

2017-2018 Student Enrolment & Learning Agreement Form

Please complete all relevant sections of this form in **BLOCK CAPITALS & PEN** (tick where appropriate). Consult course guidelines and outlines before completing this form.

1. Personal Details

Title: Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/> Rev <input type="checkbox"/> Sir <input type="checkbox"/> Prof <input type="checkbox"/>		Date of Birth: <input type="text"/> / <input type="text"/> / <input type="text"/>	
Surname: <input type="text"/>		ULN No: <input type="text"/>	
Forename(s): <input type="text"/>		N.I No: <input type="text"/>	
Correspondence Address: <input type="text"/> <input type="text"/> <input type="text"/>		Car Reg: <input type="text"/>	
Post Code: <input type="text"/>		Emergency Contact Details	
Time at Current Address: _____ Years _____ Months		Name: <input type="text"/>	
Tel No: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Tel No: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Mobile: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Email: <input type="text"/>	
E-mail: <input type="text"/>		Relationship: <input type="text"/>	
Surname at Birth: <input type="text"/>		Name: <input type="text"/>	
Nationality: <input type="text"/>		Tel No: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
E-mail: <input type="text"/>		Email: <input type="text"/>	
Surname at Birth: <input type="text"/>		Relationship: <input type="text"/>	
Nationality: <input type="text"/>		If No, for purposes other than full-time education have you lived in the European Economic Area for the last 3 years?	
For purposes other than education have you lived in England for the last 3 years?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Yes <input type="checkbox"/> No <input type="checkbox"/>		Have you attended a course at Craven College before? Yes <input type="checkbox"/> No <input type="checkbox"/>	

2. Equal Opportunities Information: (Providing this information does not in any way affect your place on a course)

Do you consider yourself to have a learning difficulty and/or disability and/or health problem? Yes No

If yes, please enter the codes from below: Primary: Option 2: Option 3: Option 4: Option 5:

(If you wish to identify more than 5 options please speak to a member of staff)

4 Visual Impairment	11 Severe Learning Difficulty	93 Other Physical Disability
5 Hearing Impairment	12 Dyslexia	94 Other Specific Learning Difficulty (e.g. Dyspraxia)
6 Disability Affecting Mobility	13 Dyscalculia	95 Other Medical Condition (e.g. epilepsy, asthma, diabetes)
7 Profound Complex Disabilities	14 Autism Spectrum Disorder	96 Other Learning Difficulty
8 Social Emotional Difficulties	15 Asperger's Syndrome	97 Other Disability
9 Mental Health Difficulty	16 Temporary Disability	98 Prefer Not to Say
10 Moderate Learning Difficulty	17 Speech, Language & Communication Needs	

Ethnic Origin (please tick below)

<i>Asian / Asian British</i>	<input type="checkbox"/> Bangladeshi (41)	<i>Mixed / Multiple Ethnic Group</i>	<input type="checkbox"/> White & Asian (37)	<i>Other</i>	<input type="checkbox"/> Chinese (42)
	<input type="checkbox"/> Indian (39)		<input type="checkbox"/> White & Black African (36)		<input type="checkbox"/> Arab (47)
	<input type="checkbox"/> Pakistani (40)		<input type="checkbox"/> White & Black Caribbean (35)		<input type="checkbox"/> Any other (98)
	<input type="checkbox"/> Other Asian background (43)		<input type="checkbox"/> Other Mixed background (38)		<input type="checkbox"/> Not known / Prefer not to say (99)
<i>Black / African / Caribbean / Black British</i>	<input type="checkbox"/> African (44)	<i>White</i>	<input type="checkbox"/> British (31)		<input type="checkbox"/> Other White background (34)
	<input type="checkbox"/> Caribbean (45)		<input type="checkbox"/> Irish (32)		
	<input type="checkbox"/> Other Black background (46)		<input type="checkbox"/> Gypsy or Irish Traveller (33)		

3. Highest Qualification Level Currently Held

- | | |
|--|---|
| <input type="checkbox"/> Entry Level – Word Power/Number Power (09) | <input type="checkbox"/> Full Level 3 – 2 or more A Levels, 4 or more AS Levels, NVQ 3, AVCE, National Diploma or Certificate (03) |
| <input type="checkbox"/> Other Qualifications – Below Level 1 (07) | <input type="checkbox"/> Level 4 – HNC, CMS, NVQ 4 (10) |
| <input type="checkbox"/> Level 1 – GCSE/O Level grades D-G or 1-3 (or fewer than 5 at grades A-C or 4-9), GNVQ Foundation, CSE below grade 1, NVQ 1 (01) | <input type="checkbox"/> Level 5 – HND, First Degree, Foundation Degree (11) |
| <input type="checkbox"/> Full Level 2 – 5 or more GCSE/O level grades A-C or 4-9, 5 or more CSE Grade 1, NVQ 2, GNVQ Intermediate, 1 st Diploma (02) | <input type="checkbox"/> Level 6 – Bachelors Degree, Award/Certificate/Diploma Level 6 (12) |
| | <input type="checkbox"/> Level 7 – Doctorates, Masters Degree, Award/Certificate/Diploma Level 7 (13) |

Previous School (full-time learners only):

Are you enrolled at any other school, college or training provider? Yes (If yes, please speak to a member of staff) No

4. First Full Level 2/3 Qualifications – Entitlement to tuition fee remission

You may be eligible for a reduction in course fees if your chosen programme of study results in you achieving a recognised full Level 2/3 qualification and aged between 19 and 23. Please speak to our reception staff for further details. 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 due.

I declare that I do not already have a: Full Level 2 qualification or above Full Level 3 qualification or above

PLEASE ENSURE YOU HAVE COMPLETED SECTION THREE ABOVE

5a. Employment Status Day Before Starting Learning

- | | |
|---|--|
| Employed | Not Employed |
| <input type="checkbox"/> In paid employment - under 16 hours per week (10)(2) | <input type="checkbox"/> Not in paid employment and looking for work (11) |
| <input type="checkbox"/> In paid employment - 16-19 hours per week (10)(3) | <input type="checkbox"/> Not in paid employment and not looking for work (12) |
| <input type="checkbox"/> In paid employment - 20 hours or more per week (10)(4) | <input type="checkbox"/> In full-time education prior to the start of the course |
| <input type="checkbox"/> Self employed (10) | <input type="checkbox"/> Retired |
| Hours worked per week: <input type="checkbox"/> < 16 hours <input type="checkbox"/> 16-19 hours <input type="checkbox"/> > 20 hours | |
| Date commenced current employment:
<input type="text"/> / <input type="text"/> / <input type="text"/> | Date from which you were not employed: <i>(please complete section 5b)</i>
<input type="text"/> / <input type="text"/> / <input type="text"/> |

5b. If Not Employed: How many months have you been unemployed?

- Less than 6 months (1) 6 – 11 months (2) 12 – 23 months (3) 24 – 35 months (4) Over 36 months (5)

5c. Employer Details

If your employer is paying all or part of your fees please complete this section (A letter of proof will be required from your employer)

Employer Name:

Employer Address:

Tick here if your employer is releasing you to allow you to study on your course/s (1)

5d. Household Situation

- | | |
|---|--|
| <input type="checkbox"/> No household member is in employment and the household includes one or more dependent children (1) | <input type="checkbox"/> Learner lives in a single adult household with dependent children (3) |
| <input type="checkbox"/> No household member is in employment and the household does not include any dependent children (2) | <input type="checkbox"/> Prefer not to say (98) |
| | <input type="checkbox"/> Not applicable (99) |

FOR OFFICE USE ONLY - ID checked

Identity verification (third party ID)

- | | |
|--|---|
| <input type="checkbox"/> Passport (2) | <input type="checkbox"/> Cert. of Entitlement to Funding (6) |
| <input type="checkbox"/> Driving Licence (3) | <input type="checkbox"/> Examination results slip/certificate |
| <input type="checkbox"/> ID card/other National ID (4) | <input type="checkbox"/> Returning Student known to College |
| <input type="checkbox"/> National Insurance card (5) | <input type="checkbox"/> Other – specify below |
| <input type="checkbox"/> Bank credit/debit card (7) | <input type="text"/> |

6. Declaration of Student

Initial Advice and Guidance

I confirm that as part of initial guidance, enrolment, induction and tutorial activities you:

- did identify your primary learning goals and programme of study
- met the appropriate entry requirements for this programme of study
- understood what your programme of study involved, including any fees liability and additional costs for essential equipment, awarding body fees, books and visits etc.
- were aware of the financial and/or transport support you may be entitled to
- were aware of the learning, language, and academic support which may be available to you

Rules, Regulations and Codes of Conduct

- I agree to conform to the rules, regulations and codes of conduct of the College. (For further information please see Student Handbook)
- I declare that, to the best of my knowledge, the information I have provided is correct and that should my circumstances change, including my eligibility for concessionary fees, I will notify the College immediately
- I agree to attend regularly and punctually all courses for which I enrol and conform to the regulations of the College
- I also agree that I am responsible for the payment of the course fees and that the fees remain payable even if I subsequently withdraw from the course unless on medical grounds or where the reason for withdrawal is directly attributable to the College. Please refer to the Fees and Refund Policy for further information relating to HE withdrawals. Fees not paid in full within 60 days of the invoice date, alternative payment arrangements have not been agreed, or if agreed have not been complied with, the outstanding debt will be referred to the College's Debt Collection Agents. A debt recovery administration charge of 15% will be added to the outstanding debt to cover the debt collection costs
- If the wrong fees have been charged, I agree to pay the difference in the fees involved
- I understand that the College reserves the right to change tutors, reschedule, cancel, close or combine courses if necessary
- I agree to abide by the requirements of various Acts covering health and safety and to follow instructions issued by College staff

Please note that detailed guidance on financial and other support, offered by Craven College, is outlined in the Student Guidance Notes which you should receive on enrolling. If you have any further questions relating to your course and its appropriateness to your needs, please approach a staff member before your course starts or during induction.

Students under 19 on the 31 August 2017 - I agree that the College can share information on my progress, attendance or any other issues which might affect my education or well being with my parents/guardian for the duration of my course. I agree that the College can share information with the LEA and careers service which helps them follow my progress through College and what I go on to do at the end of my course.

Any student who fails to attend an examination for which they have been entered and is unable to provide satisfactory mitigating circumstances for non-attendance, will be charged the full awarding body exam/registration fee.

The College aims to provide a quality educational service for all students. The College Charter, distributed at induction, gives details of the guidance and support you can expect from the College and the commitment expected from you as a student. Your comments on the College and its service are welcomed and will be used to improve our standards.

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
 Post
 Telephone
 Email

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>

College activity is part-financed by the European Union through the European Social Fund (ESF). ESF supports activities to extend employment opportunities and develop a skilled workforce.

By completing this form I agree to undertake appropriate course assessments and I give my consent for Craven College to process data held about me in compliance with the Data Protection Act 1998, and for educational purposes only. At no time will your personal information be passed to organisations for marketing or sales purposes. If I have any concerns regarding this data I may contact the College Data Protection Officer.

I confirm that I have been made aware of the College's Fees and Refund Policy (available on the College website). I also agree that I am responsible for the payment of the course fees and that the fees remain payable even if I subsequently withdraw from the course unless on medical grounds (doctors certificate/letter required) or where the reason for withdrawal is directly attributable to the College.

PLEASE NOTE THAT FOR YOUR COMFORT AND SAFETY CRAVEN COLLEGE OPERATES A NO SMOKING POLICY

Student Signature:

Date: / /

Staff Signature:

Date: / /

7. Programmes of Study

You can pay at reception by cash, cheque and most debit/credit cards, or by post enclosing a **cheque payable to Craven College**. Alternatively to make a payment by phone please forward the enrolment form and tick the **phone payment** option below.

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Code	Subject	Day	Time	Course Fees	Exam / Registration	Other	Total	Start Date	End Date	GLH	Weeks
				: : : : :	: : : : :	: : : : :	: : : : :				
				: : : : :	: : : : :	: : : : :	: : : : :				
				: : : : :	: : : : :	: : : : :	: : : : :				
				: : : : :	: : : : :	: : : : :	: : : : :				
				: : : : :	: : : : :	: : : : :	: : : : :				
				: : : : :	: : : : :	: : : : :	: : : : :				
				: : : : :	: : : : :	: : : : :	: : : : :				
				: : : : :	: : : : :	: : : : :	: : : : :				
				: : : : :	: : : : :	: : : : :	: : : : :				
							Total Fees Payable This Year:	: : : : :			

Course fees are required to be paid each year for the duration of the course

Total Fees Payable This Year:

8a. Fee Payment Details

Tick

- Are you paying your own fees? Phone payment?
- Are you an overseas learner?
- Is your employer paying all or part of your fees? **(complete section 5a & 5c in full)** (letter from employer required)
- 19+ Advance Learning Loans (Section 9 must be completed)
- Fees waived by College (College use only)

You may be eligible for a reduction in fees if any of the following apply

- First Full Level 2 First Full Level 3 **(complete section 3 in full)**
- In receipt of: ISA ESA (WRAG) Universal Credit

(Please complete details below)

N.I. Number:

Rem. Proof seen:

Date of evidence:

Staff Signature:

Unemployed in receipt of a wider state benefit & seeking employment **(Section 5b & additional declaration form must be completed)**

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Option	Amount Paid	Amount Waived	Amount Invoiced	Payment Method
Course Fee:				<input type="checkbox"/> Cash <input type="checkbox"/> Card <input type="checkbox"/> DO <input type="checkbox"/> Cheque <input type="checkbox"/> Invoice <input type="checkbox"/> Online
Exam Fee:				
Materials:				
Other:				
				Receipt Number: <input type="text"/>
				Date: <input type="text"/> / <input type="text"/> / <input type="text"/> Initials: <input type="text"/>

9. 19+ Advanced Learning Loans

Loan Approved

Loan Amount:

Staff Signature:

Date: / /

Comments

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