**Classroom Agreement**

**Please return this form to** **admin@spotlightmultimedia.co.uk** **along with your proof of eligibility documents (proof of address and photo I.D)**

In order to take part in this qualification, I acknowledge that I must (please sign at the bottom if you agree to the following)

* Be over 19 years of age
* Live in a London Postcode
* Have lived in the EU for 3 years on more
* Arrive promptly in time for my classes and not be late
* Hand in the required assignments as instructed by my tutor
* Be respectful and courteous to all members of the group, staff and learners
* Not be prejudice towards anyone regarding sex, gender, ethnicity, beliefs etc.
* As I will be taking part in remote sessions as part of this qualification, I have a computer that functions well enough to participate in Zoom meetings without there being consistent technical interruptions
* I understand that if my computer speed is causing the class delivery to be affected, I may be asked to withhold my participation in the course until my computer speed has been addressed. I understand that this will be at the tutor’s discretion.
* I also understand that the tutor may, for reasons such as safeguarding, wish to put on hold my participation in classes until a more appropriate time. Again, this is solely at the tutor’s discretion

I agree to adhere to the above and confirm that all work undertaken in relation to this qualification is my own. I agree to the terms and conditions set out below: (For an electronic signature, you can simply write your name, e.g. M. Hughes)

**Signed:**

**Print Name:**

**Date:**

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#### ***Terms and Conditions***

By accepting these terms and conditions, you agree to the following:

I understand that free courses are delivered as qualifications and that I am committed to completing all necessary enrolment documents, worksheets and projects related to achieving these qualifications as set out by Spotlight Multimedia.

I agree to arrive promptly to all online classes.

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I understand that I can only undertake one Level 1 and one Level 2 course for free (if eligible).

If for some reason I am unable to attend my online class, I will notify admin@spotlightmultimedia.co.uk as soon as is reasonably possible to let them know.

I understand that Spotlight Multimedia reserve the right to cease my learning on any course if I fail to arrive promptly to class or am absent without notification.

I agree to submit all worksheets and practical projects by the due date set.

If, for some reason, I am unable to submit worksheets or practical projects by the due date set, I will notify admin@spotlightmultimedia.co.uk as soon as is reasonably possible to let them know.

I understand that Spotlight Multimedia reserve the right to cease my learning on any course if I fail to submit worksheets or practical projects on time without notification.

I agree to respect the teacher and other learners during live classes by not using offensive language and by listening to the teacher at all times.

I was aged 19 or over on the 31st August 2021, am currently resident in a London Borough and have been an EEA citizen for the past 3 years.

If, for some reason, I am unable to attend a course before the course start date, I agree to notify admin@spotlightmultimedia.co.uk as soon as is reasonably possible, so that they can offer my space to a different learner.

I understand that if I do not notify Spotlight Multimedia that I am no longer able to attend a course that they reserve the right to not admit me to any future free (funded) courses.

I understand that Spotlight Multimedia provide Adobe licenses for some courses and that I am able to use this license for the course duration only. I confirm that I will not attempt to change the password or make in-app purchases and that doing so will be highlighted by Adobe and Spotlight Multimedia notified. In this instance, I understand that I would immediately be removed from all courses and unable to complete any future courses with Spotlight Multimedia.

I confirm that my computer is adequate for running Adobe programmes alongside Zoom and that I have high-speed internet connection. I understand that if I am unable to install the necessary software on my computer, or if my internet speed causes delays during live classes, that Spotlight Multimedia reserve the right to cease my learning.

I understand that to undertake these courses I must use a laptop or computer and that the use of a tablet or mobile phone to undertake the learning (accessing Zoom classes and undertaking worksheets/practical tasks) is strictly prohibited. I understand that Spotlight Multimedia reserve the right to cease my learning if I do not use a sufficiently adequate laptop or computer. A mobile phone may be used in the video production course for filming purposes only.

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I understand that I am able to undertake only 1 free progrmme (which includes level 1 and level 2) during any academic year (1st September 2021 - July 31st 2022) unless otherwise authorised by Spotlight Multimedia.