

Access Courses 2019 Information Sheet

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

Database registration

This form will allow us to register your details onto our database. As you are studying an access course, you will not become a student member of the ABDO and will therefore not be eligible for any form of membership entitlement. However, if you would like to become a student member of ABDO, please contact the Membership Department on 01227 733922.

If at the end of this course you intend to continue your studies onto a Ophthalmic Dispensing course, you will need to complete an ABDO Membership Application form and will then be liable for the relevant membership fees.

Course Delivery

The 'Access Distance Learning Course' will be delivered through the ABDO college Virtual Learning Platform (VLP). Students will be enrolled onto the platform, where they can access their coursework, assignments, communicate with their peers and tutors, and submit their work electronically. Graded assignments and feedback will also be returned through the VLP, from the OpS tutors.

Submission of assignments

Students must have regular access to Microsoft Word or Pdf Software, as this is the final format that the submissions must take; this means that a student could complete each assignment by hand if they wished, and scan their work into a Word/PDF Document. Where the course requires diagrams to be constructed, the **student will require regular access to scanning equipment**. This allows the diagrams to be constructed by hand, and added to the Word/Pdf document ready for submission

All students should be aware that reduced or no marks will be allocated to work that is submitted late. Students unable to achieve course schedules will be withdrawn with no refund. Please note that an Access pass in the subject of your choice will not gain you an automatic place on either of the first year courses.

Application Deadline

Course start date: 4th February 2019
First assignment date: 12th February 2019

The application form with all necessary enclosures should be received by ABDO College no later than 28th January 2019. Failure to meet this deadline will result in a delay in the processing of your application. Applications received after this deadline will incur a late entry fee of £100.00

Course fees

All Students: £525.00

Access Course materials will not be released through VLP 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.

Resignation/withdrawal from course studies

Once your place on the course is confirmed by ABDO College you will be liable to pay the fees,

After confirmation but before official start date	Full Refund Less £30 administration fee
Up to 2 weeks from the official start date	Full Refund Less £30 administration fee
2 to 4 weeks from the official start date	75% of course fee Less £30 administration fee
4 to 8 weeks from the official start date	50% of course fee Less £30 administration fee
8 weeks after the official start date	No refund

even if you subsequently withdraw from the course.

ABDO College will only accept withdrawals directly from the student and will not action requests from Practice Managers or Supervisors. All withdrawals must be made using the form provided.

Return address

Please send your completed application pack to:

The Courses Team, ABDO College Operational Services, Godmersham Park, Godmersham
Canterbury, Kent CT4 7DT