



EXPERIENCE

B L C



STUDENT GUIDE
2017/18

**FOR HIGHER EDUCATION LEARNERS
AT BUXTON & LEEK COLLEGE**

0800 074 0099

www.blc.ac.uk

WELCOME

Welcome to Higher Education study with Buxton & Leek College. As part of the University of Derby group we are best placed to provide you with the help and support you need to achieve in your chosen qualification. We are able to offer high quality, local, affordable, higher education and higher skills courses to students of all ages and backgrounds. The course you have chosen is validated by the University of Derby and is recognised and valued by employers. You will enjoy the best and most important elements of the university experience – great teaching and learning from expert staff using industry standard facilities and equipment; and a respected and valued qualification. Thank you, on behalf of the staff and governors, for choosing to study at Buxton & Leek College and I know that you will value your time with us both during and after your course.

CONTENTS

2	Funding and additional financial support
3	Enrolment
4	Support Non-attendance procedure
5	Withdrawal from programme Transfer from programme
6	Change of personal details Authorised break from study
7	The learning contract Exceptional extenuating circumstances (EEC) Seven day extensions Referral and failure procedures
8	University of Derby online (UDo) Course resources
9	Unimail Careers and Employment Service
10	Union of Students
11	Giving feedback
12	Facilities
13	Glossary of terms
14	Sponsor letter template

USEFUL CONTACTS

General enquiries E: blc_headadmin@blc.ac.uk T: 0800 074 0099

Student Records and Fees E: studentrecordsandfees@derby.ac.uk T: 01332 591063

Careers advice and guidance

Buxton and Leek Campus: E: careersbuxton@derby.ac.uk T: 01298 330309 / 330891

Derby Campus: E: careers@derby.ac.uk T: 01332 591316

Student Loan Company 0300 100 0607

FUNDING

In order to complete enrolment onto your course and gain access to study materials you will need to provide evidence of payment of fees in one of the following methods:

SELF-FUNDING

Students opting to self-fund their programme of study will need to pay either an initial deposit or in full during enrolment to the Finance Office. For part time students the deposit (25% of semester one module costs) will be paid upon enrolment followed by 3 further instalments during the year. Full time students can pay in 5 instalments over the year.

More information for part time students can be found at: www.derby.ac.uk/study/part-time/fees

More information for full time students can be found at: www.derby.ac.uk/media/derbyacuk/contentassets/documents/finance/Guide-for-payments-and-queries.pdf

EMPLOYER SPONSORSHIP

Students being sponsored by their employer will need to provide a signed letter on letter headed paper from their employer indicating payment of fees for the academic year. An example of a sponsorship letter can be found at the end of this guide.

APPLYING FOR STUDENT FINANCE

Students applying for a student loan for the academic year can apply on the Student Loan Website www.gov.uk/apply-online-for-student-finance where you will be asked for details of your course.

ADDITIONAL FINANCIAL SUPPORT

You may be able to access the following to support your studies (eligibility criteria apply):

COLLEGE DISCRETIONARY BURSARY FUND

To help with the cost of equipment or transport.

LEARNER SUPPORT FUND

A discretionary and limited source of financial help for students who are aged 19 and over and are experiencing hardship.

CHILDCARE FUNDING

If you're in receipt of means tested benefits we may be able to contribute towards childcare costs.

PROFESSIONAL AND CAREER DEVELOPMENT LOANS

Bank loans that can help with payment towards training or courses that will develop your career and improve your chances of getting into paid employment.

For our full fee policy and more information about the financial support you may be entitled to visit www.blc.ac.uk or call 0800 074 0099.

ENROLMENT

WHAT TO EXPECT

You will be sent an email with a link to the online enrolment pages and a username and password in mid to late August. This will be sent to:

- New students: the email address you provided during the admissions process
- Returning students: your Unimail address.

ONLINE ENROLMENT

First familiarise yourself with the instructions on the welcome page. After reading the Declaration, click on the Terms & Conditions to view these in more detail. They'll open in a new window; you will need to close this down before ticking to accept them.

Next there will be a sequence of screens to check your personal and programme details. If you need to update your program details please contact the College.

At the Course List page you'll be asked to select each of your modules individually. If you can't see the module (or semester) you need, contact the College for guidance. Your module choices can be reviewed at the confirmation stage.

Finally at the end of enrolment online you'll be shown a summary of your registration. If you're unable to complete online enrolment before you arrive on campus, there will be an enrolment session scheduled into your faculty induction.

CONFIRMATION

Once you have completed the online process new students must confirm their enrolment with a member of the enrolment team on Campus. If you're a placement year student you won't need to come in. Returning students can be confirmed remotely. We'll confirm your enrolment as soon as you've enrolled online and made any necessary payments.

If you don't complete enrolment you could be withdrawn from the College, so please ensure you contact us if you're experiencing any problems. After we've confirmed your enrolment you'll receive a completion email. This is your proof of registration at Derby, so keep it safe.

ID CARD

A new ID card is given each year that you attend College, you'll have your photo taken for your ID card during your confirmation session where you will then receive your new card.

INDUCTION

Following enrolment students and tutors will meet for a tour of the facilities of the HUB (Leek Campus) or Library (Buxton Campus) where you will be made aware of the different facilities and support available. You will have the opportunity to ask any questions you may have and the tutors will outline the units to be covered in your course, provide you with a timetable and other course specific information.

PERSONAL TUTOR

Personal Tutors monitor student progress and provide support for students with any additional needs, keeping Module Tutors informed.

In designing the programme, employers were consulted and their employment knowledge informed the programme design. The programme complies with the Equality Act (2010). Your Personal Tutor will be allocated to you at the start of your programme of study.

More information can be found at: www.derby.ac.uk/about/learning-enhancement/learning-teaching/personaltutoring

SUPPORT

The College provides support plans to support students with additional resources for their learning, e.g. a student support mentor to help with students' writing assignments or a note taker for a deaf student. A very diverse assessment strategy with a variety of assessment activities and diverse blended teaching and learning modes of delivery accommodates a range of learning and assessment styles to provide access to all students including those with additional needs. Included in the teaching hours are high levels of designated tutorial time for Module and Personal Tutors to support students with additional needs.

A programme specific website of study materials is provided for students to access.

More information can be found at: www.derby.ac.uk/campus/support/learning-differences/what-support-is-available

NON-ATTENDANCE PROCEDURE

The College has an attendance monitoring policy, so it's important that we know when and why you've not been able to attend taught sessions, especially if you've been ill or something has happened that has affected your ability to attend.

To help you notify us about your absences and the reasons for them, we have a form that you can complete. You can find the form on UDo. Just go to the Self Service area and click on My Details.

You need to choose 'Student Centre' from the 'go to' box in the top right corner, and click on the double arrows.

Here, you'll see a link called 'My Absence' and you'll be able to complete the form from there. You'll be able to record your first day of absence, and your expected date of return to taught sessions, you'll also be able to see the 'history' of the absence notifications you've sent through. The form is in place so that we can keep complete attendance records for you, and more importantly, so that we can help you find the support you might need if your reason for absence is something that might affect your study over a longer period of time.

The information you provide will be available for tutors from your registered modules through their own view of UDo and lists of registered students. However, they may not see it immediately. If your absence means that you won't be able to take part in a scheduled activity that might affect others (for example you're meant to be giving a presentation or taking part in assessed group work) you might need to notify your lecturer by email or phone as well.

Remember, the fact that you've submitted a form does not mean that your absence has been authorised. Missing buses, car breakdowns or getting up late aren't the sort of things that you should complete an absence notification form for. In those instances, you should aim to be in class at the next session, and should catch up on any of the sessions you might have missed by checking your Course Resources on UDo. You should manage your time and plan in advance for non-illness related absences. So, if you have to make a doctor or dentist appointment in advance, you should try to make it outside the times that you're expected to be in lectures or tutorials. If your absence means that you'll miss deadlines for coursework or exams, then you'll need to look into whether you'll be eligible to apply for Exceptional Extenuating Circumstances (EEC).

More information can be found at:

www.derby.ac.uk/campus/support/student-centres/student-absence

WITHDRAWAL FROM PROGRAMME

The date that you withdraw from study will affect the level of tuition fees that may be refunded and it will also affect your student loan. Fee adjustments are calculated with reference to the date of withdrawal from the College and cannot be actioned if the withdrawal procedure has not been followed correctly.

Information on withdrawal can be found at:

<https://udo.derby.ac.uk/sites/udohe/MyStudyGuidance/Pages/Withdrawal.aspx>

TRANSFER OF PROGRAMME

Students may transfer from one programme to another, subject to the approval of both programmes concerned. Transfers necessitate change to both the recorded enrolment and the registration for an award. Students on undergraduate programmes have the right to transfer to another programme if all the following conditions are satisfied:

- The student's qualifications are comparable to those of other students on the programme to which s/he wishes to transfer
- If the programme is professionally based, the student possesses the attributes required
- The programme is not oversubscribed.

More information can be found at:

www.derby.ac.uk/media/derbyacuk/contentassets/documents/academicregulations/enrolment-and-registration.pdf

CHANGE OF PERSONAL DETAILS

You should let us know immediately if any of your personal details change. You can amend these yourself on UDo: www.derby.ac.uk/udo (see page 9) using the Self Service Centre.

Alternately you can contact the College on:

Leek: T: 01538 220000 or E: blc_headadmin@blc.ac.uk

Buxton: T: 01298 330404 or 330644 E: studentcentrebuxton@derby.ac.uk

AUTHORISED BREAK FROM STUDY

Interrupting your studies (also called taking an authorised break from study) may become necessary if exceptional circumstances make it impossible for you to continue studying for a short period of time but you do not wish to permanently withdraw from your course. The period of authorised break from Study must be for a minimum of one semester and should not be for more than one year. Authorised breaks from study for more than a year can only be approved by a review process with your Programme Leader. If you need to take an authorised break for more than a year you should apply for a one year authorised break from study in the first instance and may then apply for further extensions, if necessary, near the end of the authorised break from study period.

It is expected that you will return to the same course and phase of study. If you want to change courses, this would need to be discussed with your Programme Leader and may affect your tuition fees and student loan. You must discuss the financial implications with the Student Records and Fees Unit and contact Student Finance England for more information about tuition fees. It is advisable to book a Careers Guidance appointment with the Careers and Employment Service.

It is important to remember that students who are taking an authorised break from study are not registered students of the College; you are temporarily suspending your studies. This means that in normal circumstances, you will lose your right of access to certain University / College facilities, including the library.

If you are in receipt of a Tuition Fee Loan, this will only be met by the Student Loan Company if you are in attendance at various liability points during the academic year.

More information can be found at: [https://udo.derby.ac.uk/sites/udohe/MyStudyGuidance/Pages/Authorised-Break-from-Study-\(ABS\).aspx](https://udo.derby.ac.uk/sites/udohe/MyStudyGuidance/Pages/Authorised-Break-from-Study-(ABS).aspx)

THE LEARNING CONTRACT

The document 'Rights, Responsibilities and Regulations' (referred to as 'The 3Rs') gives general information on what is expected from students and what they can expect from the College/University. The can be viewed at: www.derby.ac.uk/academic-regulations

The points made below are specific to students attending at all campuses and are complementary to these general guidelines.

EXCEPTIONAL EXTENUATING CIRCUMSTANCES (EEC)

All work should be submitted on the given hand in date. If work cannot be submitted by or on the submission date, it is very important to discuss this with the relevant delivery Tutor. If you are faced with serious circumstances that may affect you completing an assessment on time, you will need to apply for EEC (exceptional extenuating circumstances). You will still need to hand in the work you have managed to do by the deadline date, but you will have the chance to resubmit the fully completed work at a later date if your EEC application is approved.

For more information about what you need to do please visit: www.derby.ac.uk/eec or speak to your lecturer.

SEVEN DAY EXTENSIONS

In circumstances where you believe you can hand in your work but need some extra time you may be eligible for a 7 day extension. This can be applied for if circumstances out of your control mean you won't be able to meet an assessment deadline. If your application is successful this will allow you to submit your assessment up to 7 days late, without your mark being capped. As with the EEC, you will still need to hand in the work you have managed to do by the deadline date.

If you apply for a late submission you can't normally submit an Exceptional Extenuating Circumstances (EEC) application for the same reason unless you have additional evidence to support your application. Therefore, it's important you make sure you apply for the correct option for your situation. For more information about what you need to do please visit www.derby.ac.uk/latesubmission or speak to your lecturer.

REFERRAL AND FAILURE PROCEDURES

Students are normally entitled to one referral opportunity in each of the failed assessment components. Any and all entitlements to referral can be removed following a proven academic offence or a decision taken by the University Assessment Board for Exceptional Circumstances (UABEC), or if special conditions apply to meet the requirements of an external agency.

More information can be found at:

<https://udo.derby.ac.uk/sites/udohe/MyStudyGuidance/Pages/Referral.aspx>

UNIVERSITY OF DERBY ONLINE (UDO)

WHAT IS UDO?

UDo is your online space. From UDo you can get to all sorts of things including:

- Your timetable
- Course resources
- Your email account (known as Unimail)
- University news
- Support services
- News
- Notice board
- Student poll
- And much more...

HOW DO I GET ONTO UDO?

You'll be able to log into your UDo account 24-48 hours after you have completed enrolment. You can do this by visiting **www.derby.ac.uk**, clicking on Current Students at the top of the page and logging on. Or visit: **www.derby.ac.uk/udo** directly.

When you first log in your user name will be your student number (you'll see this on the letters we've sent to you as 'our reference') and your password will be the same as the one you're using to enrol (it'll have been emailed to you with your invitation to enrol).

Once you've logged in for the first time you'll be asked to change your password. It's important to set up security questions and answers that are easy to remember so you can reset your password yourself whenever and wherever you need to. Once you've done this you'll have full access to everything UDo has to offer. If you'd like some help with getting in to UDo visit the IT help desk based in Kedleston Road and Britannia Mill Libraries or please contact:

W: www.derby.ac.uk/udo

E: itservicedesk@derby.co.uk

T: 01332 591234

COURSE RESOURCES

Course resources (sometimes known as Blackboard) is the space on UDo where you'll find all of the virtual support for your programme and modules. It's likely that your lecturer will talk you through how they're going to use course resources with you once your teaching begins. If you're unsure about how to use it they'll be more than happy to advise you. Find your course resources by logging onto UDo, and click the course resources link in the self service area. You can expect to find:

- Lecture notes
- Reading lists
- Your programme handbook
- Module handbooks
- Contact information for your lecturers
- Ways of communication with other students on your course
- Information about your assessments.

UNIMAIL

Unimail is your College email account and is activated when you enrol. Emails contacting lecturers or departments should be sent through this account. This is also the only address that we'll email you on, so make sure to check it regularly so you don't miss out on any important messages from us.

Unimail is part of the University's email system so you won't have to worry about your messages being blocked or treated as 'spam' and vice versa. This means we know you've got our emails, and you can trust we've got yours. A second benefit of having a Unimail account is having a professional email address.

You may have to manage a personal and a University email account, just as you'd have to manage a personal and work email address when employed. With Unimail you can view your emails from any computer with a browser and internet connection simply by logging into UDo

For information on what you can do with Unimail and some of the benefits please visit:

www.derby.ac.uk/its/students/unimail

You'll receive an email to your personal email address that you used to apply with to let you know when your Unimail account is live. Until then you'll receive all official communication from us to your personal email.

Unimail is provided in partnership with Microsoft Office 365. This means that you've got access to 25GB of free cloud storage, known as OneDrive, and the Office WebApps which allows you to create Microsoft Office documents from within a web browser.

Additionally you can also download a free copy of Microsoft Office that you can install on your own PC or laptop by visiting: **www.derby.ac.uk/its/students/stuadvantage**

To get into Unimail simply log into UDo and click the Inbox icon at the top of the page. If you can't access/open Unimail after you've received the email confirming your account is live, or you need advice on changing your password, please contact the IT help desk on:

W: www.derby.ac.uk/udo

E: its servicedesk@derby.co.uk

T: 01332 591234

CAREERS AND EMPLOYMENT SERVICE (CES)

The Careers and Employment Service is here to offer information, advice and guidance on any career related issue you may have. We want to support you in preparing for the world of work and make sure that you have the greatest possible chance of getting a job you want after graduating. This is some of what we offer:

Advice and guidance: We offer one-to-one advice and guidance appointments with a specialist adviser plus opportunities to work with you on career related issues in your lessons.

Online resources on our web pages: We have an extensive bank of online resources for you to use and you can access these on our UDo pages at: **www.derby.ac.uk/ces**

We also offer a range of other services such as central workshops, Futures Award, Employer events and much more, please visit our webpages at: **www.derby.ac.uk/ces** to find out what is available to you.

UNION OF STUDENTS

Every student enrolled at the University of Derby, and Buxton & Leek College, is automatically a member of the Union of Students. Whether you're actively involved or not, we aim to make your student experience a better one.

Always remember that the Union of Students is not part of the University; it is this independence that is key to our role. We are both student led and student focused and are passionate about ensuring that your time at university is as enjoyable as possible.

The organisation is led each year by a group of officer trustees, who are voted in by their peers enrolled at the University of Derby. This team is supported by a team of full time employed staff and also a team of part time officers (elected volunteers).

The Union of Students exists to represent students' voices within the University, College and also the wider community – both locally and, via NUS, nationally.

DEMOCRACY

This is your Union of Students, you have the power to change anything and all good change starts with one thing...an idea! There's no idea too big or too small, whatever it is then register it at **www.derbyunion.co.uk** and see if other students agree with you.

ACADEMIC REPS

The Union of Students believes the student voice should be heard and listened to throughout the University, from programme level all the way up to our elected Officer Trustees.

We, as an independent organisation, coordinate the representation structure, train elected representatives, and provide support for them at any point throughout the year. In the University of Derby (Higher Education) we run a two-tier structure: Programme Reps and College Reps. We have hundreds of Programme Reps who represent the year of their programme, led by seven College Reps who can take issues to a higher level within the university.

In Buxton & Leek College (Further Education) we have course reps who represent the students on their course at both course and college level. Course reps attend meetings with their course staff and course forums, where wider college issues and student feedback are discussed. Find out more information at **www.derbyunion.co.uk**

SOCIETIES

We boast over 50 student societies, ranging from quidditch to Musical Theatre and from Medieval Re-enactment to Film or even airsoft.

Our societies sit in six categories: Academic, Active and Performance, Charity and Campaigns, Interest, Religious and Cultural and those based in Buxton, Leek and Chesterfield. There's a society for every taste – and if not, you can set one up!

Join today at **www.derbyunion.co.uk** and make loads of new friends, develop new skills, enhance your CV and discover new hobbies or continue an old one and the most of your time with us.

SPORTS

The Athletic Union (AU) is the body that supports all sporting activity at your Union of Students. We support students that run over 40 sports clubs including team and individual sports, outdoor and water sports and martial arts.

If you're interested in getting involved in our sports teams, you'll find a number of opportunities available to you such as competing in the British Universities & Colleges Sport Leagues (BUCS), coaching courses, officiating, volunteering or just being a supporter. All our clubs are run by students so being on a club committee would mean that you are helping with the running of the AU which looks great on your CV. If you find that the sport you're interested in isn't currently offered, your AU will support you to set it up.

ACTIVITIES

Your student experience is much more than just going to your lectures and meeting new people. On the activities section of www.derbyunion.co.uk you will find everything you need to make the most of your time at University and beyond.

Whether it be trying new activities and making new friends through one of our Give it a Go sessions to getting to know your local community and building your employability skills through our Volunteering projects, or fundraising for your favourite charity with RAG to presenting your own radio show the Activities Section has something for you!

We also offer a variety of training sessions throughout the year helping you to build and develop on your existing skills, as well as running the Futures Award to reward and recognise anyone that is involved in any of the activities that you take part in through the Union of Students.

HELP & ADVICE

US Help & Advice is here to support you from the moment you apply all the way through University up until the time you graduate and sometimes, you may even wish to come back to ask us something.

Your US Help & Advice Team covers all of the University sites and we can come to you if it is more convenient. If you are able to, come and see us at the Buxton or Leek Campus.

GIVING FEEDBACK

Student representatives are chosen from each Study Centre to contribute on behalf of their group as members of the Programme Committee for your course area. Students also have the opportunity to give feedback on general issues using Programme Evaluation forms twice each year, and after the completion of each module students are invited to provide feedback on a module form provided by the tutor. Feedback is taken seriously and, wherever feasible, it is acted upon. This is reported in the Programme Enhancement Plan and included in the Action Plan where relevant.

FACILITIES

LEEK RECEPTION & FINANCE OFFICE

Term time: Monday-Wednesday: 8.45am-7.30pm, Thursday and Friday: 8.45am-4.45pm
Holidays: Monday-Wednesday: 8.30am-5pm, Thursday-Friday: 8.30am-4.45pm

BUXTON RECEPTION

8.30am-4.30pm

BUXTON FINANCE OFFICE

Monday-Thursday: 9.15am-3.45pm, Friday 9.15am-3.15pm

THE GALLERY LEEK

8.30am-2.15pm (term time only)

CAFÉ CENTRAL BUXTON

Monday-Thursday: 8.45am-3.30pm, Friday: 8.45am-3pm

THE HUB

Term time: Monday-Tuesday: 8.30am-7pm, Wednesday-Friday: 8.30am-5pm
Half term: Monday-Friday: 8.30am-5pm

THE DEVONSHIRE LIBRARY

Monday-Thursday: 8.30am-9pm, Friday: 8.30am-6pm, Saturday: 10am-5pm, Sunday: 12pm-4pm

KEDLESTON ROAD LIBRARY

Monday-Thursday: 8am-10.30pm, Friday: 8am-7pm, Saturday: 10am-5pm, Sunday: 1pm-5pm

STUDENT CENTRE LEEK

Term time: Monday-Wednesday: 8.45am-7.30pm, Thursday and Friday: 8.45am-4.45pm
Holidays: Monday-Wednesday: 8.30am-5pm, Thursday-Friday: 8.30am-4.45pm

STUDENT CENTRE BUXTON

Monday-Thursday: 9am-5pm, Friday 9am-4.30pm

CAREERS AND EMPLOYMENT SERVICE

Buxton & Leek College: Appointments available: Monday-Friday 9am-4.30pm Telephone: 01298 330309, email: careersbuxton@derby.ac.uk or book in person by visiting the Devonshire Library at the Buxton Campus.

Kedleston Road, Derby: Appointments available: Monday-Friday 9am-4.30pm Telephone: 01332 591316, email: careers@derby.ac.uk or book in person by visiting the upper ground floor of the Library at the Kedleston Road site of the Derby Campus.

GLOSSARY OF TERMS

LECTURE

A presentation or talk on a particular topic. A lecture may be the way learning at University level is traditionally imagined, where a lecturer introduces ideas or delivers facts to a group of students. Lectures can also be interactive, involve a variety of contributors, make use of a range of media and technologies, and can take place virtually as well as in person. Lectures generally involve large groups of students but size will vary depending on what's being taught, the size of the overall student group, and practical considerations.

SEMINAR

A classroom session focusing on a particular topic or project. Seminars provide the opportunity for students to discuss a topic and/or to explore it in more detail than might be covered in a lecture. This may involve discussion in a small group guided by a lecturer.

Seminar can also mean student-led classes with a lecturer present. As with lectures, use of technology means seminars may take place virtually. Seminars generally involve smaller groups of students than lectures, but size will vary depending on what's being taught, the size of the overall student group, and practical considerations.

ASSESSMENT

There are lots of different types of assessments depending on your programme. You have written assignments, exams, presentations, computer tests, performances, exhibitions or work placements. There may also be other types depending on your programme. Your lecturers will talk to you about the assessments you'll have for each module nearer the time.

TUTORIALS

Tutorials may be distinguished from seminars for the stronger emphasis that they place on the role of the Tutor in giving direction or feedback. Tutorials can happen virtually as well as face- to-face.

PROGRAMME

Programme, sometimes called course, is the name given to the group of modules that make up the award you're studying for. Each programme is led by a Programme Leader.

MODULE

Modules are the name for the individual subject areas that you're studying each year, they divide the content of the programme into manageable chunks. Each module is led by a module leader.

PERSONAL/PROFESSIONAL DEVELOPMENT PLAN (PDP)

Many courses include PDP, and the College also offers the online resources for you to do this yourself, it can help you to develop your personal skills and experiences. This can involve anything from developing academic skills, improving your time management or taking part in additional activities such as sports or a society. It helps you to monitor your development and reflect on your learning and achievements.

LECTURER

Your Lecturer, sometimes called Tutor, is the person who enables your learning through lectures, support seminars and tutorials, and answering any queries.

SPONSOR LETTER TEMPLATE

Student Records and Fees
University of Derby
Kedleston Road
Derby
DE22 1GB

[Date]

Dear Sir,

Re: Tuition Fees - Academic Year [date]

This is to confirm that we will pay [in full / % of / a maximum of £.....] towards the [tuition fees/ registration fees] for the following employee(s) for [date] academic year:

Name: _____

Date of Birth: _____

Programme: _____

Could you please forward all invoices to the above address marked for the attention of [appropriate name or department]

Yours faithfully,



0800 074 0099

www.blc.ac.uk

Buxton Campus

1 Devonshire Road, Buxton, Derbyshire, SK17 6RY

Leek Campus

Stockwell Street, Leek, Staffordshire, ST13 6DP

Derby Campus

Kedleston Road, Derby, Derbyshire, DE22 1GB

