



St. Paul's Institute - Student Agreement

This Student Agreement (“Agreement”) is made between St. Paul’s Institute (the “Institute”), a licensed further education institution by the Malta Further and Higher Education Authority since 2024, licence no: 2024-015, and the enrolled student (“Student”) listed below, in relation to the Student’s enrolment in the further education programme “Award in Early Childhood Education and Care”.

This Agreement is concluded prior to the Student making any payment for the programme and prior to the commencement of the programme, in accordance with MFHEA requirements.

1. Student and Programme Details

Student Name: _____

Student ID/Identity Card: _____

Contact Details: _____

Programme Title: Award in Early Childhood Education and Care - EQF/MQF Level 4

Awarding Body: St. Paul’s Institute

Mode of Delivery: Blended Learning

EQF/MQF Level: Level 4

Duration: 12-18 months

Credits: 60 ECTS

Total Learning Hours: 1500 hours

Mode of Attendance: Part-time

Language of Instruction: English

Start Date: ___/___/_____

Anticipated End Date: ___/___/_____

Placement Location: _____

2. Education Provider and Contact Details

St. Paul’s Institute

12, Triq l-Isptar, Tal-Pietà, PTA 1512, Malta

Email: info@stpaulsinstitute.mt P

hone: +356 2757 0147 / +356 7775 4444

Licence No.: 2024-015

Web: <https://stpaulsinstitute.mt/>

3. Nature and Location of Programme

The programme is designed to deliver theoretical and practical learning for early childhood education professionals and will include:

- Online instructional content and assessments.
- Practical placement hours conducted at St. Paul's Childcare and Pre-Learning Centre, Pietà or other approved childcare settings. Total learning includes online modules, assessments, and placement hours.

4. Entry Requirements:

Prospective students must:

- Be at least 17 years old at the start of the programme
- Provide a clean police conduct record
- Have competent English language skills
- Possess valid identification documents
- Demonstrate basic digital literacy (smartphone/computer skills)
- Attend an interview or assessment to determine suitability for the course

5. Learning Outcomes and Programme Structure

The Institute shall provide the Student with a copy of the intended learning outcomes and the structure of the programme including modules and assessments. The programme is aligned with the intended learning outcomes for MQF Level 4.

6. Teaching, Learning and Assessment

The Institute will provide learning and assessment in accordance with its teaching, learning and assessment procedures, including but not limited to:

- Online video lectures.
- Asynchronous and synchronous discussions.
- Peer learning and collaborative projects.
- Practical placement and hands-on experience.
- Online assessments, quizzes, presentations, case studies, and assignments.

Assessments will be aligned with programme outcomes and module requirements.

7. Attendance and Participation:

The Student acknowledges and agrees that consistent attendance and active participation in all aspects of the programme, including online lectures, discussions, assignments, and placement hours at _____ are essential for successful completion of the programme. Failure to participate as required may affect assessment outcomes, progress, and eligibility for certification.

8. Health and Safety:

The Student commits to prioritizing the health and safety of children, staff, colleagues, and themselves during all placement activities at _____.

The Student will adhere to all applicable health and safety policies, procedures, and guidelines, including those specific to early childhood education settings, and will immediately report any incidents or concerns to the designated supervisor.

9. Student Obligations

The Student agrees to:

- Participate actively and complete all required components of the programme, including online learning and placement hours;
- Adhere to the Institute's Code of Conduct, academic integrity policies, and placement centre rules;
- Provide accurate personal and contact details;
- Make payments in accordance with the agreed fee schedule; and
- Abide by all published Institute policies.

10. Duties of the Educational Institution

The Institute agrees to:

- Provide teaching, learning, and assessment in accordance with the programme information, syllabus, and module structure, ensuring alignment with MQF Level 4 outcomes.
- Ensure that all information related to the programme, including content, duration, assessment methods, fees, and schedules, is accurate, transparent, and available to the Student prior to enrolment.
- Offer timely academic guidance, feedback, and support through virtual office hours, discussion forums, email, or other appropriate channels.
- Provide learning materials and experiences that are accessible to all learners, including those with disabilities, and offer reasonable accommodations to support diverse learning needs.
- Adhere to policies, procedures, and regulations approved by MFHEA, ensuring the quality, safety, and integrity of teaching, learning, and assessment.
- Ensure a safe learning environment, including compliance with safeguarding and child protection standards for placement activities, and provide support for wellbeing where needed.
- Handle personal information of Students in compliance with GDPR and MFHEA data protection requirements.
- Communicate assessment criteria, grading schemes, and progression requirements clearly and provide results in a timely manner.

11. Fees and Payment Terms

Total Tuition Fee: 1300€ (1200€ Programme Fee + 100€ Registration Fee)

Payment Method: Full payment via Revolut or BOV.

The Student agrees to pay the full tuition fee in advance and understands that enrolment and participation in the programme is conditional upon receipt of full payment by the Institute prior to the start date. Failure to make full payment will result in the Student not being allowed to commence the programme.

12. Cancellation, Withdrawal and Refunds

The Student acknowledges that full payment is required prior to the start of the programme. No refunds are applicable under any circumstances, including cancellation or withdrawal before or after programme commencement.

By signing this Agreement, the Student confirms that they have read and understood this policy and accept that payment is non-refundable, in accordance with the Institute's terms and MFHEA requirements.

Refund requests will be considered only under exceptional circumstances and must be submitted in writing to the Institute.

Refunds may be granted in the following cases:

- Medical or Health Emergency

Where the student or an immediate family member experiences a serious illness, accident, or medical condition that prevents attendance. Supporting medical documentation must be provided.

- Programme Cancellation or Major Change by the Institute

Where the Institute is required to cancel, postpone indefinitely, or substantially alter the course content, schedule, venue, or mode of delivery without the student's consent.

- Employer or Sponsoring Organisation Withdrawal

Where the student's employer, sponsor, or funding body formally withdraws financial support prior to course commencement. Written confirmation is required.

All refund requests must be supported by relevant documentation and submitted within seven (7) days of the scheduled course start date.

All refunds are subject to an administrative fee of Eur 100.

The Institute reserves the right to assess each request on a case-by-case basis, and its decision shall be final.

13. Grading and Progress

The grading system for the programme is as follows:

- 91–100: Outstanding
- 81–90: Good
- 61–80: Satisfactory
- 0–60: Unsatisfactory

14. Academic Integrity:

The student agrees to uphold the highest standards of academic integrity and honesty. The student will not engage in plagiarism, cheating, or any form of academic misconduct.

15. Code of Conduct:

The student will adhere to the code of conduct outlined by St. Paul's Institute and always maintain professional behavior during the studies and placement hours.

16. Student Default

The Student will be considered in default of this Agreement if they:

- Fail to pay the full tuition fee prior to the commencement of the programme.
- Do not commence the programme as agreed.
- Breach the Institute's Code of Conduct, academic integrity policies, or placement centre rules.
- Provide false or misleading information during enrolment.
- Fail to comply with any other obligations set out in this Agreement.

Consequences of Student Default:

- The Institute may suspend or terminate the Student's enrolment.
- No refunds will be issued in the event of default.
- The Institute may withhold certification until compliance is restored.

17. Institute Default Clause

The Institute will be considered in default if it:

- Fails to deliver the programme as described in the programme information or syllabus.
- Does not provide agreed support, teaching, or assessment as outlined in this Agreement.
- Breaches MFHEA regulations or fails to maintain licenced status during the programme.

Remedies for Institute Default:

- The Student may lodge a formal complaint or appeal following the Institute's published complaints procedures.
- In case of unresolved issues, the Student may contact MFHEA for mediation or redress.

18. Dispute Resolution Clause

Any disputes arising under this Agreement shall be addressed in accordance with the Institute's dispute resolution procedures. This does not restrict the Student's right to seek legal remedies or to lodge complaints with the Malta Further and Higher Education Authority.

19. Personal Data and Data Sharing

The Student acknowledges that personal data contained in this Agreement may be shared with the MFHEA in accordance with MFHEA regulations, and in compliance with GDPR requirements.

20. Termination of Enrolment:

St. Paul's Institute maintains the right to terminate my enrolment in the program if the Student fails to follow the terms and conditions indicated in this agreement or participate in conduct that is affecting to the institute or its affiliates.

I, _____, acknowledge that I have read and understood the terms and conditions outlined in this agreement and agree to follow them throughout the duration of the course.

Student Signature: _____ **Date:** _____

(St. Paul's Institute representatives)

I certify that the above-named student has been admitted to the Award in Early Childhood Education and Care, Level 4 and agree to provide necessary support and guidance throughout their studies and placement hours.

Representative Signature: _____ **Date:** _____