

STUDENT ENROLMENT FORM 2010 – 2011
Please complete in Block Letters using Black or Blue Pen



Student No.

Have you attended this College before? Yes No

PERSONAL DETAILS

Mr / Mrs / Miss/ Other, please specify _____ Forenames ^{L10} _____ Surname ^{L09} _____

Please note the name you give on this form will appear on any certificates awarded to you by an awarding body

Gender ^{L13} Female Male (Tick Box) Date of Birth ^{L11} _____

Permanent Address

Postcode ^{L17} _____ Address ^{L18, L19, L20, L21} _____

E-mail address: _____

Telephone (Day) _____ (Eve) ^{L23} _____ (Mobile) _____

How long have you lived at this address? Years Months

Current /Term Time Address (if different from above)

Postcode _____ Address _____

Telephone (Day) _____ (Eve) _____ (Mobile) _____

Next of Kin/Emergency Contact

Name _____ Relationship to Student _____

Postcode _____ Address _____

Telephone (Day) _____ (Eve) _____ (Mobile) _____

PAYMENT OF COURSE FEES

To be completed by a member of staff

Remission of Fees ^{A14} (If one of the following is applicable)	Unemployed	
	Yourself	/Dependent of
Fees paid in full	99	
16–18 Incl. (as at 31.08.10) LSC Funded (LR only)	01	
Income-based state benefit	04	08
Skills for life (not ESOL)	09	
Asylum seeker in receipt of income based benefit (LR only)	14	08
Job Seeker's Allowance	15	08
Fees waived SFA or YPLA full funded project	20	
19+ Level 2 Entitlement (LR/ER non Apprentice)	22	
19-25 Level 3 Entitlement (LR/ER non Apprentice)	24	
Working Tax Credit	21	08
Pensions Guarantee Credit	23	08
Fees waived-Category D Offender	25	
Fees waived-Offender serving in community	26	
Fully funded Employer Responsive	28	
Fees waived College Policy	10	
Fees waived-other funding	13	
Whole fee paid in a previous year	31	
Co-funded Employer Responsive	32	

Copy of evidence of benefit MUST be attached for waiver

If you are posting your form and you wish to pay your fees by credit or debit card, please telephone the Learning Advice Centre on 01789 296696.

The College cannot guarantee that the courses provided will strictly conform to the description in the prospectus. The College reserves the right to withdraw a course if there are insufficient numbers, in which case guidance will be given on other suitable opportunities. However, the College cannot guarantee that an alternative programme will be available.

STUDENT DECLARATION - IMPORTANT

Please ensure that you have read the declaration overleaf and that you sign the form. Your enrolment on a course is not confirmed without a signature.

I wish to enrol on the programme detailed on this form, and I agree to abide by the rules and regulations of the College.

I confirm that all of the information on this form is correct. I understand that if I have declared false information the College may take action against me to reclaim the tuition fees and any support costs provided.

Student Signature: _____

Date: _____

PLEASE ENSURE THAT COURSE DETAILS ARE COMPLETED ON PAGE 4 OF THE FORM

ENROLLING MEMBER OF STAFF - IMPORTANT

Print Name: _____

Signature: _____

Date: _____

Receipt No: _____

Personal Tutor: _____

NATIONALITY (please tick as applicable and complete this section fully):

Are you: English Irish Scottish Welsh Northern Irish

Other (please state) _____

Have you lived in the UK all your life? Yes No (excludes Channel Islands & Isle of Man)

If no, in which country do you normally live? ^{L24} _____

What date did you enter the UK? ____ / ____ / ____

In which country did you live before coming to the UK? _____

How long did you live there? YY / MM

Do you have any restrictions on the amount of time you may stay in the UK? Yes No

If yes, please give the expiry date ____ / ____ / ____

**Office Use Only
Form Input by:**

Initials

Date

Seen by Exams:

Initials

Date

Evidence of nationality (i.e. passport, Home Office papers) MUST be seen by the appropriate enrolling member of staff and assessed for eligibility if the student is not an EU national or is an EU national but has not resided in the EU for the past 3 years. If no evidence is available, then the student must pay the overseas rate.

LEARNER SUPPORT

Please tick any that apply: ^{L32}

- Homeless/in supported accommodation ²¹ Ex-offender ²² Mental health problems ²³ Traveller ²⁴
- Statutory Education interrupted ²⁵ In/recently left care ²⁶ Asylum seeker (continuing students only) ²⁷
- Refugee ²⁸ Living in Hostel or Residential Centre ²⁹ Full time Carer of dependant relative ³⁰
- Recovering from drug/alcohol dependency ³¹ Basic Skills course ⁷¹
- Single Regeneration Budget ⁷³ Not Eligible ⁹⁹ Other ⁹⁸ (please state): _____

Please complete the following questions as fully as possible. If you have a disability or learning difficulty, the College wants to give you the opportunity to discuss your needs, in confidence if you wish, to help you get the best from your course. Any disclosure of disability will be used only to help us to ensure that we make any responsible adaptations that would support you in your course.

Do you wish to make an appointment to discuss your needs with an appropriate member of staff? Yes No

Do you consider yourself to have a disability or health problem? ^{L14} Yes ¹ No ²

If yes please indicate main disability: ^{L15}

- Visual impairment ⁰¹ Hearing impairment ⁰² Disability affecting mobility ⁰³ Other Physical ⁰⁴
- Other Medical (eg epilepsy) ⁰⁵ Emotional/behavioural ⁰⁶ Mental Health Difficulty ⁰⁷ Multiple ⁹⁰
- Temporary after Illness ⁰⁸ Profound/Complex ⁰⁹ Aspergers syndrome ¹⁰ Other ⁹⁷

Do you consider yourself to have a learning difficulty? Yes ¹ No ²

If yes please indicate main learning difficulty: ^{L16}

- Moderate ⁰¹ Severe ⁰² Dyslexia ¹⁰ Dyscalculia ¹¹
- Other specific ¹⁹ Autism spectrum ²⁰ Multiple ⁹⁰ Other ⁹⁷

Criminal Convictions

Do you have a criminal conviction? Yes No

Any information disclosed to us will be treated confidentially and considered only in relation to your programme of choice.

Unique Candidate Identifier (UCI), if known:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(This can be found on your results slip from your school)

If you will need any special arrangements to be made whilst taking exams at the College, please tick here

Unique Learner Number ^{L45} (ULN), if known:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

This number was issued for the name provided to MIAP (now known as the Learning Records Service). Please ensure that the name you provide on the front of this form matches the name that MIAP hold for you so that we can verify your ULN and claim appropriate funding for your studies from our funding body.

Office Use Only:

ULN Evidence Type: _____ Seen by-Signature: _____

Date: _____

Please indicate the ethnic group to which you belong ^{L12}

- Asian or Asian British – Bangladeshi ¹¹ Mixed – White and Asian ¹⁹
- Asian or Asian British – Indian ¹² Mixed – White and Black African ²⁰
- Asian or Asian British – Pakistani ¹³ Mixed – White and Black Caribbean ²¹
- Asian or Asian British – any other Asian background ¹⁴ Mixed – any other Mixed background ²²
- Black or Black British – African ¹⁵ White – British ²³
- Black or Black British – Caribbean ¹⁶ White – Irish ²⁴
- Black or Black British – any other Black background ¹⁷ White – any other White background ²⁵
- Chinese ¹⁸ Any Other ⁹⁸ Not known/not provided ⁹⁹

DECLARATION AND PERSONAL DATA USE – PLEASE READ

I have received assessment and guidance in the preparation of my learning programme covering: the entry requirements and choice of qualifications, an assessment of its suitability and guidance on the support that is available from the College.

I agree to inform the College of any change in my circumstances affecting my enrolment, in particular any change in eligibility for tuition fee remission. I will advise the College if I enrol at another FE college.

I understand that I am expected to register for the examination or other formal assessment at the appropriate time. I understand that in the event that I do not register by the deadline for the awarding body applicable, there will be a 'late fee' charged. I may be liable to pay the cost of any examination fees paid by the College on my behalf should I be absent for any reason other than ill health.

If a Student is unable to continue with his/her course, tuition fees are not normally refunded. However, on receipt of a written statement of special circumstances, the Principal may agree to offer a full or partial refund.

Privacy Statement 2010/2011 - How We Use Your Personal Information

The personal information you provide is passed to the Chief Executive of Skills Funding and, where required, the Young People's Learning Agency for England ("the YPLA") to enable those organisations to fulfil their statutory obligations, principally under the Apprenticeships, Skills, Children and Learning Act 2009. Both organisations are registered as data controllers with the UK Information Commissioner's Office.

The Skills Funding Agency funds adult further education and skills training, including apprenticeships, in England. The YPLA is responsible for arranging the provision of funding for the education and training of young people in England. The Skills Funding Agency processes learner data on behalf of the YPLA.

The information you provide may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education or training. Other organisations include the Department for Education, the Department for Business, Innovation and Skills, Local Authorities, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the Skills Funding Agency, the YPLA, or partners of those organisations.

The Skills Funding Agency also administers the Learner Registration Service (LRS) which uses your learner information to create and maintain a unique learner number (ULN).

Further information about use of and access to your information is available at:

Skills Funding Agency: <http://skillsfundingagency.bis.gov.uk/foi.htm>

YPLA: <http://www.ypla.gov.uk/foi.htm>

At no time will your personal information be passed to organisations for marketing or sales purposes. The YPLA, the Chief Executive of Skills Funding and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you.

Learning Records Service Privacy Notice

The information you supply will be used by the Chief Executive of Skills Funding, to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. Further details of how your information is processed and shared can be found at www.learningrecordsservice.org.uk/privacynotice

PERSONAL DATA USE^{L27}

Please tick one of the following:

- I do not withhold permission for the LSC or its partners to contact me⁹
- I withhold permission for the LSC to contact me for any reason¹
- The LSC or its partners may wish to contact you from time to time about courses or learning opportunities relevant to you. Please tick this box if you do not wish to be contacted about courses or learning opportunities by post³
- Please tick this box if you do not wish to be contacted by the LSC or its partners in respect of surveys and research. The LSC values your views on the education or training which you receive, and will use these to help bring about improvements for learners in England.⁴

I understand that the College will contact me for College related purposes.

Photograph Authorisation

The College may wish to use your photograph for general College advertising/marketing/promotional use. If you do not wish for your photograph to be used, please tick this box: N.B. The photograph taken for your ID card will not be used for any other purposes than for your ID card).

Course details MUST be completed here: Title: _____ Code: _____ Year of study: _____	Variation from standard label: Start date ____/____/____ End date ____/____/____ Total learning aim glh ____ this yr glh ____ Funding stream ____ Other funding ____ Delivery location postcode ____ Prop funding remaining ^{A51a} ____ Resit Yes/No ____	Payment details: Tuition Fee £ _____ Resource deposit £ _____ Exam Fee £ _____ Materials/Other £ _____ Admin Fee (SO) £ _____ Total to pay £ _____ Amount paid at enrolm't £ _____ Method of payment: Cash _____ Cheque _____ Credit card _____ Standing order (attach form) _____ Employer (attach letter) _____ Student loan (attach letter) _____ Welfare (attach letter) _____ Balance to pay £ _____ Method of balance payment _____ Fees paid by Learner/Parents/Employer/Other _____
<i>Course label</i>		

Course details MUST be completed here: Title: _____ Code: _____ Year of study: _____	Variation from standard label: Start date ____/____/____ End date ____/____/____ Total learning aim glh ____ this yr glh ____ Funding stream ____ Other funding ____ Delivery location postcode ____ Prop funding remaining ^{A51a} ____ Resit Yes/No ____	Payment details: Tuition Fee £ _____ Resource deposit £ _____ Exam Fee £ _____ Materials/Other £ _____ Admin Fee (SO) £ _____ Total to pay £ _____ Amount paid at enrolm't £ _____ Method of payment: Cash _____ Cheque _____ Credit card _____ Standing order (attach form) _____ Employer (attach letter) _____ Student loan (attach letter) _____ Welfare (attach letter) _____ Balance to pay £ _____ Method of balance payment _____ Fees paid by Learner/Parents/Employer/Other _____
<i>Course label</i>		

Course details MUST be completed here: Title: _____ Code: _____ Year of study: _____	Variation from standard label: Start date ____/____/____ End date ____/____/____ Total learning aim glh ____ this yr glh ____ Funding stream ____ Other funding ____ Delivery location postcode ____ Prop funding remaining ^{A51a} ____ Resit Yes/No ____	Payment details: Tuition Fee £ _____ Resource deposit £ _____ Exam Fee £ _____ Materials/Other £ _____ Admin Fee (SO) £ _____ Total to pay £ _____ Amount paid at enrolm't £ _____ Method of payment: Cash _____ Cheque _____ Credit card _____ Standing order (attach form) _____ Employer (attach letter) _____ Student loan (attach letter) _____ Welfare (attach letter) _____ Balance to pay £ _____ Method of balance payment _____ Fees paid by Learner/Parents/Employer/Other _____
<i>Course label</i>		

Course details MUST be completed here: Title: _____ Code: _____ Year of study: _____	Variation from standard label: Start date ____/____/____ End date ____/____/____ Total learning aim glh ____ this yr glh ____ Funding stream ____ Other funding ____ Delivery location postcode ____ Prop funding remaining ^{A51a} ____ Resit Yes/No ____	Payment details: Tuition Fee £ _____ Resource deposit £ _____ Exam Fee £ _____ Materials/Other £ _____ Admin Fee (SO) £ _____ Total to pay £ _____ Amount paid at enrolm't £ _____ Method of payment: Cash _____ Cheque _____ Credit card _____ Standing order (attach form) _____ Employer (attach letter) _____ Student loan (attach letter) _____ Welfare (attach letter) _____ Balance to pay £ _____ Method of balance payment _____ Fees paid by Learner/Parents/Employer/Other _____
<i>Course label</i>		