

**Section 14 – Finance** Please complete the relevant payment sections for fees:

**Responsibility for fees:** Fees are due each year at the time of enrolment. Some students may be exempt from tuition fees because of their age or the type of course they are studying – other fees may remain payable. The tuition element of the fees may be waived if you are in receipt of one of the benefits listed below or you are the unwaged dependant of someone in receipt of one of those benefits.

Job seekers allowance   
  Housing/Council tax benefit   
 Other:

Income support / qualifying ESA   
  Qualifying working tax / pension credit

If you wish to claim exemption from your tuition fees due to one of the above, we are required to see the original evidence of the qualifying benefit, which should be produced at the time of payment.

**To be completed by finance staff:**

Evidence seen : \_\_\_\_\_

Staff signature: \_\_\_\_\_

**Who will pay the fees?** Please tick who will pay the fees, and then complete the relevant sections below:

Yourself   
  Employer / Sponsor   
  School   
  Tuition Fee Waiver   
  Learner Support Fund   
  Train to Gain

Full Level 2/3 Entitlement (Declaration form must be signed at time of payment).   
  Skills for Life

Do you intend recovering the fees from your Employer?    Yes     No

Please tick how you wish to pay:

Cash   
  Cheque   
  Credit Card

Debit Card   
  Voucher / Training Credit

I authorise you to charge my: (please tick as appropriate)

Mastercard   
  Visa   
  Switch / Maestro

Delta   
  Solo

account with the amount of £

Credit / Debit Card Number:

Valid from:  /     Security code:

Expiry date:  /     Issue No:

Name on card:

Signature:     Date:

**Sponsor / Employer / Training Provider / School**

Please give details of the name and address to which the invoice should be sent (letter of authority to accompany enrolment):

**Till Receipt**

Name:

Address:

Postcode:

**For finance use only**

Date:

Invoice No:     Fee: £

Fees	Course 1	Course 2	Course 3
School			
Tuition			
Enrolment			
Materials			
Qual/Reg			
<b>TOTAL</b>			

**Checked by finance:** \_\_\_\_\_

**Signed (Learner):**

Date:

**Signed (Provider):**

Date:



**Norton Radstock College**  
**Enrolment Form & Learning Agreement**  
 2010/11

Learner Reference Number

Please complete all sections of this enrolment form

Office Use:  16-18     LR     ER

**Section 1 – Personal details** (please include your date of birth and postcode)

Title: Mr / Mrs / Miss / Ms Other (please specify):     Gender:  Male  Female

Surname:     Date of birth:

Forename(s):     Age on 31/08/2010:

Home address:

Postcode:     Telephone no (day):

E-Mail:     (eve):

Emergency contact name:     Phone:

Have you studied at this college before?  Yes    National Insurance No:  (ER funded learners only)

**Section 2 – Residency**

Home     Overseas

Nationality:     Country of permanent residence\*:

Q 1: Have you lived in the UK or the European Economic Area\*\* for the last three years?  Yes  No :-

If you answered 'No' to Q 1, please answer the following two supplementary questions:

A: When did you arrive in the UK / European Economic Area?

B: Are there any immigration restrictions on how long you can stay in the UK?  Yes  No

\* Which country do you mainly live in?  
 \*\* The European Economic Area consists of all members of the EU and Iceland, Liechtenstein, Switzerland and Norway

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 HoS (SCS) Notified

**Section 3 – Unique Learner Number issued by the Learner Registration Service**

If you have been issued with a Unique Learner Number please provide it here, otherwise we will obtain one on your behalf from the Learner Registration Service:

**Section 4 – Courses** Please enter the details of up to 3 courses you wish to enrol on:

Title:     Start Date:

Code:     Location:     End Date:

Title:     Start Date:

Code:     Location:     End Date:

Title:     Start Date:

Code:     Location:     End Date:

Are any of your course choices above related to your work or employment?  Yes  No

**Section 15 – Learning agreement**

I understand that this document represents the learning agreement between Norton Radstock College and myself. I have received guidance which has included the implications of the choice of the learning programme, the suitability of the programme, entry requirements and information about additional support available. I agree to abide by college rules and regulations (copies of relevant documents are available from student services and the student handbook). I agree to arrange for any fee due to be paid and I understand that refunds will only be considered in accordance with the college's refund policy. I agree to inform the college CIS section of any change in circumstances affecting my eligibility for fee remission. I understand that the information on this form will be stored on computer and used by the college, its agents and the Information Authority in accordance with the Data Protection Act 1998 (see section 13 of this enrolment form)

## Section 5 – Widening participation

Please tick the relevant box(es) if applicable:

<input type="checkbox"/> Statutory education interrupted	<input type="checkbox"/> Ex-offender	<input type="checkbox"/> Mental health problems
<input type="checkbox"/> 13-17 year old not in education, employment or training (NEET)	<input type="checkbox"/> Traveller	<input type="checkbox"/> In or recently left care
<input type="checkbox"/> Living in hostels or residential centres	<input type="checkbox"/> Asylum seeker	<input type="checkbox"/> Refugee
<input type="checkbox"/> Enrolled on ESF funded provision	<input type="checkbox"/> Full-time carer	<input type="checkbox"/> Recovering from alcohol or drug dependency
<input type="checkbox"/> Basic skills learner	<input type="checkbox"/> Lone parent	<input type="checkbox"/> Living in rural area
<input type="checkbox"/> Returner to labour market	<input type="checkbox"/> Homeless	Other : <input type="text"/>

## Section 6 – Equal opportunities

To help us monitor equality of opportunity, please tick the box that indicates the ethnic group to which you belong:

<input type="checkbox"/> Asian or Asian British - Bangladeshi	<input type="checkbox"/> Black or Black British - Other	<input type="checkbox"/> White - British
<input type="checkbox"/> Asian or Asian British - Indian	<input type="checkbox"/> Chinese	<input type="checkbox"/> White - Irish
<input type="checkbox"/> Asian or Asian British - Pakistani	<input type="checkbox"/> Mixed – White & Asian	<input type="checkbox"/> White – Other
<input type="checkbox"/> Asian or Asian British - Other	<input type="checkbox"/> Mixed – White & Black African	<input type="checkbox"/> Any Other
<input type="checkbox"/> Black or Black British - African	<input type="checkbox"/> Mixed – White & Black Caribbean	<input type="checkbox"/> Not known / not provided
<input type="checkbox"/> Black or Black British - Caribbean	<input type="checkbox"/> Mixed - any other mixed background	

## Section 7 – Learning support

We offer a range of support to our students. Please answer the following 2 questions:

**Question 1** - Do you consider yourself to have a disability?  No  Yes - please indicate below:

<input type="checkbox"/> Visual impairment	<input type="checkbox"/> Hearing impairment	<input type="checkbox"/> Disability affecting mobility
<input type="checkbox"/> Other physical disability	<input type="checkbox"/> Multiple disabilities	<input type="checkbox"/> Emotional / behavioural difficulties
<input type="checkbox"/> Epilepsy *	<input type="checkbox"/> Asthma *	<input type="checkbox"/> Diabetes * <small>* Other Medical Condition</small>
<input type="checkbox"/> Mental health difficulty	<input type="checkbox"/> Temporary disability after illness or accident	<input type="checkbox"/> Profound / complex disability
<input type="checkbox"/> Asperger's Syndrome	Other: <input type="text"/>	

**Question 2** - Do you consider yourself to have a learning difficulty?  No  Yes - please indicate below:

<input type="checkbox"/> Dyslexia	<input type="checkbox"/> Moderate learning difficulty	<input type="checkbox"/> Severe learning difficulty
<input type="checkbox"/> Dyscalculia	<input type="checkbox"/> Autistic Spectrum Disorder	<input type="checkbox"/> Multiple learning difficulties
<input type="checkbox"/> Dyspraxia	Other (please specify): <input type="text"/>	

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Learner Support  
Section informed

## Section 8 – Prior achievement

Please indicate your highest known level of qualification prior to starting at the college:

<input type="checkbox"/> Level 1 (NVQ, GNVQ, GCSE grades D and E, etc)	<input type="checkbox"/> Level 5 or above (Degree, Post Grad, etc)
<input type="checkbox"/> Full level 2 (NVQ, 5 GCSE grades A* to C, BTEC 1 <sup>st</sup> Dip, etc)	<input type="checkbox"/> Entry Level (below Level 1)
<input type="checkbox"/> Full level 3 (NVQ, 2 A Levels, BTEC National Diploma, etc)	Other, level unknown: <input type="text"/>
<input type="checkbox"/> Level 4 (BTEC HND/C, Foundation Degree, etc)	<input type="checkbox"/> No qualifications

## Section 9 – Marketing

How did you find about this course / college? Please tick the three most applicable options:

<input type="checkbox"/> Course guide	<input type="checkbox"/> Employer	<input type="checkbox"/> Direct from College	<input type="checkbox"/> Poster	<input type="checkbox"/> College website	<input type="checkbox"/> Career Centre / Advisor
<input type="checkbox"/> Friend/Relative	<input type="checkbox"/> School	<input type="checkbox"/> Newspaper advert	<input type="checkbox"/> Union	<input type="checkbox"/> Open Day	<input type="checkbox"/> Community Event
<input type="checkbox"/> Jobcentre Plus	<input type="checkbox"/> E-Mail	<input type="checkbox"/> Online directory	<input type="checkbox"/> Other: <input type="text"/>		

## Section 10 – ESF co-financing / match funding statement

This activity may have been directly or indirectly part financed by the European Union through the European Social Fund – helping develop employment by promoting employability, business spirit and equal opportunities and investing in human resources.



EUROPEAN UNION  
European Social Fund

## Section 11 – Employment status on first day of learning

<input type="checkbox"/> Employed	<input type="checkbox"/> Not Employed (through redundancy)	<input type="checkbox"/> Not Employed (for reasons other than redundancy)
<input type="checkbox"/> Not known / not provided	<input type="checkbox"/> Not Employed (reason unknown / not provided)	

## Section 12 – Trade union membership

The college is working in partnership with unions through Unionlearn to promote lifelong learning. If you are a trade union member, please indicate below:

<input type="checkbox"/> UNITE	<input type="checkbox"/> UNISON	<input type="checkbox"/> GMB	Date of most recent learning: <input type="text"/>
<input type="checkbox"/> USDAW	<input type="checkbox"/> PCS	<input type="checkbox"/> CWU	Level of most recent learning: <input type="text"/>
<input type="checkbox"/> Community	<input type="checkbox"/> FBU	<input type="checkbox"/> UCATT	Is English your first language? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> RCN	Other: <input type="text"/>		

Office Use Only: Unionlearn db updated?

This information will be shared with Unionlearn to help monitor learning opportunities taken by trade union members.

## Section 13 – Information Authority privacy statement 2010-11

### How We Use Your Personal Information

The personal information you provide is passed to the Chief Executive of Skills Funding and, where required, the Young People's Learning Agency for England ("the YPLA") to enable those organisations to fulfil their statutory obligations, principally under the Apprenticeships, Skills, Children and Learning Act 2009. Both organisations are registered as data controllers with the UK Information Commissioner's Office.

The Skills Funding Agency funds adult further education and skills training, including apprenticeships, in England. The YPLA is responsible for arranging the provision of funding for the education and training of young people in England. The Skills Funding Agency processes learner data on behalf of the YPLA.

The information you provide may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education or training. Other organisations include the Department for Children, Schools and Families, the Department for Business, Innovation and Skills, Local Authorities, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the Skills Funding Agency, the YPLA, or partners of those organisations.

The Skills Funding Agency also administers the learner registration service (LRS) which uses your learner information to create and maintain a unique learner number (ULN). Further information about use of and access to your information is available at:

Skills Funding Agency: <http://skillsfundingagency.bis.gov.uk/foi.htm> YPLA: <http://www.ypla.gov.uk/foi.htm>

At no time will your personal information be passed to organisations for marketing or sales purposes.

The YPLA, the Chief Executive of Skills Funding and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you.

Tick this box  if you do not wish to be contacted in respect of surveys and research by mail or phone.

Tick this box  if you do not wish to be contacted about courses or learning opportunities by post.