

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:

- Job Seekers Allowance Employment Support Allowance - Work Ready Activity Group

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 : _____

Date 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 Skills for Life
- Full Level 2/3/4 Entitlement (Declaration form must be signed at time of payment). Partnership Waiver

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: _____

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Date: _____

Invoice No: _____ Fee: £ _____

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

Checked by finance: _____

Signed (Learner):

_____ Date: _____

Signed (Provider):

_____ Date: _____



Norton Radstock College

Enrolment Form & Learning Agreement 2011/12

In partnership with: _____

Please complete all sections of this enrolment form, preferably in BLOCK CAPITALS

Learner Reference Number

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 31/08/2011: _____

Home address: _____

Postcode: _____ Telephone no (day): _____

E-Mail: _____ (eve): _____

Emergency contact name: _____ Phone: _____

Have you studied at this college before? Yes No National Insurance: _____

Section 2 – Residency

Nationality: _____ Country of permanent residence*: _____

Home Overseas

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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SM(SS) 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"/> Traveller
<input type="checkbox"/> Living in hostels or residential centres	<input type="checkbox"/> Asylum seeker	<input type="checkbox"/> In or recently left care	<input type="checkbox"/> Homeless
<input type="checkbox"/> Recovering from alcohol or drug dependency	<input type="checkbox"/> Basic Skills Learner	<input type="checkbox"/> Full-time carer	<input type="checkbox"/> Refugee

Section 6 – Equal opportunities To help us monitor equality of opportunity, please tick the box that best describes your ethnic group or background:

White	Asian / Asian British	Other
<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"/> 34 Any Other White background	<input type="checkbox"/> 42 Chinese	
	<input type="checkbox"/> 43 Any Other Asian background	
Mixed / Multiple ethnic group		
<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	

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>* Record as '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	<input type="checkbox"/> 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	<input type="checkbox"/> 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 your course:

<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 st Dip, etc)	<input type="checkbox"/> Entry Level (below Level 1)
<input type="checkbox"/> Full level 3 (NVQ, 2 A Levels, BTEC National Diploma, etc)	<input type="checkbox"/> 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.



Please tick to indicate you have read the above statement.

Section 11 – Employment status on first day of learning (ALR Learners) / Current employment status (ER Learners)

<input type="checkbox"/> Employed – full time	<input type="checkbox"/> Unemployed (through redundancy) in receipt of JSA	<input type="checkbox"/> Unemployed (other than through redundancy) in receipt of JSA
<input type="checkbox"/> Employed – part time	<input type="checkbox"/> Unemployed (through redundancy) in receipt of ESA(WRAG)	<input type="checkbox"/> Unemployed (other than through redundancy) in receipt of ESA(WRAG)
	<input type="checkbox"/> Unemployed (through redundancy) not in receipt of active benefits	<input type="checkbox"/> Unemployed (other than through redundancy) not in receipt of active benefits
<input type="checkbox"/> Economically inactive	<input type="checkbox"/> Unemployed (reason not known) in receipt of JSA	<input type="checkbox"/> Unemployed (reason not known) not in receipt of active benefits
	<input type="checkbox"/> Unemployed (reason not known) in receipt of ESA(WRAG)	<input type="checkbox"/> Not known / 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 notice 2011-12

How We Use Your Personal Information
The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Young People's Learning Agency for England ("the YPLA") to meet legal duties under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training.

Further information about use of and access to your personal data, and details of partner organisations are available at:
<http://skillsfundingagency.bis.gov.uk/privacy.htm>
<http://www.ypla.gov.uk/privacy.htm>
<http://www.learningrecordsservice.org.uk/documentlibrary/documents/Code+of+Practice+for+Sharing+of+Personal+Information.htm>

Contact Preferences: Please tick any of the following boxes if you do not wish to be contacted:

About courses or learning opportunities For surveys and research By post By telephone By email