



SEVERN
BUSINESS
COLLEGE

Distance Learning Policy

Distance Learning has been proven over many years to be a particularly efficient method of learning. It is uniquely flexible and adaptable to student own personal needs and the pace and environment within which they prefer to work.



Distance Learning Process should be read in conjunction with the:

- [Student Handbook \(distance learning\)](#)
- [Course Handbook \(available on individual course listing\)](#)
- [Assignment](#)

1. Admission Procedure

The student joins other students enjoying all the advantages of distance learning. Follow the straightforward [admission procedure](#), the student submits Distance Learning Application Form with Required Documents.

2. Become a registered student with the college

Student details will be assessed (and if successful), an offer letter will be sent. As soon as payment of fees is received an Acceptance Letter and [Moodle](#) Login is provided to students.

3. Start earning your new skills

Immediately, student will see why their moodle materials are so valuable - they are not hardcopy textbooks, but specially tutor notes, resources, and books in pdf format for easy distance learning. All study materials for the course are available on moodle. The student will be asked to complete one assignment for each subject/unit, covering the new information student has learned. Student email their assignment for initial review and upload their assignment on moodle for a final check.

4. Tutor and Instructor support

Tutor and Instructor, who will be helping student through their course, is an expert in his or her own field. Additionally, tutor and instructor are also experienced in teaching and supporting by distance learning. Student assignment are reviewed and returned to the student with all the comments, feedback and guidance that student will need. And if student have any specific queries or problems they can ask their instructor and/or tutor as often as they like throughout the course. The student can communicate with the instructor and/or tutor through telephone, email, skype and online chat. The instructor support will be provided at all the times via email (dl@severnbusinesscollege.com) and/or skype ([severnbusinesscollege](https://www.skype.com)).

5. Continue to learn more

The student will learn new skills, demonstrating their rapidly increasing knowledge of their chosen subject. As a student progress tutor and/or instructor will guide and encourage student throughout their course.

6. Certificate and diploma awards

With pace of study attuned to their own needs, student will soon find that they have completed their course. Provided that, their assignments have received adequate pass grades they will be awarded their certificate or diploma demonstrating their proven knowledge and skills.