

# Frequently Asked Questions – Applicable to Supported Distance Learning Courses

**1. When can I register for the program?**

Admissions for the programs are on a 'rolling' basis, which means that a student can register at any time and begin his/her study.

**2. How many days will it take to receive the course ware?**

2 weeks average from date of registration. The material is dispatched from the UK.

**3. What if I have to discontinue a course for Emergency Reasons, can I continue say after a year?**

Yes. The student is expected to complete the course within a year maximum. Should for any reason student be behind and wishes to complete after the twelve month expiry, he/she can pay AED 500/- re-registration only and get a further extension of a year to complete the course.

**4. What kind of courseware can I expect?**

Course material is paper format in a binder with a USB pen drive to enable the learner to complete the course electronically

**5. Do you offer any scholarships?**

Students registering via the Centre are eligible to take advantage of:

- Merit Scholarships
- Connect Program
- Student and Alumni program
- Family Concessions; where applicable

The student may only qualify for *one* of the above.

**6. Can I contact the tutor directly or do I have to go through a support centre?**

All tutor contact is through the support centre as we can generally answer most questions. Direct course enquiries can be emailed in and are then forwarded to allocated tutors.

**7. What is distance learning?**

Distance learning is the most flexible and convenient approach to studying. There is no need for you to attend college and, therefore, you can study anytime, any place, anywhere that fits in with your lifestyle. Distance learning programmes are ideal for people who may have a full-time job, or other commitments, that won't allow them time off to study.

**8. What do I need to do to get started on a course?**

You need to be able to commit your time to the course. To help you understand

the commitment needed, each of the course descriptions estimates the amount of time it will take you to complete the course. This is based on an average study period of approximately 10 hours per week.

**9. How does the distance learning/home study method work?**

The course operates through a study pack and access to your own personal tutor via the support centre in the UK. Once you have chosen your course we will send you your study pack, which you will be required to work through before completing the course.

Depending on the course you have chosen, you will either be required to complete assignments and submit these for marking as the course progresses and/or be required to sit an end exam. The end exam could be in the form of multiple choice questions, or be an invigilated exam at a registered test centre.

Your completed assignments will need to be sent to your tutor for marking/assessment, you will then receive written feedback and guidance. It may be possible to submit your assignments by email, however you will need to check this with your tutor. Please be aware that your assignments will be maintained by the provider for moderation and audit purposes.

These requirements will always be listed on the course description page, so please refer to this for details of what is required for each individual course.

**10. How long should it take to complete a course?**

Depending on the course you have chosen, and the amount of time you can commit, it could take from six weeks to nine months to complete your course.

The duration of the course is largely down to you though. The beauty of home learning is that it allows you complete flexibility to fit your studies around your lifestyle and other commitments. You can dedicate as much, or as little, time as you want to your studies - no one will be chasing you for your work or asking why you haven't submitted an assignment.

We do strongly recommend, though, that before you purchase a course you assess your ability to commit the necessary time to completing the course in a timeframe that will not leave you losing your motivation.

**11. How quickly will I receive my course material?**

We guarantee that you will receive your course materials within 14 working days of purchase at a maximum. The course materials are always sent to you via a tracked courier service, to ensure that you receive your study pack within our stated period.

**12. How much will it cost?**

The cost is largely dependent on the size of the course. The longer the course is the higher the cost will be, due to the size of the study pack and the nature of the qualification. All prices are clearly stated on the course description page and will always be displayed prior to you committing to purchase a course.

Please note that postage and packaging is charged in addition to the course price; but for students registering from the Dubai Centre it is incorporated in the fees you pay.

### **13. What support will I receive?**

You will be allocated your own personal tutor who can be contacted via e-mail, telephone, fax or post for help and advice on any aspect of the course.

Many courses require that you submit work to your tutor during the period of study and your tutor will assess your work and pass comments back to you. Your tutor is available to you as much as you need them.

Please be aware that officially the tutor support provided with the course is for a period of 12 months, although if you need longer let us know and we will endeavor to extend that.

### **14. Will I have to sit an examination?**

All of our courses are accredited, so you need to show that you have acquired the knowledge to pass the course – this may involve sitting an examination, but it depends on the course you have chosen.

Some courses require you to be continually assessed throughout the course, while others may require an end of course exam or assignment (which may be completed at home) to be submitted to your tutor.

The details of what sort of exam/assignment (if any) is required for a course will be stated on the course description page, so please check these for full details.

### **15. Can I study from anywhere in the world?**

Yes, there are no geographical limits to where you can study. You just need to be aware that all tutors are based in the UK and work may need to be submitted to them via post, although in most cases e-mail can be used.

### **16. Will I receive a qualification when I complete the course?**

All of our courses are accredited and you will receive a certificate upon successful completion of the course.

**17. Can I take more than one course at a time?**

Yes, you can take as many courses as your time allows. But we would recommend that you clearly evaluate how much time you can commit to your courses of study.

The good news is though that if your circumstances change you can always take a break and come back to your studies.

Additionally, discounts are available if you buy more than one course at the same time.

**18. Do I need any additional books or equipment to do my course?**

No, we provide everything you need to pass your course. However, we always advise you to carry out additional reading of your chosen subject to gain a deeper, and broader, understanding of the subject matter. You can do this by buying reference books or researching your subject on the internet.

**19. Do I have to be a certain age to do a course?**

No you can do these courses at any age. You're never too young or old to learn.

**20. How do I enroll?**

**Contact the Centre on +9714 390 0990 (Sundays through Thursdays 10AM to 7PM) and Saturdays 10AM to 5PM) for registration or simply email [info@cee.ac.ae](mailto:info@cee.ac.ae)**