



Brentwood Religious

Cathedral House  
Ingrave Road, Brentwood  
Essex CM15 8AT



Education Service

Telephone:  
Brentwood (01277) 265285  
Fax: (01277) 265260

**Registration No.**

.....

## REGISTRATION FORM FOR C.C.R.S. 2017/18

**I wish to register for the Catholic Certificate in Religious Studies course:**

I understand that this course is only a Diocesan requirement for Catholic Teachers and I am undertaking this course on behalf of my:

- |   |                 |                          |   |                   |                          |
|---|-----------------|--------------------------|---|-------------------|--------------------------|
| a | Primary Schools | <input type="checkbox"/> | b | Secondary Schools | <input type="checkbox"/> |
| c | Parish          | <input type="checkbox"/> |   |                   |                          |

I am a:

- |   |         |                          |   |           |                          |
|---|---------|--------------------------|---|-----------|--------------------------|
| a | Teacher | <input type="checkbox"/> | b | Catechist | <input type="checkbox"/> |
| c | Other   | <input type="checkbox"/> |   |           |                          |

I would like to attend the format of course:

- |   |                 |                          |   |         |                          |
|---|-----------------|--------------------------|---|---------|--------------------------|
| a | In school hours | <input type="checkbox"/> | b | Weekend | <input type="checkbox"/> |
|---|-----------------|--------------------------|---|---------|--------------------------|

All lectures (and for weekend students only, tutorials) are held at Cathedral House.

*Please tick where appropriate and sign / date.*

Signature\* (see overleaf) ..... Date .....

Name .....

Home Address .....

.....

Tel. ....

Email Address .....

School / Parish Address (as applicable) .....

**Module Fee = 1<sup>st</sup> module £67.50 then 7 modules at £47.50 (includes registration Fee)**

**TOTAL for the course £400**

*Please tick appropriate box*

**Payment** - Invoice to School/Parish   
 - Student to pay\*\*   
 (\*\*whole or per module – delete as applicable)

Signature of Headteacher .....  
(Headteacher's signature only required if School is to be invoiced)

Signature of Parish Priest .....  
(Parish Priest's signature only required if Parish is to be invoiced)

**Cheque made payable to BRES.**

BRES, Cathedral House, Ingrave Road, Brentwood, Essex CM15 8AT

September 2017

## \* Terms & Conditions:

By signing this application form you (the student) are acknowledging and agreeing to the following:

**Registration** is with Brentwood Religious Education Service (BRES) as an approved centre by The National Board of Religious Studies to educate and approve the successful learning of the student on the 'Catholic Certificate for Religious Studies' course, this will commence the month the student attends or is expected to attend their first module.

It is the preference of BRES that students on the **in school hours course complete it within one year** of starting the course and **weekend students are expected to complete it within 18 months**, although all students, have a maximum of five years from registration date with the centre to complete the course (referred to as five year timeframe).

Successful completion of the course is dependent **on all lectures and pre-module tasks** (in school hour's students only)/ **tutorials** (weekend students only) being attended and all **module assignments being satisfactorily completed within that five year period**. It is the **student's responsibility to sign all attendance sheets/registers** for the lectures and tutorials. Failure to do so will be noted in the student's records as 'did not attend', should the situation arise in which a query occurs over attendance and in which the student expresses they have attended the lecture and or/tutorial but did not sign the registration form, the student will not be deemed to have attended and will be required to repeat the lecture / tutorial within the five year time frame. **Under no circumstances** will any student sign the registration form / attendance list for any other person.

Assignments are expected to be submitted **as soon as possible** after the attendance of each module (and if applicable tutorial). Students must adhere to the writing guidelines provided when commencing the course. Failure to do so will result in not satisfactorily completing the assignment irrespective of its content and re-submission will be required. Assignments should only be submitted following attendance of the lecture and (if applicable) tutorial. Assignments submitted without having attended the lecture and (if applicable) tutorial **will not be marked** and will be returned to the student. Upon submission of an assignment, the student will only be advised if it is not satisfactorily completed.

Students will be expected to notify the centre and (if appropriate) the tutor should they be unable to attend any lecture or tutorial.

A module certificate will only be issued by the centre upon satisfactory completion of each of the three module elements (attendance of lecture, pre-module task or attendance of tutorial, and satisfactory completion of the module assignment).

Failure to not attend any lecture or tutorial, or failure to not complete the pre-module task or submit a satisfactory assignment for any aspect of the course within the five year time frame will result in the student **not completing the course**.

It is not possible to carry over previous attendance in lectures, tutorials or satisfactory completion of essays on to a new course should the course not be completed within the five year time frame. In this instance, students would need to reapply, begin the course and pay all fees again.

All fees must be paid to complete the course. If an individual is paying on a modular basis, all fees must be paid before the certificate is awarded, even if the course is fully complete. Payment must be made within the five year timeframe to ensure that the certificate is received or discussions need to have taken place within the five year timeframe, with the centre regarding any issues relating to fees.

It is the students responsibility to keep the centre updated with any change in personal contact information, in particular, home address, contact number, email address, school address (if applicable). Failure to do so may result in not receiving communications relating to the course, for which the centre cannot be held responsible.