

Bedford College Enrolment Form & Learning Agreement



European Union
European Social Fund
Investing in jobs and skills



Including Shuttleworth College

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

Date of Data Entry

Inputter's Initials

SECTION A – COURSES

Course Code
Course Title
Date Course Fee
Location

Course Code
Course Title
Date Course Fee
Location

SECTION B – EMPLOYER REGISTRATION

Employer Details

Company Name
Address

 Postcode
Telephone
Contact Name
Contact Tel No
Email

Office use only

ERN No:
Sponsor Code

SECTION C – STUDENT REGISTRATION

Surname or Family Name (*Last Name*)
First Name
Middle Names
Title: Mr/Mrs/Miss/Ms/Dr
Gender: Male Female Date of birth
National Insurance Number
Home Address

 Postcode
Contact Tel Number
Email

Emergency Contact Details

Who should we contact in case of an emergency? e.g. if you have an accident or fall ill whilst at College?
Contact Name
Telephone No

SECTION D – STUDENT RESIDENCE

What is your Nationality?

Have you been a permanent resident in the EU for the last 3 years?

Yes No

If Yes, go to next section

If No (less than 3 years), in which country did you live before?

On what date did you enter the UK? (*not including Holidays*)

Is there a limit on the time you are allowed to stay in the country? No

Yes - up to:

Was education the main purpose of your stay? Yes No

Are you a refugee? Yes No
(*you must provide valid documentation*)

Are you an asylum seeker? Yes No
(*you must provide valid documentation*)

Have you been granted leave to remain in the UK/
Humanitarian Protection or Discretionary Leave? Yes No
(*you must provide valid documentation*)

Office use only:

Overseas fees £ | Home fees £ | Refer to Student Services

SECTION E – STUDENT ETHNICITY

This section helps us to ensure that we are not discriminating unlawfully and to measure the effectiveness of our Equal Opportunities policy. Would you describe your ethnic origin as, please as appropriate:

White

- 31 English/Welsh/Scottish/Northern Irish/British
32 Irish
33 Gypsy or Irish Traveller
34 Any Other White Background

Mixed/Multiple Ethnic Group

- 35 White and Black Caribbean
36 White and Black African
37 White and Asian
38 Any Other Mixed/Multiple Ethnic Background

Asian/Asian British

- 39 Indian
40 Pakistani
41 Bangladeshi
42 Chinese
43 Any Other Asian Background

Black/African/Caribbean/Black British

- 44 African
45 Caribbean
46 Any Other Black/African/Caribbean Background

Other

- 47 Arab
98 Any Other Ethnic Group

SECTION F – STUDENT ADDITIONAL SUPPORT

We will endeavour to make reasonable adjustments to all aspects of the College to avoid substantial disadvantage to any student with disabilities or other people with disabilities. To help us provide the support you might need to help you succeed on your course, please tick as appropriate:

Do you consider yourself to have a learning difficulty? No Yes
If Yes, please tick the appropriate box below.

- 01 Moderate Learning Difficulty
02 Severe Learning Difficulty
10 Dyslexia
11 Dyscalculia
19 Other Specific Learning Difficulty (e.g. dyspraxia)
20 Autistic Spectrum Disorder
90 Multiple Learning Difficulty
97 Other - Please state:

Do you consider yourself to have a disability? No Yes
If Yes, please tick the appropriate box below.

- 1 Visual Impairment
2 Hearing Impairment
3 Disability affecting mobility
4 Other physical mobility
5 Medical condition (e.g. epilepsy, asthma, diabetes)
6 Emotional/behavioural difficulties
7 Mental health problems
8 Temporary disability after illness (e.g. post-viral or accident)
9 Profound complex disabilities
10 Aspergers Syndrome
90 Multiple disabilities
97 Other - Please state:

SECTION G – STUDENT CURRENT HIGHEST QUALIFICATION

What is your highest level qualification you have achieved to date?
Please as appropriate:

- Entry Level Full Level 2 Full Level 3 No qualifications
Level 1 Level 4 please specify
Level 5 please specify
Level 6 please specify
Level 7 and above please specify

SECTION H – STUDENT EMPLOYMENT STATUS

Self Employed? Yes No

Please tick any of the statements below that apply to you

Employment Status

- 10 In paid employment
11 Not in paid employment, looking for work and available to start work
12 Not in paid employment, not looking for work or not available to start work

Employment Intensity

- 2 Employed for less than 16 hours per week
3 Employed for 16-19 hours per week
4 Employed for 20 hours or more per week

Length of Employment

- 1 Employed for up to 3 months
2 Employed for 4 month-6 months
3 Employed for 7 months-12 months
4 Employed for more than 12 months

SECTION I – PAYMENT DETAILS

I wish to pay by credit card
 Visa Mastercard Debit Card

Credit card number

Card security code

(Last 3 digits on signature strip)

Issue Number

(if applicable)

Expiry date (MM/YY)

Valid from (MM/YY)

Please invoice my company – only available if you have a credit account with us (if you tick this box you must provide a purchase order number)

Invoice address if different to above

Postcode

Purchase order number (if applicable)

I enclose a cheque payable to Bedford College* cheque received
*All courses must be paid by cheque or credit card unless you have a credit account with Bedford College. If you have a credit account, we can invoice your organisation. Invoices should be paid within 14 days of the date of invoice. Your place on the training course is not guaranteed until payment has been made or a purchase order has been received. If you would like to apply for a credit account, please contact us on 01234 291747.

Office use only

Payment of Fees

These fees are subject to verification and may be amended by the College in the event of any input error or error of omission.

Evidence may be required if any of the following apply:

Classroom Based Waivers

- 01 16-18 Year Olds exempt under F&HE Act (FF)
09 Adult GCSE & Functional Skills (Maths & Eng) (FF)
09a Adult GCSE Maths & English where learner already has grade A*-C (CF)
10 Other College Policy (FUNDED COURSES) (CF)
10A Other College Policy (UNFUNDED COURSES) (NF)
15 Job Seekers Allowance - applies to Level 1 and Level 2 only (FF)
15A ESA WRAG - applies to Level 1 and Level 2 only (FF)
22 First Full Level 2 Qualification 19-23 without a Level 2 only (FF)
22A L2 19-23 with L2 or above or Other L2, 24+ L2 classroom (CF)
24 19-23 First Full L3 (FF)
24A L3 19-23 with L3 or above (CF)
L4 (or above) L4 (or above) 19-23 (CF)
50% 50% Discount (full cost only) (NF)
99 Fees Paid in Full (commercial/full cost) (NF) + adults unfunded on funded learning aim e.g. 19-23 with a L2
ADULT Adult paying full fee on a funded learning aim that isn't a full L2/L3 etc (CF)
CITB CITB (NF)
FTFP Foundation progression programme L1 19-23 with no L2 (FF)
FTFPX Foundation progression programme 24+ without a L2 + ESOL/EFL Entry and L1 programmes (CF)
JTL JTL (NF)
RHS 2nd CR RHS 2nd Course 10% discount (NF)
UNEMPLDBEN Unemployed seeking work on means tested benefit other than ESA or WRAG or Universal Credit (working tax credit, housing benefit, council tax benefit) (FF)
24+ Loan 24+ confirmed loan
UC 24+ Loan 24+ unconfirmed loan

Workplace Waivers

- 32 Co-funded employer responsive provision (CF)
33 Fully funded employer responsive provision (FF)
34 Not funded employer responsive provision (NF)

Evidence Seen

Name

Signature

Document type seen

Please sign and date the Declaration on the back page.

DECLARATION – MUST BE SIGNED BY STUDENT

Declaration by the Student

- I confirm that the initial guidance, assessment and enrolment covered the areas described in the section 'declaration by the College' above.
- I agree to abide by the College Code of Conduct, and for HE students – the UoB regulations (students are not permitted to use UoB's 'Student Information Desk').
- I agree to have my photograph taken at enrolment and to carry my College ID at all times.
- I will notify the College of any access arrangements required for examinations at least two weeks prior to the date of the examination.
- I understand I may be required to withdraw from the College if I do not comply with anything I am hereby agreeing to, or if my tuition fees are not paid.
- I certify that all information supplied by me on this form is true and accurate.
- I will inform the College of any changes of address (forms are available from Reception or you can complete an electronic form on Moodle home page if you have access).
- I understand and agree to the College holding and processing personal data about me.
- I understand that if I am under 19 years of age at the start of my course, information about my progress may be shared with my parents (or person with parental responsibility).
- I understand that if I am an apprentice or supported by/given leave to attend by, my employer then information about my attendance and progress may be shared with them.
- I declare that on the date my course is due to commence, I will have been legally resident in the UK/EU/EEA for the last 3 years and that my main purpose for such residence was not to receive full-time education during any part of that three-year period.
- Courses at the College are either partly or wholly funded by the European Union.
- I understand that the College will not accept responsibility for my personal property or effects.
- We may offer some level 3/4 certificates and diplomas at full cost to you where other providers might offer alternative funding options. (See website – any courses with this scenario will be clearly annotated to advise learners of this.)
- I am aware of the College's policy on fees and how I will be charged as summarised below:
- I understand that my fees are not refundable unless the course fails to run.
- I understand that I will be liable for the total cost of the course, including payment of outstanding instalments even if I withdraw before it's completion.
- I will be personally liable to pay all fees if my sponsor fails to pay or loan payments have stopped due to withdrawal from course.
- I understand that I will be liable to pay all external fees remitted should I fail to attend 85% of the classes and complete all set assignments.
- I accept that any certificates gained will be retained by the College until all fees are paid in full.
- I understand I may be liable to pay a minimum of £20 if I need to re-sit any examinations.
- A 15% late payment surcharge may be charged if an invoice is not paid within 14 days.

Signed Date

Tick this box if you do not wish to be contacted by the Skills Funding Agency (SFA), Educational Funding Agency for England (EFA) or its partners in respect of surveys or research. The SFA/EFA values your views on the education or training which you receive, and will use these to help bring about improvements for learners in England

The SFA/EFA or its partners may wish to contact you from time to time about courses, or learning opportunities relevant to you. Please tick the appropriate box below if you **do not** wish to be contacted about courses or learning opportunities:

By post By phone By e-mail

Declaration by the College

The College has or will provide you with:

- Guidance to enable you to make an informed decision about your programme of study.
- An assessment of your suitability to study the programme.
- Where fee remission has been given to unemployed learners at the provider's discretion, then Bedford College is satisfied that full funding will directly support the learner in obtaining or progressing with their career aspirations.

Signed (by College staff) Date

Appendix – Privacy Notice 2014 to 2015

Privacy Notice – 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 Department for Education, including the Education Funding Agency to meet legal responsibilities 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) and a Personal Learning Record (PLR). The information you provide may be shared with other organisations for education, training, employment and well-being related purposes, including for research.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at: www.gov.uk/government/publications/sfa-privacy-notice