

# STRODE'S COLLEGE PART TIME ADULT LEARNING ENROLMENT FORM & LEARNING AGREEMENT 2017/18



Before you can enrol onto a course you will need to complete this form in full on both sides, in **BLOCK CAPITALS** and sign it overleaf.

Title: \_\_\_\_\_ Family Name: \_\_\_\_\_ First name(s): \_\_\_\_\_

Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Mobile \_\_\_\_\_

Nationality: \_\_\_\_\_ National Insurance No: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

First Language (if not English): \_\_\_\_\_

**Office Use Only**

Amount: \_\_\_\_\_  
Receipt No: \_\_\_\_\_  
Payment By: \_\_\_\_\_  
Initial: \_\_\_\_\_  
Date: \_\_\_\_\_

**ID verification if required:**  
Credit Card, Driving Licence or Passport seen by staff: \_\_\_\_\_

Staff initial:.....

Notes: \_\_\_\_\_

**Have you lived in the UK or other EU country for at least the last three years?**  Yes  No  
If 'No', you will need to provide evidence of your residency status in the UK

**To help monitor equality and diversity, tell us how you would describe yourself:**  Male  Female

<input type="checkbox"/> English/Welsh/Scottish/N.Irish/British	<input type="checkbox"/> White & Asian	<input type="checkbox"/> Other Asian	<input type="checkbox"/>
<input type="checkbox"/> Irish	<input type="checkbox"/> Any other mixed	<input type="checkbox"/> African	<input type="checkbox"/>
<input type="checkbox"/> Gypsy/Irish Traveller	<input type="checkbox"/> Indian	<input type="checkbox"/> Caribbean	<input type="checkbox"/>
<input type="checkbox"/> Any other white background	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Other Black/African/Caribbean	<input type="checkbox"/>
<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Arab	<input type="checkbox"/>
<input type="checkbox"/> White & Black African	<input type="checkbox"/> Chinese	<input type="checkbox"/> Any other	<input type="checkbox"/>

**ADDITIONAL NEEDS** Please tell us if you would consider yourself to have any of the following:

**Learning Difficulty**

Yes - please detail → \_\_\_\_\_  
 No  
 Prefer not to say

**Disability**

Yes - please detail → \_\_\_\_\_  
 No  
 Prefer not to say

Please describe any adjustments that you may need because of a disability or learning difficulty. Additional needs will be shared with relevant staff unless we are informed otherwise

**EXISTING QUALIFICATIONS** Please tell us about the highest level qualification(s) that you currently hold. If you are unsure, please ask a member of staff.

Qualification Level	Examples of qualifications at this Level (not exhaustive). Please tick the box that applies to you.	✓
None	If you have no formal qualifications, please tick to confirm this.	<input type="checkbox"/>
Entry Level & Level 1	Entry Level 1/2/3 & L1 in Maths and English, 5 x GCSE's D – G, NVQ L1, Foundation Diplomas	<input type="checkbox"/>
Level 2 (L2)	5+ GCSE's A* - C, NVQs & VRQs at L2, Certificates and Diplomas at L2, BTEC qualifications	<input type="checkbox"/>
Level 3 (L3)	2+ AS/A Levels, VRQs & NVQs at L3, Advanced and Progression Diplomas, Access Courses, L3 BTECs	<input type="checkbox"/>
Level 4+ (L4/L5/L6)	NVQs L4+, HND, HNC, BTECS at L4+, Foundation Degrees, Degrees and Masters	<input type="checkbox"/>

**EMPLOYMENT STATUS** Please tick which statement applies

Employed?	Self Employed?	Unemployed?
Employed less than 16 hours per week <input type="checkbox"/>	Self Employed less than 16 hours per week <input type="checkbox"/>	Not in paid employment and looking for work <input type="checkbox"/>
Employed 16 – 19 hours per week <input type="checkbox"/>	Self Employed 16 – 19 hours per week <input type="checkbox"/>	Not in paid employment and not looking for work <input type="checkbox"/>
Employed 20 hours or more per week <input type="checkbox"/>	Self Employed 20 hours or more per week <input type="checkbox"/>	

**If you are unemployed, how long**

**Have you been unemployed? ✓**

<input type="checkbox"/> Less than 6 months	<input type="checkbox"/> 6- 11 months	<input type="checkbox"/> 12-23 months
<input type="checkbox"/> 24-36 months	<input type="checkbox"/> Over 36 months	

**HOUSEHOLD INFORMATION** Please tick the statements that apply (1 or more) ✓

No member of the household in which I live (including myself) is employed

The household I live in includes only one adult (aged 18 or over)

There are one or more dependent children (Aged 0-17 or 18-24 if full time student or inactive) in the household

None of the above statements apply

I confirm I wish to withhold this information

**HOW DID YOU HEAR ABOUT US?**

Current/past student

Prospectus/Leaflet

Website

Word of Mouth  Job Centre

Other (please specify).....

**YOUR COURSES** Please tell us which course(s) you wish to study. Depending on your status, you may be eligible for fee remission.

Course Title	Day/s	Start Time	Start Date	Venue	Fee
					£
					£
					£
Promotion code:				Total	£

**FEE REMISSION** Depending on your status, some courses may be free or eligible for a discount

Fee remission may be available to UK/EU residents for courses funded by the Skills Funding Agency (marked in the Adult Learning prospectus). Additional supporting evidence required. Please note that occasionally national funding eligibility rules do change throughout the year.

- I am in receipt of Job Seekers Allowance (JSA).
- I am in receipt of Employment Support Allowance (ESA) and am part of work-related activity group (WRAG)
- I am unemployed & in receipt of any other state benefit, looking for work & this course will help my employment prospects
- I am aged 19 - 23 and studying my first full level 2 or full level 3 qualification (please ask which courses apply)
- I have an Education, Health and Care Plan (if aged 19-24)       I am a refugee or asylum seeker

**ADVANCED LEARNING LOANS** Only selected Level 3 or 4 courses are eligible for a loans facility

- Please tick here if you are intending to apply for an Advanced Learning Loan for an eligible Level 3 or 4 course.

**LEARNING AGREEMENT** Please read the following statements carefully, by signing this form, you are agreeing to the contents:

- ~ The commencement of all courses is subject to appropriate levels of enrolment.
- ~ All fees are to be paid promptly and payments will be processed on receipt/class start. You are responsible for paying the fees.
- ~ No refunds will be given unless a course has been cancelled prior to commencement.
- ~ Some course fees include the cost of examination entry, however there may be additional exam costs. Should students fail to attend examinations, charges may apply. All learners may be liable for exam fees if they leave the course.
- ~ If you have any unspent criminal convictions, these must be disclosed to the College on application.
- ~ You have received information and advice about the course and you understand the entry requirements, the number of guided learning hours, the nature of the programme and what it could lead to.
- ~ If you are claiming fee remission at the time of starting your course, you agree to inform us in writing should you find employment during the programme which results in you withdrawing.
- ~ Information about your support needs can be shared with relevant members of staff
- ~ You are aware that some courses are part or fully-funded by the Education Skills Funding Agency (ESFA) & European Social Fund.

**CONTACT PREFERENCES AND 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. 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> You can opt out of contact for other purposes.

- I do not wish to be contacted about courses or learning opportunities by the Agency.
- I do not wish to be contacted for surveys and research by the Agency      I do not wish to be contacted by the Agency by:  
 Post       Phone       Email
- I do not want contact from Strode's College about courses

**PAYMENT:** We are a cashless College. You can pay by cheque, made payable to Strode's College, or credit/debit card at Reception or please telephone to provide your credit/debit card details. We advise you not to post your card details.

**SIGNATURES**

I am signing to confirm that the information contained in this form is correct, to the best of my knowledge, and that I agree to the terms of the learning agreement and how we use the personal data above.

Student Signature:

Date:

Signature of College Representative:

Date:

