

Higher Education Courses - Enrolment Form & Learning Agreement



1. Personal Details (please complete using BLOCK CAPITALS)			
Surname:		Family/previous name: <small>(if different from current name)</small>	
First Name (s):		Title:	
Address:		In which country do you normally live? _____ What is your Nationality? Please state: _____	
		UK resident for at least last 3 years? Yes <input type="checkbox"/> No <input type="checkbox"/> If NO, have you been a European Economic Area (EEA/EU) resident for the last 3 years? Yes <input type="checkbox"/> No <input type="checkbox"/>	
		Are there any immigration restrictions on how long you can stay in the UK? _____	
		Are you here on a visa Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, when does it expire? _____	
		Are you a registered Asylum Seeker? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Postcode:	Tel:	Emergency Contact: Name & Number:	
Mobile:			
Email: <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"></table> <small>Your email may be used by your tutor/college staff to keep in touch with you.</small>			
DoB (date month year)		National Insurance No:	Sex: Female <input type="checkbox"/> Male <input type="checkbox"/>
Passport ID:		OR	Birth Certificate Number: Checked original <input type="checkbox"/>
Where did you hear about this course?			

LEARNING AGREEMENT

Shaded boxes to be completed by a member of College staff.

2. Name of course you are enrolling on	
Qualification:	Part time/ Full Time
Start date:	End date:
Day/Days:	Times:

3. Payment details	
Tuition fee	£ _____
Exam fee	£ _____
TOTAL	£ _____
<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Student Finance *</p> <p style="text-align: center;"><u>New students (starting course on or after 1/9/12)</u></p> <p>I have applied for a Tuition Fee Loan from the Student Loan Company (www.slc.co.uk/england) :</p> <p>Part-time Tuition Fee Loan (for Part-time courses) <input type="checkbox"/></p> </div>	
<div style="border: 1px solid black; padding: 5px;"> <p><input type="checkbox"/> Paid in full at enrolment.</p> <p>Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Debit Card <input type="checkbox"/> Credit Card <input type="checkbox"/></p> <p>Receipt number: _____</p> <p>Organisation to be invoiced (address & contact name): _____ _____</p> <p><input type="checkbox"/> Not paid in full at enrolment.</p> <p>Instalment arrangements: Deposit: _____ + _____ payments of _____ Payment to be completed by: _____</p> </div>	

*Student Finance England will send you an entitlement letter showing details of your approved loan. A copy of your entitlement letter from Student Finance England must be submitted to the Senior Admissions Officer as soon as you receive it, and absolutely no later than 15th November 2018. Students who are unable to present their entitlement letter by 15th November 2018 will automatically be expected to pay their course fee. This can be paid in full or a 5 part instalment arrangement can be opted for. Please note, your first instalment will be due by 30th November 2018, followed by due dates of 31st December 2018, 31st January 2019, 28th February 2019, 31st March 2019.

4. Term time accommodation (to be completed by full-time and sandwich learners)		
Where are you living in the current year? :		
2	Parental/guardian home	
4	Other (institution acts as an agent but not the primary owner)	
7	Own residence (owned or rented – permanent residence)	
8	Other rented accommodation (number of learners each rent a room in the same house)	
9	Private sector halls	

5. Qualification on entry			
What is your highest qualification on entry?			
	Qualification	Grade (or predicted grade if awaiting result/s)	Year Achieved
Qualification at Level 1	e.g. Fewer than 5 GCSE's A*-C or grade 4 or above/more than 5 D-G/Foundation GNVQ/1 AS level		
Full Level 2	e.g. 5 O Levels/GCSEs at grade A*- C/9-4 or 5 CSE grade ones/Intermediate GNVQ/NVQ2/BTEC 1 st Diploma/1 Full A-Level/2AS		
Full Level 3	e.g. 2 A Levels or 4 or more AS levels/ AVCE/NVQ3/BTEC Nat Cert/Diploma/Access to HE or equivalent		
Level 4	e.g. HNC/HND/NVQ4		
Level 5 & above	e.g. 2 year part-time Foundation Degree/BAHons/MA/Post Graduate/Higher Degree		
Other Qualification (Level not known, Non-UK qualification please give details)			
No formal qualification			

Previous Learning - Do you hold any of the following Level 2 qualifications?		
	Grade	Year Achieved
GCSE C or above in Maths		
GCSE C or above in English		
GCSE C or above in Science		

6. Employment/Voluntary Work Details	
My enrolment is related to my employment/voluntary work <input type="checkbox"/>	
Please state full name and address of employer: _____ Is this: Paid Work <input type="checkbox"/> or Voluntary Work <input type="checkbox"/>	

Post Code: _____	Contact Name: _____
Contact Number: _____	Email Address: _____
My enrolment is unrelated to my employment/voluntary work <input type="checkbox"/>	

7. Ethnicity		
To help us monitor our Equal Opportunities Policy please tick the option that best describes your ethnic origin. This information will be treated confidentially.		
White	Asian/Asian British	Other ethnic group
<input type="checkbox"/> 31 English/Welsh/Scottish/Northern Irish/British	<input type="checkbox"/> 39 Indian	<input type="checkbox"/> 47 Arab
<input type="checkbox"/> 32 Irish	<input type="checkbox"/> 40 Pakistani	<input type="checkbox"/> 98 Any other ethnic group
<input type="checkbox"/> 33 Gypsy or Irish Traveller	<input type="checkbox"/> 41 Bangladeshi	<input type="checkbox"/> 99 Not provided
<input type="checkbox"/> 34 Any Other White background	<input type="checkbox"/> 42 Chinese	
Mixed/Multiple ethnic group	<input type="checkbox"/> 43 Any other Asian background	
<input type="checkbox"/> 35 White and Black Caribbean	Black/African/Caribbean/Black British	
<input type="checkbox"/> 36 White and Black African	<input type="checkbox"/> 44 African	
<input type="checkbox"/> 37 White and Asian	<input type="checkbox"/> 45 Caribbean	
<input type="checkbox"/> 38 Any Other Mixed/multiple ethnic background	<input type="checkbox"/> 46 Any other Black/African/Caribbean background	

8. Support – Disability, Health Issues or Learning Difficulty

Please tick any disabilities in the boxes on the left and indicate your primary disability on the right hand side
This information will be treated confidentially.

	Primary		Primary
<input type="checkbox"/> 01 Emotional/behavioural difficulties	<input type="checkbox"/>	<input type="checkbox"/> 13 Dyscalculia	<input type="checkbox"/>
<input type="checkbox"/> 02 Multiple disabilities	<input type="checkbox"/>	<input type="checkbox"/> 14 Autism spectrum disorder	<input type="checkbox"/>
<input type="checkbox"/> 03 Multiple learning difficulties	<input type="checkbox"/>	<input type="checkbox"/> 15 Asperger's syndrome	<input type="checkbox"/>
<input type="checkbox"/> 04 Visual impairment	<input type="checkbox"/>	<input type="checkbox"/> 16 Temporary disability after illness (e.g. post – viral) or accident	<input type="checkbox"/>
<input type="checkbox"/> 05 Hearing impairment	<input type="checkbox"/>	<input type="checkbox"/> 93 Other physical disability	<input type="checkbox"/>
<input type="checkbox"/> 06 Disability affecting mobility	<input type="checkbox"/>	<input type="checkbox"/> 94 Other specific learning difficulty (e.g. Dyspraxia)	<input type="checkbox"/>
<input type="checkbox"/> 07 Profound complex disabilities	<input type="checkbox"/>	<input type="checkbox"/> 95 Other medical condition (for example epilepsy, asthma, diabetes)	<input type="checkbox"/>
<input type="checkbox"/> 08 Social and emotional difficulties	<input type="checkbox"/>	<input type="checkbox"/> 96 Other learning difficulty	<input type="checkbox"/>
<input type="checkbox"/> 09 Mental health difficulty	<input type="checkbox"/>	<input type="checkbox"/> 97 Other disability	<input type="checkbox"/>
<input type="checkbox"/> 10 Moderate learning difficulty	<input type="checkbox"/>	<input type="checkbox"/> 98 Prefer not to say	<input type="checkbox"/>
<input type="checkbox"/> 11 Severe learning difficulty	<input type="checkbox"/>	<input type="checkbox"/> 99 Not provided	
<input type="checkbox"/> 12 Dyslexia	<input type="checkbox"/>	<input type="checkbox"/> No disability	

If you have any health issues, disability or learning difficulties that you need to make staff aware of, please outline any support you feel you will need to successfully complete your course:

When an offer of a place is made, the College may contact you to discuss your needs in more detail. If you would like to visit the College or talk to a tutor, please contact the Senior Admissions Officer on 0161 6668215. If you would prefer to speak to the Senior Admissions Officer in confidence about your needs, please indicate this.

9. Learning Agreement

This agreement explains what services we will provide and gives details of what you can expect from us. It also outlines what we expect from learners. We value the diversity of our learners and are committed to providing a high standard of provision and service for all.

Our Commitments:

- We will provide you with accurate information and impartial advice about the provision and services we offer taking into account of your qualifications, interests and career choices.
- We will provide you with clear details about entry requirements and application procedures for courses.
- We will provide information on sources of available financial assistance and advice on obtaining such support.
- We will provide the opportunity to study for an appropriate qualification and also to add breadth to your learning experience.
- We will provide an induction to college.
- We will provide thoroughly prepared and varied teaching and learning that supports individual achievement.
- We will provide information at regular intervals on your progress.
- We will provide access to additional learning support.
- We will provide a range of pastoral support services including guidance, counselling, chaplaincy and careers facilities.
- We will provide opportunities to help you develop your employability skills.
- We will provide the opportunity for you to comment on and influence the college environment and your courses.

- We will provide a safe environment and access to resources.
- We will provide an honest and fair reference for further study or employment.
- We will strive to achieve equality of opportunity for all in a tolerant and supportive environment.

For students with learning difficulties or disabilities we will:

- Provide specialist assessment of your learning needs.
- Provide a wide range of support and services according to individual need.

For the community we will:

- Promote Higher Education for all.
- Provide new technology and a wide range of strategies to continue to improve access and widen participation.

Your Commitments:

- You will have high expectations and conduct yourself in a considerate and respectful way.
- You will apply yourself to your studies with commitment in relation to attendance, effort, work rate and behaviour.
- You are expected to aim for 100% attendance and be punctual, and never less than 95% attendance.
- You will submit a copy of your Student Finance Entitlement Letter to the College or if self-funding pay your tuition fee by the required deadline.
- You will never take holidays during term time.
- You will be on time to all lessons and carry your student ID card at all times.
- You are expected to have full attendance at all scheduled examination periods at the college.
- You are expected to report all absences to the College, ensuring they are genuine and valid.
- You will inform us of where you have moved on to when you leave the college.

10. Learner Declaration

I understand that this document forms the basis of a learning agreement between myself and the College. This is based upon information on this form and the guidance I have received. I have discussed my learning needs and the support opportunities available to me.

Learner Signature: _____ **Date:** _____

Staff Signature: _____

11.Data Protection & Privacy Notice

Privacy Notice for Students (Higher Education Courses)

This privacy notice explains how the college use your personal information. If you have any questions about the way we use your personal data, please contact our Data Protection Officer on 0161 330 2330 or by email to carolyn.wright@asfc.ac.uk.

Your personal information is used by us to exercise our official authority to provide further and higher education services within the legislative framework of the Further and Higher Education Act and the Education (Government of Further Education Colleges) Regulations 1992. We also have requirements placed on us by the Office for Students, and the Higher Education and Statistics Agency (HESA).

What information do we collect about you?

We collect information from you when you apply to join the college. Once you enrol as a student at the college, the information we collected at application is updated where necessary during the enrolment process. The information we collect includes your name, address, contact details, date of birth and previous education. We will also take your photograph for security purposes, and will keep a record of emergency contact details.

How will we use information about you?

We will use the information you provide at application to keep you updated on the progress of your application. Once you have enrolled, this information is used to support the provision of your education during your time with us, and will be shared with our university partner, Staffordshire University. We also pass information to relevant government bodies and agencies as part of our mandatory duty. Please see the section at the end of this notice for more information.

During your time with us, new information about you will be created in the form of academic assessments and learner feedback. Student photographs are displayed within the College, and may be used on marketing materials internally and externally for up to 3 years.

Your information will be securely destroyed after it is no longer required for these purposes, in accordance with our retention policy. You can request a copy of this policy from the college's data protection officer.

Marketing

When you apply to join us, we will write to you to share information about your application, our courses and the other benefits of joining our college. We will not share your details with any other organisation for marketing purposes. If you would not like to receive information about the college, please let us know, however, this may result in you not receiving important information to support your application.

The college would also like to maintain contact with you as one of our alumni. This means we need your consent to allow us to send you communications about various activities and events which may interest you, and information about how you can continue to connect with the college into the future.

If you are happy for us to contact you as an alumni, please indicate below:

- To receive newsletters and course information
- To receive information about alumni events

Special Categories of Information

The college will also ask you to provide information relating to your ethnicity and any health or additional learning needs you may have. This information is used to ensure that we meet our obligations under the Equality Duty. We also use any information you provide to us about your health or additional learning needs to ensure that we provide support to you as required during the application and enrolment processes and throughout your time with us at the college.

Under data protection legislation, explicit consent must be received to process special categories of data, including ethnicity and health needs, and therefore we request that you sign the following consent-to-process clause regarding the processing of this data. If you do not do so, we may be unable to offer you a course place and may withdraw any offer already made. If you would like to discuss this further, please do not hesitate to contact us.

I give permission for Ashton Sixth Form College to receive and process information provided by me or any other relevant agency regarding my health or other areas of need, in order to provide the necessary support whilst I am studying at the college. This information may also be used for statistical purposes and to ensure the college meets its obligations under the Equality Duty.

Signature: _____

Date: _____

Who may we share your information with?

The information you provide may be shared with other partner organisations for purposes relating to education or training which include the Office for Students and HESA (Higher Education and Statistics Agency).

Please indicate by ticking the box whether you consent to be contacted:

- For surveys and research
- To receive newsletters and course information

Methods of contact:

- By post
- By phone
- By email