

Please read the following carefully. By signing the course application form you are agreeing to the following terms and conditions.

Submission of assignments

All students should be aware that if their work is submitted late, reduced or no marks will be allocated. Students unable to achieve course schedules will be withdrawn with no refund.

Resignation/withdrawal from course studies

Once your place on the course is confirmed by ABDO College you will be liable to pay the fees, even if you subsequently withdraw from the course. If you withdraw after confirmation but no more than three weeks after the official course start date, the fee will be refunded, less a £200 administration fee; if the fees have not been paid at that point, then only the £200 administration fee will be due. Any student withdrawing after this deadline will be liable to pay the full fees, with no refund.

Block release course studies

All ABDO College students following the BSc (Hons) programme are required to attend ABDO College for four weeks study. Failure to attend for your block will result in removal from the course.

Practical experience

All students should note that it is a requirement of the course to be working in a dispensing practice for a minimum of 30 hours per week while undertaking the BSc (Hons) in Ophthalmic Dispensing course. This must be under the supervision of a suitably qualified person. Students must not practice as a trainee dispensing optician unless supervised accordingly. As with the Foundation Degree programme you must have your employer's agreement to both supervise and support you for the duration of your studies. In this course you will be required to prepare and complete case studies.

Change of Supervisor

Please ensure that you notify ABDO College (using forms provided for you within your student pack), the Examination & Registration Department of the Association of British Dispensing Opticians and the General Optical Council if you change your Supervisor at any time during your course.

ABDO membership subscription

All students must retain their student membership of the ABDO.

GOC student registration

All students must retain their student registration with the General Optical Council. Forms are available from www.optical.org.

Course fees

Course material will not be despatched until fees are paid in full. It is the student's responsibility to arrange the payment of course fees. All fees are subject to change.

In the event that you are not accepted onto the course, a full refund will be issued.

Fees for academic year 2016 - 17 will be £4,500.00. Late applications will incur an additional £100 fee.

Course duration

The course will commence on Monday 22nd August 2016 with the first assignment being due Wednesday 31st August 2016 and will run for one full year finishing in July 2017.

Course material

Coursework material, assignments and essay questions will be available online for you to download for each module. You must therefore have regular access to a computer and a good quality internet connection. The study material will be provided on the Canterbury Christ Church University learning site, Blackboard.

Application deadline

The application form with all necessary enclosures should be received by ABDO College no later than 29th July 2016. Failure to meet this deadline will result in a delay in the processing of your application and the despatch of your course material. Applications received after this deadline will incur a late entry fee of £100.00.

Return address

Please send your completed application pack to:
The Courses Team
ABDO College
Godmersham Park
Godmersham
Canterbury
Kent
CT4 7DT