on my time, especially from my employer. I also found the Tutor support to be excellent, and all queries. I had been answered fully and promptly".

Zulqarnain H,
London

From time to time, we may enrol our students with our partner colleges; this is dependent on the number of students enrolling on a particular course and on course material or tutor availability. If this happens, nothing changes for you other than the name of the institution administering your course. We will continue to be your point of contact; you will get the exact same course you have enrolled on with the same high level of quality content and support.





“Open Learning College has not only given me the qualifications I needed; it has also made me much more confident in my own abilities.”



WhatsApp

Still unsure? Chat to a Student Advisor

Any questions?

You may still have some questions about **Open Learning College** and our courses, so we've listed the most common queries below.



How long will it take me to work through my course?

That's up to you. You can complete your course in as little as six months if you have the time, or if you prefer to take things a bit slower, you can spread your course work out over a longer period.

I left school without any qualifications. Does that matter?

Not at all. Most of our courses require no previous experience. Each course is divided into a series of easy-to-manage modules and has been structured to ensure you learn everything you need from the very beginning.

If I choose a computer course, will I have to buy expensive software

No. You will receive everything you need in your start-up pack, including all the necessary study materials and software.

How many hours a week will I have to dedicate to study?

The great thing about studying with Open Learning College is that you can fit your coursework around your existing home and work commitments. Basically, you can do as much or as little as you want. After all, you can't learn if you feel rushed or stressed.

What will I get out of it?

All our courses offer a choice of industry-recognised qualifications. By completing a course, you will benefit from new skills, greater recognition, and improved earning power. On a personal level, many of our students also enjoy a great sense of achievement and increased self-confidence.

Will I be able to succeed?

The important thing to remember is to work your way through each task in your own time. If there's anything you don't understand, don't struggle alone. You can always talk to your dedicated course tutor.

I'm not sure of what course I should take. Can you help?

Yes, we can, it is important that you pursue a course which you will enjoy. Although we cannot make this decision for you, we employ a team of dedicated Professional Course Advisors, who will guide you towards making the right choice. Whether you want specific information, or just a chat about what's available, call us now on +44 (0) 844 357 7777.



"I would recommend Open Learning College to my friends and family. It is a good opportunity for those who want to return to education and are self-motivated but need to plan their own time to study. I now feel much more confident that I will find a more satisfying, enjoyable job and earn more money"

**Anna G,
Oxford**





**OPEN
LEARNING
COLLEGE**

Post your completed application
and payment instructions to:

Open Learning College
London Campus
124 City Road
London
EC1V 2NX
United Kingdom



STUDENT INFORMATION
(PLEASE TYPE YOUR INFORMATION IN THE FIELDS BELOW)

Title	First Name	Last Name
Date of Birth	Phone No	Mobile No
Billing Address (If paying by card, please provide the address the card is registered to)		
Post Code	City	County / Country
Primary Email Address		
Delivery Address (if different from above)		
Post Code	City	County / Country

COMPANY INFORMATION
(IF BEING PAID BY A COMPANY)

Company Name		
Company Address		
Post Code	City	County / Country
Phone	E-mail	Fax
Company Contact Name	Position	Direct Line

COURSE INFORMATION

Course Name	Course Code
If paying by instalments – please complete below	
Support Period: <input type="checkbox"/> 12 Months <input type="checkbox"/> 24 Months	
Deposit: £	Four (4) Monthly Payments at: £
Default format is online delivery. Paper plus Online Version +£100 <input type="checkbox"/>	
International Delivery + £60 <input type="checkbox"/>	Next Day UK Delivery + £30 <input type="checkbox"/>
Insurance + £10 (Optional) <input type="checkbox"/>	

PAYMENT INSTRUCTIONS FOR POSTAL ENROLMENTS ONLY

(A PHYSICAL SIGNATURE IS REQUIRED TO COMPLETE YOUR ENROLMENT)

Please use this form to pay in full or instalments if you are not making a payment online.

CHEQUE POSTAL ORDER CREDIT / DEBIT CARD BACS PAYPAL WESTERN UNION

PAYMENTS IN FULL

CHEQUE / POSTAL ORDER / WESTERN UNION – Please post your cheque/postal order to **Open Learning College** with this form.

BACS - Please transfer payment to **Open Learning College** | A/C No: **58716997** | Sort Code: **60 83 71** and send us this form.

INTERNATIONAL PAYMENTS – IBAN: GB61SRLG60837158716997 | **SWIFT / BIC**: SRLGGB2L

INSTALMENT CUSTOMERS

PAYPAL / STRIPE – On selecting this option we will send you a link to complete your automated payment schedule.

CREDIT / DEBIT CARD – Please provide your credit/debit card details below to allow us to process your monthly payments.

Card Number – 16 Digits		Card Type (e.g. VISA)		(CSC) 3Digits	Issue No
Please select your payment option. Pay in Full <input type="checkbox"/> Instalments <input type="checkbox"/>	If you are paying by instalments, are they to be taken by this card? YES <input type="checkbox"/> NO <input type="checkbox"/>	Start Date /	Expiry Date /	Please confirm the Payment to be taken from this card £	
Name as it appears on card (Please Print Name)					
I the credit / debit cardholder authorise Open Learning College to take the amounts specified from my credit/debit card as detailed above. I the student agree to the general terms and conditions of enrolment and the conditions of the monthly payments as set out in this agreement.					
Terms & Conditions – (http://www.openlearningcollege.ac/t-cs)					
Payment & Delivery – (http://www.openlearningcollege.ac/payment-delivery)					
Price Guarantee – (http://www.openlearningcollege.ac/pricematch)					
Privacy Policy – (http://www.openlearningcollege.ac/privacy-policy)					
Signature of Cardholder & Student				Date	
Signature of Cardholder (If different from student)				Date	

PLEASE RETURN THE COMPLETED SIGNED AGREEMENT TO US:

By Post to: Open Learning College

London Campus
124 City Road
London
EC1V 2NX
United Kingdom

By WhatsApp: (Please ensure all pages including the cover page are included)

+44 (0) 7521 454418

By Email: (A high quality scanned colour copy of the agreement)

enrolments@openlearningcollege.ac

Once we have your completed agreement, we will provide access to your course within 48 hours. We will enclose a copy of this agreement for your records along with a statement of your account.

GENERAL TERMS & CONDITIONS APPLICABLE TO POSTAL ENROLMENTS

1. Definitions

In this Agreement unless otherwise stated:

- (i) "Distance Learning Package" shall mean the course(s) identified and all related Materials, support, and tuition where applicable.
- (ii) "Materials" shall mean the learning materials for the Distance Learning Package or any part of them (and shall include any replacement training materials and books if you transfer Distance Learning Package in accordance with Clause 5).
- (iii) Your "Support Period" depends on which course you choose to study and will be between one to two years unless otherwise stated in your course materials.
- (iv) singular words shall include the plural and vice versa; and
- (v) headings are included for convenience only and shall not affect the construction or interpretation of this Agreement.

2. Payments

- (i) We agree to sell, and you agree to buy the Distance Learning Package for the Total Cost/Cash Price and on the terms set out on this page and in the agreement, we send you.
- (ii) Under no circumstances shall we be deemed to have received payment until payment has been received by us in full and cleared.
- (iii) All course material remains the property of Open Learning College until the final payment has been received by us and cleared.

3. Materials (Paper Version)

- (i) We will release the materials to you in full once you have enrolled on your chosen course.
- (ii) You will inspect the materials promptly following delivery. You will tell us about any omission as soon as it is reasonably possible.

4. Services

- (i) During the Support Period, we will provide you with support and tuition as set out in [the promotional Materials & website].
- (ii) If requested, we may at our sole discretion, extend the Support Period for an agreed fee.
- (iii) If you are sitting an external examination at the end of your Distance Learning Package, we will provide you with such information as we have in our possession to assist you in making such examination arrangements. In all other respects, you will be solely responsible for planning to enable you to sit the examination and for all fees in relation thereto.
- (iv) If we, at our sole discretion, assist you in making your examination arrangements by providing you with information about the time and location of local examinations or reserving an examination place for you, you acknowledge that we shall not be responsible for any losses incurred by you as a result of inaccurate information provided in connection with any such arrangement except such losses, excluding business losses, caused by failure to act with reasonable care and skill.

5. Open Learning College Course Transfer Facility

- (i) If you wish to transfer to a different course, we may at our sole discretion agree to such transfer.
- (ii) Unless you are paying under a Credit Agreement, if we agree that you may transfer to a different course, we will transfer the fees paid for the Distance Learning Package you wish to discontinue towards the amount payable for the new course PROVIDED THAT we receive payment from you for the balance of fees due in respect of the new course (if more expensive than the discontinued Distance Learning Package) and an agreed transfer fee will be payable to cover our tuition and/or administrative costs.

6. Warranties and Limitation of Liability

- (i) We warrant that the materials will be of satisfactory quality but do not warrant that the materials will be error free.
- (ii) We warrant that we will perform any services provided hereunder with reasonable skill and care.
- (iii) We intend to rely on the written terms set out here in this document. If you require any changes, please ensure you ask for these to be put in writing. In that way, we can avoid any problems surrounding what we, and you, are expected to do.
- (iv) Other than in respect of liability for death or personal injury arising from our negligence, we shall not be liable for:
 - (a) losses that were not foreseeable to both parties when this Agreement was made.
 - (b) losses that were not caused by any breach on our part.
 - (c) business losses and/or losses to non-consumers.
- (v) Our liability for direct losses arising out of our negligence (other than in respect of liability for death or personal injury), breach of contract or any other cause of action arising out of or in connection with this Agreement shall be limited to the total price paid for the Distance Learning Package as quoted.
- (vi) Other than in respect of liability for death or personal injury arising from our negligence, we shall not be liable for any indirect or consequential loss or damage whatsoever (including without limitation any loss of profits, loss of revenue, loss of opportunity or your liabilities to third parties) which you may suffer arising out of or in connection with this Agreement.

7. Other Terms

- (i) No relaxation or indulgence which we may extend to you shall affect our rights under this agreement.
- (ii) If any part of this agreement is held to be unenforceable the remaining terms and conditions shall continue in force.
- (iii) All liabilities or obligations arising under this agreement shall be enforceable against you after termination of this agreement.
- (iv) You will notify us immediately in writing of any change in your address and other contact details. Any notices required to be served under this agreement, or in accordance with the Act will be deemed properly served if sent by way of prepaid first-class post to your last known address or by email to your registered email.
- (v) This Agreement shall be governed and construed in accordance with the laws of [England] and you hereby agree to submit to the non-exclusive jurisdiction of the [English Courts].

8. Cancellation

- (i) Your statutory right under the consumer protection (Distance Selling) Regulations 2000, allows you seven working days from the day after receipt of materials in which to make a **written request** for cancellation. Unless the parties have agreed otherwise, you will not have the right to cancel by giving notice of cancellation for the supply of computer software if they are unsealed by you or for the supply of online courseware which has been accessed by you.

9. Instalment Payments

- (i) You will pay the Deposit shown online when you enrol and the outstanding balance of the total cash price by the instalments and on the dates specified in our welcome letter.
- (ii) It is a fundamental term of the agreement that all payments should be made promptly and on time, you will be deemed to be in default if your payments are more than 30 days overdue.
- (iii) If you fail to comply with any terms of this agreement, we shall be entitled to recover from you the reasonable costs and losses incurred by us as a result of locating you, communicating with you and collecting any unpaid sums. Such sums are payable on demand. In the event of legal action for breach of payment, you will be responsible for all costs allowable by the court if an award is made in our favour.
- (iv) Failure to return your instalment agreement within 30 days will invalidate this agreement and you will forfeit your initial deposit payment.

10. Discretionary waiver

- (i) If, at any time during the course of the agreement, you notify us that you no longer wish to pursue the Distance Learning Package we may, in our absolute discretion, agree to waive our rights to the sums payable under Clause 12 upon payment by you of all sums due under Clause 12 and apply an administration fee of £75.00, upon condition that you waive all rights to delivery of any and all materials.
- (ii) If you wish to be considered for a discretionary waiver, you should contact us by letter or telephone.

11. Termination

- (i) If: (a) you fail to pay any amount due under this agreement; (b) you breach any of the other terms and conditions, express or implied, of the agreement; or (c) any information provided by you in the making of this agreement proves to be incomplete or inaccurate, we shall be entitled, after the expiry of a Default Notice served on you, to terminate this agreement.
- (ii) If this agreement is terminated you will pay us the unpaid balance of the balance payable, less any applicable rebate, plus all expenses, charges, and costs in accordance with Clause 10.

12. Warranty

- (i) Open Learning College shall not be obliged to replace free of charge any materials pursuant to Clause 6
- (ii) if any monthly instalments or other sums are due and unpaid under this Agreement as at the date of the claim.

Data Protection (see our Privacy Policy for details)

IMPORTANT: USE OF YOUR INFORMATION This privacy statement applies to any personal data you may give to Open Learning College. We collect any personal data you may give us when you begin your course. We will also collect contact details from prospective students. We maintain data on your transactions with us as well as your use of our services. We would like to use your personal data to provide you with further information about our products and services, please indicate if you do not want to be contacted by mail, email, or telephone.

Access to your Personal Information

The Data Protection Act 1998 gives you the right to access the information that we hold about you. Please note that any demand for access may be subject to payment of a fee of £10 which covers our costs in providing you with the information requested. Should you wish to receive details that we hold about you please contact us using the contact details on this agreement.

We will not pass on your details to any third party. To receive a copy of the full privacy statement or to access or modify your information or change your preferences, please contact us.

PLEASE ALWAYS REFER TO OUR WEBSITE FOR THE LATEST COURSE INFORMATION, PRICING AND TERMS AND CONDITIONS.