

Terms & Conditions of INSPIRE EDT

- Your offer is conditional on payment or receipt of your signed acceptance or payment from your school. This covers accommodation and meals during the course but not travel expenses to and from the university or any additional incidentals.
- You must adhere to The Code of Behaviour and house rules brought to their attention by the University.
- You may not leave the course at any time during the course programme.
- Anyone who disregards any of these rules will be deemed to have withdrawn themselves from the scheme and may be sent home. No liability will be accepted by Inspire EDT or the University in such circumstances.
- It is essential that a parent/guardian is available in the UK for the duration of the course and we have up to date parent/guardian emergency contact details. If these have changed since your original application, it is your responsibility to ensure that we are informed by emailing headstartteam@etrust.org.uk
- Your personal belongings are your responsibility; they are not protected under any Inspire EDT or university insurance policy. Universities take no responsibility for valuables or vehicles so you should not bring any valuables or attempt to leave any type of vehicle on their premises.
- **Course fees once paid are non-refundable if you withdraw from the course.** Please check your calendars to ensure you have no school trips, DofE, holidays, sporting commitments, work experience, charitable events or other commitments. Please ensure you have consent from your school to attend the course if it occurs during school term.

Code of Conduct

On an Inspire course we need you to understand what is expected and behave appropriately at all times. You will be staying in an adult environment and preparing for a professional career, so you will automatically be treated as an adult and professional, unless your behaviour and performance fall below these standards.

- Working and possibly living together with other students means that you should respect their right to personal space and a positive social and educational experience, just as you would expect them to respect your right to the same, especially where you depend on each other for the success of an activity (e.g. in team projects or visits).
- Abusive or antisocial behaviour and language will not be tolerated under any circumstances, especially homophobic, sexist and racist language. All students, staff and visitors have the right to expect to be treated courteously and professionally throughout.
- Vandalism and damage to, or theft of, any property belonging to the University, staff or other students, is unacceptable, as are dangerous activities or behaviour which may cause injury or distress to other students, staff or the perpetrators themselves.
- To respect the legal obligations of the University, students must not possess, buy, sell, distribute or consume alcohol (irrespective of age) or illegal substances while on the Inspire course.
- Students must not leave the course or the University premises (unless supervised) without the express permission of the University. Students must adhere to course regulations as required by Inspire organisers.
- Students will be expected to respond immediately to reasonable requests and guidance from University or Inspire EDT Staff.
- For reasons of economy and Health and Safety, the University has a no smoking policy across all of its sites, (including buildings and campus grounds). This policy must be observed by all staff, students and visitors.
- All Health and Safety requirements of Inspire EDT, the University or any other organisation being visited must be observed in full (e.g. the wearing of protective clothing when provided, the following of safety guidelines etc.)
- With a carefully planned and demanding schedule, it is vital that students work to the programme timetable to avoid delays and/or any disruption; this includes getting up on time and being punctual for sessions and activities. This is because Inspire EDT and the University have a duty of care towards you. In return we need to be sure of your location, especially at night.

The Code of Conduct has not been introduced to restrict in any way those who behave responsibly, and is in no way meant to deter students from enjoying the Inspire experience, but rather a safeguard to ensure that nobody spoils the experience for others by failing to observe the rules of mutual respect set out above.

Students in breach of this Code of Conduct will face sanctions; these might include being expelled immediately from the Inspire course. In those circumstances, the student and their family or guardian would be responsible for arranging transport home and would have to cover the full cost of this, plus any administrative or damage costs incurred. The student's school or college will also be informed of any breaches of this Code of Conduct. Inspire completion certificates may also be withheld and DoE handbooks may not be signed. Any damage caused will have to be paid for.

EDT (Engineering Development Trust) is a registered charity in England and Wales (1156066) and in Scotland (SC039635), and is a company limited by guarantee (number 8879288).

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