

Adult Community Learning

Enrolment Form 2017/18



We recommend that you contact your local Adult Community Learning Centre for course information, advice and guidance prior to completing this enrolment form.

Title:	Mr, Mrs, Ms, Miss	Male/Female	Date of Birth:	
First Name(s)				
Surname or Family Name				
Address			Contact Details	
			Email:	
			Mobile:	
			Day:	
			Home:	
Postcode			NI Number	
Emergency Contact Number				
In the event of an emergency, please supply a name and telephone number of a person you would wish us to contact.				
Name:		Telephone Number:		

Residency
Have you been resident in the UK/European Economic Area for the last 3 years?
Yes <input type="checkbox"/> No <input type="checkbox"/> If no, this may affect your fee. Please ask customer service for more information.

Ethnic origin (Please tick which best describes your cultural background)

White			
<input type="checkbox"/>	English/Welsh/Scottish/Northern Irish/British	<input type="checkbox"/>	Irish
<input type="checkbox"/>	Gypsy or Irish Traveller	<input type="checkbox"/>	Any other white background
Mixed/multiple ethnic Group			
<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>	White and Black African
<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Any other Mixed/multiple ethnic group
Asian/Asian British			
<input type="checkbox"/>	Indian	<input type="checkbox"/>	Pakistani
<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Chinese
<input type="checkbox"/>	Any other Asian background		
Black/African/Caribbean/Black British			
<input type="checkbox"/>	African	<input type="checkbox"/>	Caribbean
<input type="checkbox"/>	Any other Black/African/Caribbean background		
Other ethnic group			
<input type="checkbox"/>	Arab	<input type="checkbox"/>	Any other ethnic group

Course Code	Day:	Course Title:	Learner Start Date	Learner End Date	Course Fee payable (£):
TOTAL AMOUNT					

What is the highest qualification (or equivalent) you hold?

- Below Level 1 (Entry Level)
- Level 1 (GCSE Grade D-G, Diploma, Award or Certificate at Level 1)
- Level 2 (5 x GCSEs A-C, Diploma, Award, Certificate at Level 2)
- Level 3 (2 or more A-Levels, Level 3 Diploma)
- Level 4 (Certificate of Higher Education, Award, Certificate or Diploma at Level 4)
- Level 5 (Foundation Degree, Award, Certificate or Diploma at Level 5)
- Level 6 (Bachelor Degree, Award, Certificate or Diploma at Level 6)
- Level 7+ (Master's Degree, Post-Graduate/Diploma, Doctorate, Award, Certificate or Diploma at Level 7 or 8)

To enable the ESFA to ensure that we are providing education and training for all, we are asked to collect details of any disability and/or learning difficulty or health problem you may have.

Please tick as many of the following that apply:

<input type="checkbox"/>	Visual impairment	<input type="checkbox"/>	Asperger's syndrome
<input type="checkbox"/>	Hearing impairment	<input type="checkbox"/>	Temporary disability after illness (eg: post viral) or accident
<input type="checkbox"/>	Disability affecting mobility	<input type="checkbox"/>	Other physical disability
<input type="checkbox"/>	Profound complex disabilities	<input type="checkbox"/>	Other learning difficulty (eg: Dyspraxia)
<input type="checkbox"/>	Social and emotional difficulties	<input type="checkbox"/>	Other medical condition (eg: epilepsy, asthma, diabetes)
<input type="checkbox"/>	Mental health difficulty	<input type="checkbox"/>	Other learning difficulty
<input type="checkbox"/>	Moderate learning difficulty	<input type="checkbox"/>	Autism spectrum
<input type="checkbox"/>	Severe learning difficulty	<input type="checkbox"/>	Other disability
<input type="checkbox"/>	Dyslexia	<input type="checkbox"/>	Prefer not to say
<input type="checkbox"/>	Dyscalculia	<input type="checkbox"/>	No disability/difficulty

Please indicate which of the above you consider to be your primary disability/difficulty:

Employment status – Please tick the boxes that best describe your employment status before you enrol

- | | | |
|--|---|--|
| <input type="checkbox"/> Employed 15 hours or less | <input type="checkbox"/> Self-Employed 15 hours or less | <input type="checkbox"/> Not in paid employment and looking for work |
| <input type="checkbox"/> Employed 16-19 hours | <input type="checkbox"/> Self-Employed 16-19 hours | <input type="checkbox"/> Not in paid employment and not looking for work |
| <input type="checkbox"/> Employed 19+ hours | <input type="checkbox"/> Self-Employed 19+ hours | <input type="checkbox"/> Retired |

How long have you been employed / self-employed / unemployed or retired for? please tick

- | | | |
|---------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> 0-3 months | <input type="checkbox"/> 4-6 months | <input type="checkbox"/> 6-11 months |
| <input type="checkbox"/> 12-23 months | <input type="checkbox"/> 24-35 months | <input type="checkbox"/> 36 months or more |

Household Situation - Please tick which of the following statements apply (one or more may apply)

No member of the household in which I live (including myself) is employed	<input type="checkbox"/>
The household that I live in includes only one adult (aged 18 or over)	<input type="checkbox"/>
There are one or more dependent children (aged 0-17 years or 18-24 years if full time student or inactive) in the household	<input type="checkbox"/>
None of these statements apply	<input type="checkbox"/>
I confirm that I wish to withhold this information	<input type="checkbox"/>

How did you hear about our courses?

<input type="checkbox"/>	Friends/Family/Work Colleagues	<input type="checkbox"/>	NLC Website
<input type="checkbox"/>	Brochures & Prospectus	<input type="checkbox"/>	Previous course
<input type="checkbox"/>	Family Learning event	<input type="checkbox"/>	Job Centre Plus
<input type="checkbox"/>	Advertising –Poster or Leaflet	<input type="checkbox"/>	Other (please specify)
<input type="checkbox"/>	Facebook		

Fee Remission

All proof of benefit must be current; a letter dated no more than 3 months before enrolment is acceptable.

£5 Admin fee applies to all Non qualification courses

<input type="checkbox"/>	In receipt of Job Seekers Allowance No admin fee for Non qualification Courses	<input type="checkbox"/>	In receipt of Council Tax or Housing Benefit (excluding Single Person's Relief) or unwaged dependant. Non qualification courses only
<input type="checkbox"/>	In receipt of ESA (Work Related Activity Group) No admin fee for Non qualification Courses	<input type="checkbox"/>	Learner aged 60 or over at enrolment and not in full time employment Non qualification courses only
<input type="checkbox"/>	In receipt of Universal Credit and earn less than 16 times the National Minimum Wage/National Living Wage per week or £330 a month whichever is lower, and determined by Jobcentre Plus as being in one of the following groups: <input type="checkbox"/> All Work Related Requirements Group <input type="checkbox"/> Work Preparation Group <input type="checkbox"/> Work Focused Interview Group	<input type="checkbox"/>	In receipt of Working/Child Tax Credit (annual income less than £15,276 with a valid NHS Tax Credit Exemption Certificate) <input type="checkbox"/> Aged over 60 in receipt of Pension Guarantee Credit <input type="checkbox"/> Income Support <input type="checkbox"/> ESA (income related) Non qualification courses only
<input type="checkbox"/>	Studying English or Maths and have not already attained a GCSE grade A* - C (4 or above) in these subjects	<input type="checkbox"/>	Other (please specify)
Evidence seen		Staff Name and date	

Payment of Fees Autumn Term

<input type="checkbox"/>	Cash	<input type="checkbox"/>	Discretionary Learner Support applied for
<input type="checkbox"/>	Cheque	<input type="checkbox"/>	Paying by Instalments
<input type="checkbox"/>	Credit Card	<input type="checkbox"/>	Invoice to be raised
<input type="checkbox"/>	Debit Card	<input type="checkbox"/>	Other (please specify)
Amount Paid	£	Receipt No	Date Paid

Instalments - Some courses are available to be paid by instalments. Please ask a member of staff for details.

Payment of Fees Spring Term

<input type="checkbox"/>	Cash	<input type="checkbox"/>	Discretionary Learner Support applied for
<input type="checkbox"/>	Cheque	<input type="checkbox"/>	Paying by Instalments
<input type="checkbox"/>	Credit Card	<input type="checkbox"/>	Invoice to be raised
<input type="checkbox"/>	Debit Card	<input type="checkbox"/>	Other (please specify)
Amount Paid	£	Receipt No	Date Paid

Instalments - Some courses are available to be paid by instalments. Please ask a member of staff for details.

Payment of Fees Summer Term

<input type="checkbox"/>	Cash	<input type="checkbox"/>	Discretionary Learner Support applied for
<input type="checkbox"/>	Cheque	<input type="checkbox"/>	Paying by Instalments
<input type="checkbox"/>	Credit Card	<input type="checkbox"/>	Invoice to be raised
<input type="checkbox"/>	Debit Card	<input type="checkbox"/>	Other (please specify)
Amount Paid	£	Receipt No	Date Paid

Instalments - Some courses are available to be paid by instalments. Please ask a member of staff for details.

Privacy Notice – How we use your Personal Information

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of the Data Protection Act 1998, the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR).

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with the Data Protection Act 1998. The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

You can opt out of contact for other purposes by ticking any of the following boxes if you do not wish to be contacted:

About courses or learning opportunities. For surveys and research.

By post. By phone. By e-mail.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at: <https://www.gov.uk/government/publications/esfa-privacy-notice>

Adult Community Learning is required to contact learners after they have finished their course/s to identify the impact that their learning has had (life outcomes). This information will play a vital part in ensuring that central government are able to see the benefits of learning and continue to allocate the funding necessary to continue with our offer. Your support in responding will be greatly appreciated.

Student Declaration

I confirm that the following have been explained to me where appropriate:

- Course content
- Duration of programme
- Terms and Conditions
- Progression routes available
- Course accreditation
- On course tutorial support
- Entry requirement
- Programme of study
- Course fees and charges

- I am aware that copies of the Rights & Responsibilities are available on request.
- I agree to the monitoring of my attendance.
- My enrolment is accepted subject to payment of relevant fees.

I declare that I have read and understand the declaration and regulations and the information I have been given on this form is correct to the best of my knowledge and belief. I undertake to notify Adult Community Learning of any changes to the information provided on this form as soon as they occur.

Student Signature

Agreement Date

Self-Declaration

If you are aged 19-23 studying your first eligible full level 2, full level 3 or for GCSE English or GCSE Mathematics grade C or higher, please delete as applicable:

I declare that I do not have a full level 2 qualification/ a full level 3 qualification / GCSE English grade C or above / GCSE Maths grade C or above (this information will be checked and you will be liable for the full course fee if this self-declaration is found to be false.)

Student Signature

For office use only

Evidence seen for ALL courses: Driving Licence <input type="checkbox"/> Bank details <input type="checkbox"/> NI Card <input type="checkbox"/> Passport <input type="checkbox"/> ID Card <input type="checkbox"/> Returning Learner (non voc courses only within academic year) <input type="checkbox"/> Other (please state below) <input type="checkbox"/>	ULN:	
	Date Input:	Initials:
	Learner Ref No:	
	Audit Checked by	
ID checked by Name:	Date	
	JCP Mandated <input type="checkbox"/>	