

# 2023/24 ENROLMENT FORM

PLEASE COMPLETE **ALL** SECTIONS (WHERE INDICATED) OF THIS FORM IN **BLOCK CAPITALS & BLACK PEN** (TICK WHERE APPROPRIATE). CONSULT COURSE GUIDELINES AND OUTLINES BEFORE COMPLETING THIS FORM.

Are you currently a full-time student at any other School, College or Training Provider? Yes  No

### 1. Personal Details

Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>	Date of Birth:	<input type="text"/> / <input type="text"/> / <input type="text"/>
Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/> Preferred Pronoun <input type="text"/>	ULN No:	<input type="text"/>
First name(s):	<input type="text"/>	NI No:	<input type="text"/>
Preferred name:	<input type="text"/>	Email:	<input type="text"/>
Surname:	<input type="text"/>	Tel No:	<input type="text"/>
Surname at Birth:	<input type="text"/>	Mobile No.	<input type="text"/>
Home Address:	<input type="text"/>	Time at current address:	Years <input type="text"/> Months <input type="text"/>
Postcode:	<input type="text"/>	Do you have any unspent criminal convictions?	Yes <input type="checkbox"/> No <input type="checkbox"/> <small>Any information you give will be confidential and will be considered only in relation to this enrolment. An unspent criminal conviction does not necessarily prevent you from enrolling.</small>
Accommodation term-time (HE only)	<input type="checkbox"/> Parent/Guardian Home <sup>(4)</sup> <input type="checkbox"/> Own Residence <sup>(7)</sup>	<input type="checkbox"/> Other rented accommodation (shared accommodation) <sup>(8)</sup> <input type="checkbox"/> Other <sup>(5)</sup>	

### 2. Ethnic Origin (please tick below)

White	Mixed	Asian / Asian British	Black	Other Ethnic group
<input type="checkbox"/> British/English/Welsh/Scottish/Northern Irish <sup>(31)</sup>	<input type="checkbox"/> White & Black Caribbean <sup>(35)</sup>	<input type="checkbox"/> Indian <sup>(39)</sup>	<input type="checkbox"/> African <sup>(44)</sup>	<input type="checkbox"/> Arab <sup>(47)</sup>
<input type="checkbox"/> Irish <sup>(32)</sup>	<input type="checkbox"/> White & Black African <sup>(36)</sup>	<input type="checkbox"/> Pakistani <sup>(40)</sup>	<input type="checkbox"/> Caribbean <sup>(45)</sup>	<input type="checkbox"/> Any other <sup>(98)</sup>
<input type="checkbox"/> Gypsy or Irish Traveller <sup>(33)</sup>	<input type="checkbox"/> White & Asian <sup>(37)</sup>	<input type="checkbox"/> Bangladeshi <sup>(41)</sup>	<input type="checkbox"/> Other Black background <sup>(46)</sup>	
<input type="checkbox"/> Other White background <sup>(34)</sup>	<input type="checkbox"/> Other Mixed background <sup>(38)</sup>	<input type="checkbox"/> Chinese <sup>(42)</sup>		
		<input type="checkbox"/> Other Asian background <sup>(43)</sup>		

### 3. Emergency Contact Details (Please provide 2 contacts)

Name:	<input type="text"/>	Name:	<input type="text"/>
Tel No:	<input type="text"/>	Tel No:	<input type="text"/>
Relationship to you:	<input type="text"/>	Relationship to you:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>

### 4. Residency Status

Nationality:	<input type="text"/>	Non-EEA (Please confirm your residency status)	
Country of Residence:	<input type="text"/>	<input type="checkbox"/> Asylum Seeker (6 month residency)	<input type="checkbox"/> Family Member Visa or Legal EU/EEA Citizen
Have you lived in the UK/EEA for the last 3 Years?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Humanitarian Protection*	<input type="checkbox"/> Ukraine Visa Scheme
Pre-settled/Settled Status held (EEA nationals)	Settled <input type="checkbox"/> Pre-Settled <input type="checkbox"/> None <input type="checkbox"/>	<input type="checkbox"/> Discretionary Leave to Enter/Remain*	<input type="checkbox"/> Indefinite Leave to Enter/Remain*
Pre-settled/Settled Status date:	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/> Afghan Relocation Scheme	<input type="checkbox"/> Work Visa
Date of Entry to UK: (non-UK residents)	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="checkbox"/> Exceptional Leave to Enter/Remain*	<input type="checkbox"/> Refugee*
		<input type="checkbox"/> Stateless Leave (3 year residence required)	<input type="checkbox"/> Husband/wife/civil partner/child of any of the above marked with *

\* Exempt from 3 year Residency rules - documentation must be sighted to validate status

Evidence seen:  Expiry Date:  /  /  Checked by:

### 5. Support / Education details

Are you a young carer? Yes  No  Are you a young parent? Yes  No  Are you living in care or classed as a care leaver? Yes  No

Previous School/College (16-18 only)  Year of leaving:

**6. ID check** - Identity verification (third party ID) ID must be seen prior to enrolment

ID Checked?

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Passport (2)                  | <input type="checkbox"/> National Insurance card (5)         | <input type="checkbox"/> Examination results slip/certificate (999) |
| <input type="checkbox"/> Driving Licence (3)           | <input type="checkbox"/> Cert. of Entitlement to Funding (6) | <input type="checkbox"/> Returning Student known to College (1)     |
| <input type="checkbox"/> ID card/other National ID (4) | <input type="checkbox"/> Bank credit/debit card (7)          | <input type="checkbox"/> Other <input type="text"/>                 |

Initials: **7. Primary Health Problems** (Providing this information does not in any way affect your place on a course. We may be able to offer you extra support)Do you consider yourself to have a learning difficulty and/or disability? No  Yes  If yes, please tick all that apply:

- |  |  |   |  |  |
|--|--|---|--|--|
| <input type="checkbox"/> Vision Impairment             | <input type="checkbox"/> Social Emotional Difficulties | <input type="checkbox"/> Dyslexia                 | <input type="checkbox"/> Speech, Language & Communication Needs              | <input type="checkbox"/> Other Medical Condition (e.g. epilepsy, asthma, diabetes) |
| <input type="checkbox"/> Hearing Impairment            | <input type="checkbox"/> Mental Health Difficulty      | <input type="checkbox"/> Dyscalculia              | <input type="checkbox"/> Other Physical Disability                           | <input type="checkbox"/> Other Learning Difficulty                                 |
| <input type="checkbox"/> Disability Affecting Mobility | <input type="checkbox"/> Moderate Learning Difficulty  | <input type="checkbox"/> Autism Spectrum Disorder | <input type="checkbox"/> Other Specific Learning Difficulty (e.g. Dyspraxia) | <input type="checkbox"/> Other Disability  |
| <input type="checkbox"/> Profound Complex Disabilities | <input type="checkbox"/> Severe Learning Difficulty    | <input type="checkbox"/> Asperger's Syndrome      |  |  |
|  |  | <input type="checkbox"/> Temporary Disability     |  |  |

Do you have any medical conditions? (e.g. Asthma) Yes  No  If yes, please state: What do you consider your primary condition to be? Do you have an EHCP (Education, Health and Care Plan)? Yes  No  Do you need any support for your Special Educational Needs or Health problems? Yes  No **8. Prior Attainment** - Your prior attainment will be checked against the information held in your personal learning record (PLR). If the PLR contradicts the prior attainment provided, course fees may apply

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Entry Level</b> (Entry Level quals inc. English, maths, ESOL, Digital Skills) (01) | <input type="checkbox"/> <b>Level 4</b> (HNC, AAT L4) (07)                         |
| <input type="checkbox"/> <b>Level 1</b> (GCSE grades D-G or 1-3 (or less than 5 A-C or 4-9) (02)               | <input type="checkbox"/> <b>Level 5</b> (HND, Foundation Degree) (08)              |
| <input type="checkbox"/> <b>Level 2</b> (Functional Skills, ESOL, non entitlement quals) (03)                  | <input type="checkbox"/> <b>Level 6</b> (First Degree (Hons)) (09)                 |
| <input type="checkbox"/> <b>Full Level 2</b> (5 GCSE grades A-C or 4-9, 3 AS Levels) (04)                      | <input type="checkbox"/> <b>Level 7 and above</b> (Doctorates, Masters, PGCE) (10) |
| <input type="checkbox"/> <b>Level 3</b> (Core maths, technical quals (T Levels), non entitlement quals) (05)   | <input type="checkbox"/> <b>Other Qualifications</b> (97)                          |
| <input type="checkbox"/> <b>Full Level 3</b> (2 or more A Levels, 4 or more AS Levels) (06)                    | <input type="checkbox"/> <b>No Qualifications</b> (99)                             |

Name of Highest Qualification Do you hold a GCSE English? Yes  No  Grade: Do you hold Functional Skills English? Yes  No  Level: Do you hold a GCSE Maths? Yes  No  Grade: Do you hold Functional Skills Maths? Yes  No  Level: **9. Employment Status****Employed**

- I am in paid employment (10)  
 and I am self employed

Number of hours employed per week:

- |  |   |
|--|---|
| <input type="checkbox"/> 0-10 hours (5)  | <input type="checkbox"/> 21-30 hours (7)      |
| <input type="checkbox"/> 11-20 hours (6) | <input type="checkbox"/> 31 hours or more (8) |

How long have you been in employment?

- |   |  |
|---|--|
| <input type="checkbox"/> up to 3 months (1) | <input type="checkbox"/> 7-12 months (3) |
| <input type="checkbox"/> 4-6 months (2)     | <input type="checkbox"/> 12+ months (4)  |

Is your employer releasing you to study on your course(s)?  (Yes)**Not Employed**

- I am not in paid employment  
 and I am looking for work (11)  
 and I am not looking for work and/or not available to start work (12)

How many months have you been unemployed?

- |   |   |
|---|---|
| <input type="checkbox"/> Less than 6 months (1) | <input type="checkbox"/> 24-35 months (4)   |
| <input type="checkbox"/> 6-11 months (2)        | <input type="checkbox"/> Over 36 months (5) |
| <input type="checkbox"/> 12-23 months (3)       |   |

Are you in receipt of the following benefits?

- |   |  |  |                               |  |
|---|--|--|-------------------------------|--|
| <input type="checkbox"/> Job Seeker Allowance (JSA) | <input type="checkbox"/> ESA (Work Related Activity Group) | <input type="checkbox"/> Universal Credit (UC) | <input type="checkbox"/> None | <input type="checkbox"/> Other: <input type="text"/> |
|---|--|--|-------------------------------|--|

**10. Fee Remission**

Please confirm your circumstances and tick the relevant box for fee remission consideration:

I declare that I **DO NOT** already have a  Full Level 2 qualification or above  Full Level 3 qualification or above

- As an individual claiming an eligible benefit (see section 9 above) I earn less than **£617**/month or as a household we earn less than **£988**/month
- I am employed and my gross salary is less than **£20,319** (**£21,255** if you live in West Yorkshire Combined Authority residential postcode)
- I am enrolling onto a course that is eligible under the 'Free courses for jobs' scheme
- I want to be employed or to progress to more suitable employment and the training is directly relevant to improving my employment prospects and the local labour market needs

**11. Payment of Fees** - Complete this section if you or your employer are paying fees

Payment of all tuition and associated fees must be made in full at enrolment. You can pay by cash, most debit/credit cards, or by cheque payable to Craven College. Please note. You are liable for fees even if you do not complete your course.

- I am paying my own fees directly to the College
- I am paying my fees but intending to recover them later from my employer
- I am a Craven College employee
- I will be paying my fees using a Student Loan (A letter from the Student Loan Company is required)
- My employer is paying the college fees directly (A letter or Purchase Order from your employer must be provided at enrolment)

Employer Name:	<input type="text"/>	Employer email:	<input type="text"/>
Employer Address:	<input type="text"/>		

**12. Higher Education Courses**

UCAS Personal ID	<input type="text"/>	UCAS Application Code	<input type="text"/>
Student Support No. (assigned by Student Loan Company):	<input type="text"/>		

What best describes your occupation?

<input type="checkbox"/> Higher Managerial & professional occupations (01)	<input type="checkbox"/> Lower supervisory & technical occupations (05)
<input type="checkbox"/> Lower managerial & professions occupations (02)	<input type="checkbox"/> Semi-routine occupations (06)
<input type="checkbox"/> Intermediate occupations (03)	<input type="checkbox"/> Routine occupations (07)
<input type="checkbox"/> Small employers & own-account workers (04)	<input type="checkbox"/> Never worked & long term unemployed (08)
	<input type="checkbox"/> Not classified (09)

What is your current job title? (if employed)	<input type="text"/>	Which industry do you work in? (if employed)	<input type="text"/>
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**13. Declaration of Student**

**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) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. Our lawful basis for using your special category personal data is covered under Substantial Public Interest based in law (Article 9(2)(g)) of GDPR legislation. This processing is under Section 54 of the Further and Higher Education Act (1992).

The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well-being purposes, including research.

We retain your ILR learner data for 20 years for operational purposes (e.g. to fund your learning and to publish official statistics). Your personal data is then retained in our research databases until you are aged 80 years so that it can be used for long-term research purposes. For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr>

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training. For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and the DfE Privacy Notice (<https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education>)

If you would like to get in touch with us or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways:

- Using our online contact form [https://form.education.gov.uk/service/Contact\\_the\\_Department\\_for\\_Education](https://form.education.gov.uk/service/Contact_the_Department_for_Education)
- By telephoning the DfE Helpline on 0370 000 2288
- Or in writing to: Data Protection Officer, Department for Education (B2.28), 7 & 8 Wellington Place, Wellington Street, Leeds, LS1 4AW

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>

**College Data Processing Notice**

Craven College takes privacy seriously and will only use the personal information provided on this form for the purposes of administration of your position as a student with us. All data will be processed lawfully and in accordance with Article 6 of the GDPR. The College will occasionally share your data with third parties. Where sharing is not part of our statutory duties, you can give your consent to be contacted by other third parties about:

- About courses or learning opportunities.
- For surveys and research.
- By post.
- By phone.
- By email. (Please tick relevant boxes to give your consent)

Further information, please visit: [www.craven-college.ac.uk/about-craven-college](http://www.craven-college.ac.uk/about-craven-college)

**Learner Declaration**

I declare that the information I have disclosed is true and accurate to the best of my knowledge. I agree to abide by Craven College's Code of Conduct. I have been informed of and understand the entry requirements for my course, the guided learning hours, the nature and suitability of the course, the costs involved, financial/academic support that may be available and what it leads to. I understand I am responsible for amounts due, understand the fees, charging and refund policy and how to contact the college support & advice services. I understand and accept that my named parent(s)/guardian or my employer/sponsor may be informed about my performance. I consent to my contact information being shared with my work placement employer. I agree to inform Craven College of any relevant change of personal circumstances or change of course which may affect any concessions given at the time of enrolment. Where this affects the fees due, I agree to pay the difference. You are also authorising the college to collect and release non-sensitive information for other purposes as set out in the college's data protection registration. A more detailed explanation and further information on data confidentiality is available on request from the Data Protection Officer.

<b>Student Signature</b>	<input type="text"/>
<b>Date</b>	<input type="text"/>

<b>Staff Signature</b>	<input type="text"/>
<b>Staff Name</b>	<input type="text"/>
<b>Date</b>	<input type="text"/>

**14. Programmes of Study**

Code	Subject	Day	Time	Start Date	Planned End Date	Planned Hours	Course Fees	Exam / Registration	Other	Total	Waived
							:	:	:	:	<input type="checkbox"/>
							:	:	:	:	<input type="checkbox"/>
							:	:	:	:	<input type="checkbox"/>
							:	:	:	:	<input type="checkbox"/>
							:	:	:	:	<input type="checkbox"/>
							:	:	:	:	<input type="checkbox"/>

**Course fees are required to be paid at enrolment**

**Total Fees Payable:** :

**FOR OFFICE USE ONLY**

**Learners NOT paying fees**

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

- Aged 16, 17, 18 on 31 August 2023
- First Full Level 2
- First Full Level 3
- Level 3 courses for jobs
- Digital Skills
- English/Maths
- Low wage flexibility
- JSA
- ESA (WRAG)
- Universal Credit
- Another state benefit
- Local Flexibility
- Staff Development

Rem. Proof seen

Date of evidence:  /  /  Initials

**Learner Paying Fees**

Option	Amount Due	Amount Paid	Amount Waived	Amount Invoiced
Course Fee:				
Exam Fee:				
Materials:				
Other:				
Total:				

- Payment Method
- Cash
  - Cheque
  - Loan
  - Card
  - Invoice
  - Employer
  - Direct Debit
  - Online
  - Phone

Receipt No:

**Attach copy of receipt to enrolment form**

Date:  /  /  Initials:

**Loans**

Advanced Learning Loan  HE Loan  Loan Amount:

Staff Signature:  Date:  /  /

Comments: