

# Your next episode?

Courses for  
Adult Learners  
January 2020



**BMet**  
Inspiring futures, realising dreams.

We are enrolling for adult full and part-time courses between Monday 6 January – Thursday 16 January 2020, at our trio of Birmingham colleges.

# Start the next episode in your life with us

We have a range of courses across diverse subject areas. Whatever your career ambition, we can help you to succeed.

Our trio of BMet colleges



Popular at BMet



We run a range of short courses for people who are looking to get back into work – with availability all year round.

We offer a range of university-level and Access to Higher Education courses, right on your door step. We also offer higher level apprenticeships. Visit [bmet.ac.uk](http://bmet.ac.uk) to find out more.

We run free online Distance Learning Courses, that let you study for and gain recognised qualifications from home.

Lots of people struggle with maths and English skills, so if you have problems, you are not alone! We offer English and maths functional skills across all of our colleges.



# Our colleges at a glance

Take a quick look at the adult full and part-time options at our trio of colleges - we offer something for everyone.



**North Birmingham.**  
A technical and vocational college – leading in the fields of construction and engineering.

James Watt College offers courses in



Plus university-level, higher level apprenticeships & school leaver courses



**Birmingham City Centre.**  
A vocational college, with strong links with professional services.

Matthew Boulton College offers courses in



Plus university-level, higher level apprenticeships & school leaver courses



**In the heart of the Royal Town of Sutton Coldfield.**  
Centres of Excellence in Sport and the Arts.

Sutton Coldfield College offers courses in



Plus university-level, higher level apprenticeships & school leaver courses

**We are enrolling between Monday 6 January – Thursday 16 January 2020**



# Why we are right for you!

# B M e t

**Bright**

**Minds**

**excel**

**together**

Here at BMet, we understand how important it is that our courses match the local skills need – this is so that we can ensure all of our students leave us with the knowledge and skills they will need to succeed in the workplace.

All of the courses we run meet the local market demand, so that we can help our students to thrive as soon as they leave us.

We understand that taking that leap to return to education, takes a bit of a mindset switch. Can I really do this? You might think – Yes you can we say!

Come and join the thousands of people that have chosen to study at one of our colleges across Birmingham. It's never too late to return to education and there's never been a better reason to enrol on one of our courses at BMet.

We're here to help you find, or even reignite your passion through our courses.

No matter what your career aspirations may be, many of our adult courses are part-time and flexible to fit in with your life. Our courses cover a variety of subject areas and will provide you with the knowledge, skills, and qualifications to give your career a boost – by increasing earning potential!

We have the facilities and the teaching staff to help ensure you realise your dreams.

Both full and part-time students have access to our world-class facilities. This includes our fully equipped learning resource centres as well as state-of-the-art studios and workshops.

We are in it with you from the start!

From career guidance to support to helping ensure you have the finances behind you – to help you pursue your dreams. See page 7 and page 21 for all of the support you will receive.

You will also have access to our highly knowledgeable and supportive staff, whose only goal is to see you succeed.

Our colleges can be found across Birmingham – giving you the opportunity to study at a local college, while also planning out a schedule that works around your commitments.

# On a level

If you are returning to education, you may not know your Level 1 from your Level 4... but our quick guide will soon get you up to speed.

Level guide at BMet

LEVEL

1

LEVEL

2

LEVEL

3

LEVEL

4/5/6

No formal requirements.

4 GCSEs at Grade 3 (D) and above or a level 1 vocational programme at a pass grade or above.

National Extended Certificate (formerly Sub Diploma), 4 or 5 GCSE\* passes at Grade 4 (C) or above or Level 2 vocational programme at a pass grade or above including GCSE English and/or maths at Grade 4 (C). National Foundation Diploma/ National Extended Diploma (formerly 90 Credit/ Extended Diploma) 4 or 5 GCSE\* passes at Grade 4 (C) or Level 2 vocational programme at a merit grade or above including GCSE English and maths at Grade 4 (C). Diploma in Foundation Studies 2 AS or 1 A Level or a National Diploma/Extended Diploma in a related subject or equivalent qualifications.

## Aiming higher

Level 4/5/6 are university-level courses and we offer these higher levels right here at BMet! A range of university-level programmes are available to study on either a full or part-time basis at BMet.

**Entry requirements: A Levels, Level 3 Diploma or NVQ Level 3 (in a related subject).**

# Upskill your Life

If you are thinking about retraining, up skilling or changing career, BMet is right for you.

We offer a huge variety of vocational courses including part-time, HNDs and short courses, which are tailored towards the adult learner.

Whether you're ready to embark on a new career, get that all important promotion in your current role, or are even considering starting your own business, we offer an extensive list of full and part-time courses – which will help you get where you want to be.

If you are currently unemployed, we also offer some free courses, supported by local job centres – all leading to accredited qualifications. Our free courses are run from our specialist adult education centre, part of Matthew Boulton College, in Birmingham City Centre. See page 9 for more detail.

All our courses are designed to match local demand – so that you can be confident that the skills you build and the qualification you achieve, are exactly what local employers are after.

## Lots of support from the start

We know that returning to education can be daunting. However, we have a fantastic team of staff to help ease you back into college life. As well as finding the right course for you, they can advise you on the different types of funding available, to help cover the cost of any fees.

Our colleges are well-known for their friendly and supportive environments. We have dedicated tutors to help you achieve your learning goals. We also have an experienced team of advisors, who can provide additional support, along with advice and guidance on a whole range of issues – free of charge.

The important thing is that you make the most of your time with us and if we can help with that in any way, we will.





# Ways we can help



## Learning Support

If you need support with learning, you can access the Metro Centre at each college for individualised support with English, maths, dyslexia and study skills. Where appropriate, assessments can be arranged for examinations.



## Careers

Specialist careers staff can help you to make informed career decisions, improve your employability and prepare you for applying to university, for the world of work or for a promotion.



## Funding

We can help you work out what your education is going to cost and how you're going to fund it, including giving you advice on any financial help.



## Welfare

We offer information and support on a range of topics – with a confidential counselling service available for those who need it.



## Transport

Depending on your circumstances, we may be able to help with the costs of getting you to and from college.



## Childcare

Depending on your circumstances, we may be able to help with the cost of childcare when you are at college.

**Ask our student services team for more information when you enrol.**

# University calling

If you're considering studying for a university-level qualification, we have higher level courses available in:

Popular at BMet



No barriers to university with our access to higher education courses

Come along to enrolment or visit  
**[bmet.ac.uk/university](http://bmet.ac.uk/university)**

Are you interested in studying for a university-level course but haven't got the required qualifications? All is not lost, as our Access to Higher Education (HE) courses could be ideal for you.

Access to Higher Education courses develop study skills, build confidence and allow you to experience different subject areas within your chosen field – to prepare you for study at university.

If you haven't yet secured the qualifications required for a degree-level course, are aged 19 and over, have a Level 2 qualification (5 GCSEs grade A-C or a BTEC Level 2 course) and have some previous experience in your chosen pathway, then an Access to HE course is the ideal starting point.

Access to HE courses available in





# Courses for Job Seekers



## Free courses for the unemployed

We offer an exciting selection of short courses supported by local job centres, which lead to accredited qualifications. We teach skills that are valuable to local employers and help you back into work.

Our specialist adult education centre, part of Matthew Boulton College, in Birmingham City Centre offers a friendly, calm and welcoming environment to study in, gain confidence and meet new people.

We run our 'Job Club' twice weekly, offering lots of opportunities to support you to find work.

Your course is free if you are aged 19 years and over (before 31 August) and receive Universal Credit (UC), Job Seekers' Allowance (JSA) or Employment & Support Allowance (ESA).

**Visit [bmet.ac.uk/jobseekers](https://bmet.ac.uk/jobseekers) for more information**

# Subjects



## Business and Professional

We have fantastic links with employers. So, you'll have the opportunity to put business principles into practice, whilst benefiting from the expertise of leading business professionals, when you study on one of our courses.

As part of the vast and varied world of accounting, business and finance, there are many job opportunities to pursue in the region. These include accountancy, administration, customer service, HR, marketing, management, team leading and more - and we run courses in all these areas.

Available at  
**Matthew Boulton College**  
**Sutton Coldfield College**



## Construction

The West Midlands region is experiencing exceptional economic growth. As result the construction industry is benefiting from multi-billion pounds investments and needs highly-skilled professionals. The West Midlands Combined Authority is ensuring the region has a construction workforce with the right talent, skills and qualifications to thrive in the construction sector. Whether you're already working in construction, or someone exploring a career in the sector, we can help you take the next step in your career - with a variety of courses available, developing the skills that employers are looking for.

Available at  
**James Watt College**  
**Erdington Skills Centre**



## Child Care and Early Years

Our introduction to early years and care certificate, will prepare you to work with children up to the age of seven. You will gain skills and knowledge in all aspects of working with this age group. You will study the following units: Introducing the role of the early year's practitioner, legislation, framework and professional practice, play, development and learning for school and professional development. You will also have a work placement as part of the course.

Available at  
**James Watt College**  
**Matthew Boulton College**  
**Sutton Coldfield College**



## Engineering

The engineering industry is growing at pace and offers lots of different career choices.

Specialising in the study of mechanical engineering, electrical/electronic engineering or the building services environment, opens a wealth of employment opportunities including working as an aeronautical engineer, CAD technician, building inspector, design consultant, electrician, software developer safety officer or telecommunication specialist - to name but a few!

Plus, HS2 is coming to Birmingham and it is expected to create hundreds of engineering jobs across the city.

Available at  
**James Watt College**



## English and Maths

At BMet, we will help develop your knowledge and understanding of English and maths – to better prepare you to start an exciting new career, get a promotion at work or even start your own business. Courses available include GCSE English Language, GCSE Maths, Function Skills English/ maths and ESOL. Functional Skills and ESOL are available from Entry 1 – Level 2. The course you are offered, will depend on your previous qualifications and the outcome of your initial assessment. Functional Skills and GCSE courses, are free to students who don't already have a GCSE at grades 9-4.

Available at  
**James Watt College**  
**Erdington Skills Centre**  
**Matthew Boulton College**  
**Sutton Coldfield College**



## Horticulture, Floristry and Conservation

Horticulture qualifications provide essential skills for working in many different land-based areas. These include landscaping, tree surgery, parks and recreation and garden centres. Horticulture can also help with careers in the Forestry Commission, National Parks Trust and the Environment Agency.

Jobs available include working as a gardener or landscape designer, ornamental plant grower, garden centre worker/ manager, greenkeeper/ groundsman at sports pitches, soil scientist, commercial grower or horticultural consultant.

Available at  
**Matthew Boulton College**  
**- Birmingham Botanical Gardens**



## Medical and Science

There's never been a better time to decide to study science and medical with us. You can choose from Applied, Medical or Forensic Science. Studying in this area opens a huge range of career options, ranging from working in the fields of astronomy, biology, meteorology, ecology and research.

You could also venture into medical-related careers in: forensic medicine, biomedical, clinical biochemistry, radiology, microbiology or paramedic services. The world is your oyster!

Available at  
**Matthew Boulton College**  
**Sutton Coldfield College**



## Sports and Exercise Sciences

Career opportunities for those studying sport continue to grow in both the public and private sectors. Major areas of employment include sports development, sports coaching, sports therapy, health and fitness, physiotherapy, sports promotion and sports commerce (clothing and equipment), coaching, instructing and teaching. Our sporting courses will give you a head start when it comes to finding a job in the world of sports.

Available at  
**James Watt College**  
**Sutton Coldfield College**



# Courses

## James Watt College courses

COURSE TITLE	START DATE	END DATE	FEES £	DAY AND TIME
<b>CONSTRUCTION</b>				
In-Service Inspection & Testing of Electrical Equipment Award Level 3	07-Jan-20	21-Apr-20	475.00	Tue 18:00-21:00
Requirements for Electrical Installations (18th Edition Wiring Regulations)	11-Feb-20	16-Jun-20	475.00	Tue 18:00-21:00
<b>ENGINEERING</b>				
Manual Metal Arc Welding Award Level 1	06-Jan-20	03-Apr-20	475.00	TBC
Manual Metal Arc Welding Award Level 1	20-Apr-20	17-Jul-20	475.00	TBC
Metal Inert Gas Welding Award Level 1	06-Jan-20	03-Apr-20	327.00	TBC
Metal Inert Gas Welding Award Level 1	20-Apr-20	17-Jul-20	327.00	TBC
Rail Engineering (Track Maintenance) Diploma Level 2	17-Feb-20	27-Mar-20	993.50	Mon-Fri 09:00-16:00
Rail Engineering (Track Maintenance) Diploma Level 2	02-Mar-20	10-Apr-20	993.50	Mon-Fri 09:00-16:00
Rail Engineering (Track Maintenance) Diploma Level 2	06-Apr-20	08-Jun-20	993.50	Mon-Fri 09:00-16:00
Rail Engineering (Track Maintenance) Diploma Level 2	27-Apr-20	05-Jun-20	993.50	Mon-Fri 09:00-16:00
Rail Engineering (Track Maintenance) Diploma Level 2	22-Jun-20	31-Jul-20	993.50	Mon-Fri 09:00-16:00
Rail Engineering (Underpinning Knowledge) Certificate Level 2	20-Jan-20	14-Feb-20	632.50	Mon-Fri 09:00-16:00
Rail Engineering (Underpinning Knowledge) Certificate Level 2	17-Feb-20	27-Mar-20	632.50	Mon-Fri 09:00-16:00
Rail Engineering (Underpinning Knowledge) Certificate Level 2	02-Mar-20	10-Apr-20	632.50	Mon-Fri 09:00-16:00
Rail Engineering (Underpinning Knowledge) Certificate Level 2	06-Apr-20	15-May-20	632.50	Mon-Fri 09:00-16:00
Rail Engineering (Underpinning Knowledge) Certificate Level 2	27-Apr-20	05-Jun-20	632.50	Mon-Fri 09:00-16:00
Rail Engineering (Underpinning Knowledge) Certificate Level 2	22-Jun-20	31-Jul-20	632.50	Mon-Fri 09:00-16:00
Rail Engineering Level 3	01-Jun-20	31-Jul-20	5,421.00	Mon-Fri 09:00-16:00
Tungsten Inert Gas Welding Award Level 1	06-Jan-20	03-Apr-20	327.00	TBC
Tungsten Inert Gas Welding Award Level 1	30-Apr-20	17-Jul-20	327.00	TBC
Welding Award Level 2	06-Jan-20	05-Jun-20	521.00	TBC

## Erdington Skills Centre courses

COURSE TITLE	START DATE	END DATE	FEES £	DAY AND TIME
<b>CONSTRUCTION</b>				
Basic Construction Skills	03-Feb-20	22-Apr-20	362.00	Mon, Tue 08:30-15:30; Wed 08:30-12:00
Basic Construction Skills	05-Feb-20	24-Apr-20	362.00	Wed 08:30-12:00; Thu-Fri 08:30-15:30
Basic Construction Skills	27-Apr-20	01-Jul-20	362.00	Mon-Tue 08:30-15:30; Wed 08:30-13:00
Basic Construction Skills	29-Apr-20	03-Jul-20	362.00	Wed-Thu 08:30-15:30; Fri 08:30-12:00
Bricklaying Award Level 1	15-Jun-20	15-Jul-20	362.00	Mon-Tue 08:30-15:30; Wed 08:30-12:00
Bricklaying Certificate Level 1 (Taster)	31-Jan-20	31-Jan-20	23.00	TBC
Bricklaying Certificate Level 1 (Taster)	24-Apr-20	24-Apr-20	23.00	Fri 08:30-15:30
Bricklaying Certificate Level 1 (Taster)	03-Jul-20	03-Jul-20	23.00	TBC
Carpentry Certificate Level 1	05-Feb-20	24-Apr-20	362.00	Wed-Thu 08:30-15:30; Fri 08:30-12:00
Carpentry Certificate Level 1	29-Apr-20	03-Jul-20	362.00	Fri 08:30-15:30
Electrical Award Level 1	15-Jun-20	15-Jul-20	225.00	Mon-Tue 08:30-15:30; Wed 08:30-13:00
<b>LIFE SKILLS</b>				
ESOL English	06-Jan-20	26-Jun-20	225.00	Various

## Matthew Boulton College courses

COURSE TITLE	START DATE	END DATE	FEES £	DAY AND TIME
<b>BUSINESS &amp; PROFESSIONAL</b>				
AAT Bookkeeping Certificate Level 2	02-Apr-20	30-Jul-20	362.00	Mon 09:15-12:30
AAT Accounting Diploma Level 3	03-Feb-20	31-Jul-20	2,573.00	Mon 09:15-16:30
AAT Accounting Diploma Level 3	01-Aug-20	25-Jan-21	2,573.00	TBC
AAT Accounting Diploma Level 4	06-Feb-20	31-Jul-20	2,573.00	Mon 09:15-16:30
AAT Accounting Diploma Level 4	01-Aug-20	24-Jun-21	2,573.00	TBC
Business Skills Award Level 1	03-Feb-20	06-Apr-20	225.00	Thu 09:00-12:15
Bookkeeping Foundation Certificate Level 2	27-Jan-20	01-Jun-20	362.00	Mon 13:15-16:30
<b>CREATIVE</b>				
Digital Photography Award Level 2	13-Jan-20	22-May-20	350.00	Tue pm
FEED Graphic Design Certificate Level 2	20-Jan-20	03-Jun-20	350.00	Tue pm
<b>EARLY YEARS &amp; EDUCATION</b>				
Introduction to Early Years Settings Award Level 1	03-Feb-20	11-May-20	150.00	Mon 09:30-12:30
<b>MEDICAL &amp; SCIENCE</b>				
Biology GCSE (Fast-Track)	13-Jan-20	08-Jun-20	362.00	Tue 17:30-21:00
Dental Nursing Diploma Level 3	06-Jan-20	24-Dec-21	2,225.00	Tue 09:00-16:00
Dental Radiography Certificate Level 4	25-Feb-20	18-Dec-20	900.00	Tue pm
Pharmaceutical Sciences Certificate Level 2	27-Jan-20	26-Jun-20	362.00	Mon 09:00-12:15

## Birmingham Botanical Gardens courses

COURSE TITLE	START DATE	END DATE	FEES £	DAY AND TIME
<b>HORTICULTURE, CONSERVATION &amp; FLORISTRY</b>				
Floristry Creative Craft Award Level 1	08-Jan-20	14-May-20	225.00	Wed 18:00-21:00
Floristry Creative Craft Certificate Level 2	03-Feb-20	03-Jul-20	362.00	Wed 18:00-21:00
RHS Principles of Garden Planning Certificate Level 2	09-Sep-19	19-Jun-20	362.00	Thu 09:30-12:30
RHS Principles of Plant Growth Certificate Level 2	09-Sep-19	26-Jun-20	362.00	Mon 09:30-12:30



## Sutton Coldfield courses

### COURSE TITLE

### START DATE

### END DATE

### FEES £

### DAY AND TIME

#### BUSINESS & PROFESSIONAL

AAT Bookkeeping Certificate Level 2

13-Jan-20

06-Apr-20

362.00

Tue 13:30-16:45

AAT Accounting Diploma Level 3

06-Feb-20

28-Jan-21

2,573.00

TBC

#### SCIENCE

Biology GCSE (Fast-Track)

13-Jan-20

12-Jun-20

362.00

Thu 17:30-21:00

## Centre of Sporting Excellence courses

### COURSE TITLE

### START DATE

### END DATE

### FEES £

### DAY AND TIME

#### EXERCISE & FITNESS

Instructing Exercise & Fitness Certificate Level 2

02-Mar-20

26-Jun-20

362.00

Various



## Distance learning courses

COURSE TITLE	START DATE	END DATE	SITE	FEES £	DAY AND TIME
Care and Management of Diabetes	Various	Various	N/A	Free	Various
Common Health Conditions	Various	Various	N/A	Free	Various
Customer Service for Health & Social Care Settings	Various	Various	N/A	Free	Various
Equality and Diversity	Various	Various	N/A	Free	Various
Falls Prevention Awareness	Various	Various	N/A	Free	Various
Information Advice and Guidance Certificate NCFE CACHE Level 2	Various	Various	N/A	Free	Various
Principles of Care Planning	Various	Various	N/A	Free	Various
Principles of Customer Service	Various	Various	N/A	Free	Various
Principles of Dementia	Various	Various	N/A	Free	Various
Principles of End of Life Care	Various	Various	N/A	Free	Various
Principles of the Prevention and Control of Infection in Health Care Settings	Various	Various	N/A	Free	Various
Principles of Team Leading	Various	Various	N/A	Free	Various
Principles of Working with Individuals with Learning Disabilities	Various	Various	N/A	Free	Various
Understanding Autism	Various	Various	N/A	Free	Various
Understanding Children and Young Peoples Mental Health	Various	Various	N/A	Free	Various
Understanding Common Childhood Illnesses	Various	Various	N/A	Free	Various
Understanding Dignity and Safeguarding in Adult Health and Social Care	Various	Various	N/A	Free	Various
Understanding Nutrition and Health	Various	Various	N/A	Free	Various
Understanding Safeguarding and Prevent	Various	Various	N/A	Free	Various
Understanding the Safe Handling of Medication in Health & Social Care	Various	Various	N/A	Free	Various

# Fees and finance

We want to make sure that education is available to everyone. If you join us on a full or part-time course – we have a range of support packages aimed to take the stress out of study.

## 19+ Advanced Learning Loans

Did you know that if you are 19 or over and applying to study at Level 3 or above, you could be eligible for a student loan?

Student loans have traditionally only been available to students studying at degree level, but in September 2013 the government launched a new loan scheme to help people like you access the financial support you might need to study for your qualification. What's more, you do not have to start paying back your loan until you have left the course and are earning over £25,725 a year.

And if you receive a loan to study for an Access to HE course, and then move on to do a HE course, the amount outstanding on your loan for your Access course will be written off once you complete your HE qualification. Research shows that people with a Level 3 qualification or above, earn more than those who are not similarly qualified. Repayments will be made at 9% of annual earnings over £25,725. This means that if you earn £27,000 a year, you will only have to pay back £9 a month. If you are earning £30,000, your repayments will be £32 a month. If your earnings drop below £25,725, payments will stop.

## How do you qualify?

To qualify you must be:

Aged 19 or over on the first day of your course (there's no upper age-limit).

Living in the UK on the first day of your course and have lived in the UK, the Channel Islands or the Isle of Man for three years immediately before this or be a UK national or have 'settled status' (this means there are no restrictions on how long you can stay).

For further details see [www.gov.uk/advanced-learner-loan/eligibility](http://www.gov.uk/advanced-learner-loan/eligibility)

Enrolling on an eligible course at Level 3 and above which includes: Access to HE Diplomas, other Diplomas and Certificates.

## How do you apply for a loan?

You can apply online to Student Finance England using the online application form or you can download the forms and apply by post. Before you can apply, you will need to have a Learning and Funding Information Letter from the college. This will be issued to you at enrolment.

**If you intend to pay for your course through an advanced learner loan, you will need to have made an application prior to or during enrolment.**

If you need any help applying for a loan, our team is here to help.

## Earn less than £17,550 per annum?

### **If so, you may be eligible for full funding – yes that's right you may be able to study for free!**

If you earn between £17,550 and £21,000 per annum, you may also be eligible for funding. Ask for details when you enrol. Please bring with you proof of your household income with you.

*Applies only to residents living within the West Midlands Combined Authority area.*



# Enrolment Information

The course fee in the brochure is the amount payable at enrolment. However, on some courses, there may be an additional fee to cover materials or examination fees and you will be advised of these at enrolment. You can pay your course fees by cash, cheque, debit or credit card. For some courses, you can also pay by instalments.

All cheques should be made payable to Birmingham Metropolitan College. If your employer is paying your fees, you should bring a purchase order from them stating this fact when you come to enrol.

All fees are payable at the point of enrolment. If you are unable to provide payment or evidence of benefits or employer sponsorship, we will not be able to complete your enrolment.

## ID Documentation

We need to see identification evidence at enrolment. Acceptable evidence is shown below:

- Passport
- Photo Driving Licence
- Identity Card or other form of National Identification
- National Insurance Card
- Bank/Debit/Credit Card

Learners enrolling on Higher Education courses, will need to provide evidence from the list below:

- Passport
- Photo Driving Licence
- Identity Card or other form of National Identification
- Birth Certificate (this has to be an original certificate)
- Marriage Certificate (this has to be an original certificate)

## \*Everyone enrolling needs to bring the following documents them:

- Benefit/Household Income documents – if you are applying for financial support
- Payment/bank details – if you will be making a payment or paying by instalments
- Purchase order confirmation – if you employer is paying for fees.

\*If you are an asylum seeker, refugee or have a Study Visa or any other Visa type covering your time in the UK, you will also need to bring this documentation with you to enrolment.

# Enrol between Monday 6 January - Thursday 16 January 2020

t: 0121 446 4545. Visit the website for timings [bmet.ac.uk/enrol](http://bmet.ac.uk/enrol)

## How to pay by instalments

You can pay in instalments if your course fee is above £150.00 and your course is longer than 12 weeks. This includes any remaining balance due following part sponsorship by an employer.

### Two Part Payment Plan\*\*

(Payments by Direct Debit)  
If your course fees were £150.00 for a course running for 12 weeks, then your instalments would be:

Payment at	
<b>Enrolment in August</b>	<b>£75.00</b>
1 October	£75.00
	£150.00

### Five Part Payment Plan\*\*

(Payments by Direct Debit)  
If your course fees were £180.00 for a course running for 34 weeks, then your instalments would be:

Payment at	
<b>Enrolment in August</b>	<b>£36.00</b>
1 October	£36.00
1 November	£36.00
1 December	£36.00
1 January	£36.00
	£180.00

If paying in instalments, you must pay by Direct Debit. You can do this by completing and signing a Direct Debit mandate and an Instalment Agreement.

The first instalment must be paid at enrolment (by cash, credit card or cheque) and the remaining instalments will then be taken from your bank account on the indicated dates.

**\*\*T&Cs apply**

College fee policy is available at [bmet.ac.uk](http://bmet.ac.uk)

## Studying while claiming benefits

A number of our courses offer discounts for those unemployed and on active benefits. If you are claiming discounted fees, you must enrol in person and bring evidence of your eligibility. Administration fees do not apply to students claiming benefits.

## Course Prices

As our course prices are related to Government funding, there may be changes to costs and eligibility. You will be told the most recent course price during enrolment, but please be aware that any price amendments are out of our control.

Where the duration of the course exceeds one year, only the first year fee is shown.

## Refunds

No refund will be given on short courses of 12 weeks' duration or less.

Refunds of course and tuition fees will only be given in the following circumstances:

- When the college cancels a course
- When the learner withdraws from a course within the first three weeks of the start date (although an administration fee will be charged). Please refer to our refund policy for further details.

All other requests for fee refunds will be issued as per the fee policy and will only be considered in exceptional circumstances. We reserve the right to cancel any course that does not meet minimum student numbers

**Birmingham Botanical Gardens**

Westbourne Road, Edgbaston, Birmingham B15 3TR

**Centre of Sporting Excellence**

Brintons Field, Zortech Avenue, Kidderminster DY11 7DY

**Erdington Skills Centre**

Edwards Road, Erdington, Birmingham B24 9EW

**James Watt College**

Aldridge Road, Great Barr B44 8NE

**Matthew Boulton College**

Jennens Road B4 7PS

**Sutton Coldfield College**

Lichfield Road B74 2NW

**t: 0121 446 4545 w: bmet.ac.uk e: ask@bmet.ac.uk**

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