



# Course Brochure

## Egyptology Level 3 (QLS) Diploma

Higher Education Faculty



Join over  
**6,007**  
students  
who have enrolled on  
this course



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 **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
OLC1089
DELIVERY FORMAT
ONLINE & PAPER
STUDY TIME
200 HOURS
ACCREDITATION
QLS & OPA
AWARD TYPE
DIPLOMA
ENROLMENT FEE
£518.75 (£415)

## 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 Diploma is specifically designed for those aspiring to develop their knowledge of Ancient Egypt.

Whether you want to learn about **Egyptology** just to satisfy for your own curiosity or intend to study Egyptology at university then this is the course for you.

The course is subdivided into 10 modular areas, with each unit investigating a different aspect of Egyptology. In this course you will learn about the geography of Egypt and why the Nile River was crucial in the development of this iconic society. You will also investigate different historical periods of ancient Egypt and explore many of the monumental buildings, cities and temple complexes as well as consider some of the artefacts and individuals that made Egyptian civilization so unique.

The course explores the history of Egypt from the earliest Predynastic Period to the end of Pharaonic Egypt with the death of Queen Cleopatra and the annexation of Egypt by Rome. The course provides an opportunity to investigate the past through the examination of a different civilisation and will help you to consider the lives and attitudes, perceptions and beliefs of a people whose long-lived civilization is one of the foundation stones of our modern world.

The course will also help you to develop your research and analytical skills and lay good foundations for any future study in the field of archaeology and ancient history.

## What Will You Learn?

In the **Egyptology** course, learners will immerse themselves in the captivating world of ancient Egypt.

They'll explore diverse facets, including the civilization's history, mythology, art, architecture, and religious practices.

This comprehensive study covers the social, political, and cultural aspects of ancient Egyptian society, providing insights into its dynasties, rulers, and monumental achievements.

Students will delve into deciphering hieroglyphs, understanding burial practices, and examining artifacts' significance.

Additionally, the course delves into the archaeological methods used to unearth Egypt's mysteries and provides a holistic understanding of this intriguing civilization's legacy.

## 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 **Egyptology 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 **Egyptology Level 3 Diploma** course is divided into 10 modules.

## **Module 1: The Land and People**

This initial module sets the scene for the historical modules to follow and examines the land and people of Ancient Egypt. The River Nile was (and still is) the source of life for Egypt and the culture that resulted depended on this mighty river for its very existence. The Geography of Modern and Ancient Egypt are identified including discussion of the Nile Delta and the Faiyum.

Egypt's Ecology and Environment as well as the natural resources that the ancient Egyptians exploited are also considered. The module also investigates the locations of ancient towns, cities and archaeological sites that have been found along the Nile Valley, as well as the various different peoples who lived there. The unit also provides a chronology of ancient Egypt and briefly explores the legacy of ancient Egypt's heritage for us all.

## **Module 2: A History of Egyptology**

The second module of the course focuses on the history of exploration and research of Egypt that began in the 18th century and has continued through to today. This module will take you on a journey with the Western explorers of Egypt and will also highlight the attitudes and interpretation of Egypt's ancient ruins during the Medieval and Renaissance periods.

With the French expedition by Napoleon to Egypt in 1798 we see the birth of what is now known as Egyptology and the module will consider some of the exploits and motives of the nineteenth century adventurers, before discussing the development of modern Egyptology as begun by Flinders Petrie and its development through to present day.

The module completes with a brief assessment of the archaeological techniques and methods used by Egyptologists, both in the field and in the laboratory.

## **Module 3: The Predynastic Period**

This third module is the first of four modules that outline the history of ancient Egypt. This module begins with the earliest periods of ancient Egyptian history, culminating in the Predynastic period. The module explores the pre-Neolithic period and the settlement of the Nile Valley by human beings as well as evidence for the first farming communities in Egypt. The module then looks at the important early cultures of the Egyptian Neolithic: the Badarian and Naqada cultures and the emergence of an Egyptian state and the establishment of the earliest period of Dynastic rule.

This unit will introduce you to several key early Dynastic artefacts including the Macehead of king Scorpion as well as the Narmer Palette. You will also investigate the archaeological sites of Hierakonpolis, Abydos and Saqqara and finally consider the development in the Predynastic and early dynastic periods of writing, artisanship, the development of kingship and features of early art and architecture.

## **Module 4: The Old Kingdom Period**

This module examines one of the more famous periods of Egyptology; the Old Kingdom. The module outlines the chronology of the Old Kingdom period before discussing the development of those most iconic of all Egyptian structures; the Pyramid complexes at Saqqara and Giza and the continued development and refinement of pyramid building through the 5th and 6th Dynasties.

The module also explores the cult of kingship in Egypt as well as the religious, economic and social changes that took place during the Old Kingdom period. Finally, the module explores the decline of the Old Kingdom and the first of ancient Egypt's 'Dark Ages'; the First Intermediate Period and the rise of the Theban kings and the reunification of Egypt.

# Course Key Topics

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

## **Module 5: The Middle Kingdom and Second Intermediate Period**

The 5th module examines the Middle Kingdom. The Middle Kingdom was a period of renewal and resurgence for Egypt and in this module, you will explore the achievements of the period and the reigns of its many kings. Beginning with the 11th Dynasty and the reunification of Upper and Lower Egypt, the module will take you through the reigns of several notable pharaohs including Mentuhotep II and III.

The 12th Dynasty is also covered in this module and you will explore a new royal residence which was established at Itjtawy. The module also examines the life and career of King Senusret I and the return of the practice of Pyramid building. It is in this module that the important historic documents known as the letters of Hekanakhte are examined. The reign of King Senusret III and his campaigns in the Near East are also outlined and the Egyptian renaissance under king Amenemhat III and the 13th Dynasty are examined as well as the second collapse of the ancient Egyptian state which resulted in the Second intermediate period; another 'Dark Age' period in the history of Egypt. The invasion by the Hyksos is also explored within this module.

## **Module 6: The New Kingdom**

This module concerns itself with the period of Egypt's renaissance known as the New Kingdom. The New Kingdom was an era in which many of the most famous and better known Pharaohs lived and ruled in Egypt. The module begins with a discussion of the reigns of Ahmose and Amenhotep I and the emergence of the Valley of the Kings as a burial site for royalty. The module then follows the course of New Kingdom history through the reigns of Thutmose I-III, who hunted the Mitanni and elephants, Queen Hatshepsut, one of Egypt's most famous rulers as well as Amenhotep II, Thutmose IV and Amenhotep III; Amenhotep IV/ Akhenaten and the Amarna Period, when Egypt's religions were rocked to their core.

This unit also examines the reign of the boy-king Tutankhamun, made famous by the discovery of his largely intact tomb by Howard Carter, before introducing the 19th Dynasty and the great Pharaohs Sety I and Ramses II. The module ends with a discussion of the decline in power of ancient Egypt under the later Ramesside kings during Egypt's 20th Dynasty.

## **Module 7: The Third Intermediate Period and Late Period**

This module is the final chronological history module of the course and discusses the last of Egypt's 'Dark Ages' as well as the period known as the Third Intermediate Period and the evidence and developments of Egypt's 21st, 22nd and 23rd dynasties. The module then goes on to explore what is called the Late Period and periods of Persian rule in Egypt from the 6th century BC before the arrival of Alexander the Great and the Macedonians in the 4th century BC.

The module then goes on to discuss the Ptolemaic Period and it is here that you will consider the famous ancient city of Alexandria, a rival to Rome in size and power before ending with the brief reign of the infamous Queen Cleopatra, most famous for her affair with Mark Anthony and the end of ancient Egypt with its annexation by Rome.

## **Module 8: Daily Life in Ancient Egypt**

What was daily life like in ancient Egypt? In this module you will be led through a series of case studies sourced from archaeological findings as well as ancient Egyptian texts, tomb-paintings and artefacts in order to discover what life and death were like for the inhabitants of ancient Egypt. The subjects covered in the module include the importance of the River Nile in Egypt from food production along its fertile banks, to transportation and a discussion of some of the many Nile myths. Some of the major Egyptian deities will also be considered.

The module also considers the role of the king in Egypt as ruler and priest.

# Course Key Topics

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

The importance of scribes and also the bureaucracy that organised and regulated life for the inhabitants of ancient Egypt. The module will help you to examine what their lives were like and presents some of the records and observations that they made of life in ancient Egypt. The lives and activities of Egypt's artisans, tomb-painters and other trades are explored and finally death in ancient Egypt. It is here that we shall explore the process of mummification and burial.

## **Module 9: Ancient Egyptian Achievement**

This module helps you to explore the legacy of ancient Egypt and the great achievements of its craftsmen, architects and engineers. The achievements of the ancient Egyptians have left a marked impression of societies and still influence us in ways today. The module explores some of these ancient Egyptian achievements including the Pyramid Complexes of Giza and Saqqara; the craft skills of ancient Egyptian potters and metal smiths. The Temple complex of Karnak on the banks of the River Nile at Thebes is examined as are the craft skills of ancient Egyptian artisans in stone and wood.

We shall also look at Ramesses II's temple at Abu Simbel, which was the focus of international rescue efforts during the construction of the Aswan Dam and one of the largest and ambitious programs ever which resulted in the removal and reconstruction of the temple complete with the hill into which it was built!

## **Module 10: Research in Egyptology**

The final module of the Egyptology Diploma course will help you to consider aspects of Egyptian history and future opportunities for further research in Egyptology. The module looks at questions and controversies in Egyptology, and considers the ancient Egyptian's own perceptions of history and time, as well as their relationships with the outside world. The module then goes on to present some of the archaeological developments in Egyptology that have been made over the years including the development of and application of scientific techniques in this field. Finally, the module details current research centres and Universities who are engaged in Egyptology, as well as museums around the world which hold important Egyptian collections and websites that can be used for further exploration of ancient Egypt and Egyptology. Module 10 also provides 10 dissertation topics for the students on which to write a 5000-word assignment about various aspects of ancient Egypt and Egyptology.



## 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 target audience for Egyptology comprises history enthusiasts, aspiring archaeologists, culture aficionados, and individuals with a keen interest in ancient civilizations.
- It's tailored for those fascinated by ancient Egypt's rich history, from scholars and researchers to enthusiasts eager to delve into the mysteries of this civilization.
- Additionally, students pursuing careers in archaeology, history, anthropology, or related fields will find this course beneficial.
- It caters to anyone intrigued by the complexities of ancient societies and eager to explore the fascinating world of Egyptian culture, art, and history.



## Course Duration

We recommend you spend approximately 200 hours of your time studying for the **Egyptology 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 **Egyptology Level 3 Diploma** course would usually cost **£518.75**, but for a limited time, you can get a **20% discount** and pay only **£415.00** 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 **£103.75 when** you enrol online and then make **4 equal payments of £103.75 per month**. The first payment is due about a month after you receive your course.

Payment Method	1 <sup>st</sup> Payment	Instalment	Total
Pay in Full (Online)	£415.00	N/A	£415.00
Instalment Plan (Online)	£103.75	£103.75 X 4	£518.75
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 **Egyptology (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](http://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 **Egyptology 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 **Egyptology 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".

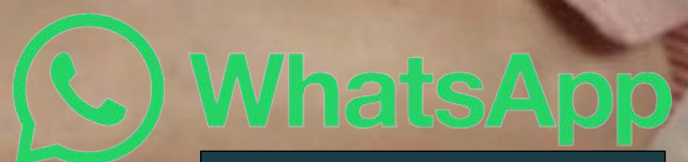
Zulqarnain H,  
London

*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.”



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 <b>Open Learning College</b> 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 – ( <a href="http://www.openlearningcollege.ac/t-cs">http://www.openlearningcollege.ac/t-cs</a> )					
Payment & Delivery – ( <a href="http://www.openlearningcollege.ac/payment-delivery">http://www.openlearningcollege.ac/payment-delivery</a> )					
Price Guarantee – ( <a href="http://www.openlearningcollege.ac/pricematch">http://www.openlearningcollege.ac/pricematch</a> )					
Privacy Policy – ( <a href="http://www.openlearningcollege.ac/privacy-policy">http://www.openlearningcollege.ac/privacy-policy</a> )					
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](mailto: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.**