



**WELLPARK**  
COLLEGE OF NATURAL THERAPIES

**Wellpark College of Natural Therapies**

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## **LEARNING CONTRACT FORM**

**Student Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

**Programme of study:** \_\_\_\_\_

**Programme Leader name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The purpose of a Learning Contract is to enable a student to complete course work outside the designated time frame where there has been any of the following:

- Exceptional circumstances
- Where the student has shown sufficient effort towards completion but did not deliver on time and requires academic assistance

Learning Contracts are the last resort for students who are at risk of failing one or more course(s). Programme Leaders are able to recommend that students consider a Learning Contract and they are awarded on a case-by-case basis by the Education Subcommittee and will require evidence of extenuating circumstances and work on assessments to date.

A Learning Contract can cover up to six assessments. Any more than six outstanding assessments will require the student to re-enrol at their own cost. All learning assessments **must be completed by 1st December** of the current academic year. If this is not possible a Learning Contract cannot be issued and the student must re-enrol. All academic assistance provided to those on a Learning Contract is free of charge. There is however administration costs associated with these increased processing requirements. A one off \$75 administration fee will be normally charged to set up and monitor a learning contract as well as a marking fee for each assignment charged at \$25 per hour.

**A maximum 50% mark will apply for all assessments covered by the learning contract.** However, if student completes and uploads their Learning Contract assessment to Moodle by the due date and time stated on the COD, they must advise Faculty Support and Programme Leader by email. In this circumstance the student will receive their Full Mark for that assessment.

**Failure to complete assessments by the new due date will result in a FAIL for that course and re-enrolment at student's own cost.**

### **Steps**

1. Programme Leader becomes aware that a student is struggling and considers the student an appropriate candidate for a learning contract.
2. Programme Leader meets with student to:
  - a) Discuss the situation.
  - b) Suggest/explain a learning contract including fees and that approval is needed by Education Sub-Committee.
  - c) Discusses possible new realistic due dates for assessments.
3. Programme Leader obtains appropriate supporting documentation from the student and seeks approval from Education Sub-Committee.
4. Programme Leader advises student of the outcome of the application for a Learning Contract.
5. Programme Leader liaises with Faculty Support to arrange signing of the learning contract (if not done during the initial meeting with student) and to take payment.
6. Learning contract is stored on the students file.

7. Moodle submission areas for new agreed to assessment submission dates are opened up on Moodle by Faculty Support.
8. Student is tracked weekly by Faculty Support.

Course Code	Course Title	Assessment	New Due Date

**Details of extenuating circumstances:**

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**Evidence attached:** Yes / No

**Payment received:** Yes / No

**Date of payment:** \_\_\_\_\_

**Please ensure that students fully understand:**

- They must attend Academic Clinics whilst they are on a Learning Contract.
- A maximum 50% mark will apply for all assessments covered by the learning contract.
- Failure to complete assessments by the new due date will result in a fail for that course and the student will need to re-enrol at students own cost.

**Student Declaration**

I \_\_\_\_\_ (student name) have read understood the above points.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Programme Leader Name and Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date Learning Contract presented to the ESC: \_\_\_\_\_

**ESC decision and rationale:**

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**ADMINISTRATION USE ONLY**

Document saved onto student's SMS file by: \_\_\_\_\_

Date: \_\_\_\_\_

