

STUDENT ENROLMENT FORM 2011 – 2012

Please complete in BLOCK LETTERS using Black or Blue Pen

Student No. Have you attended this College before? Yes No **PERSONAL DETAILS**

Mr / Mrs / Miss / Other, please specify: _____ Forenames: _____ Surname: _____

*Please note the name you give on this form will appear on any certificates awarded to you by an awarding body*Gender: Female Male (Tick Box) Date of Birth: _____**Permanent Address**

Postcode: _____ Address: _____

E-mail address: _____

Telephone: (Day) _____ (Eve) _____ (Mobile) _____

How long have you lived at this address? *How many:* Years _____ Months _____**Current /Term Time Address (if different from above)**

Postcode: _____ Address: _____

Telephone: (Day) _____ (Eve) _____ (Mobile) _____

Next of Kin/Emergency Contact

Name: _____ Relationship to Student: _____

Postcode: _____ Address: _____

Telephone: (Day) _____ (Eve) _____ (Mobile) _____

STUDENT DECLARATION - IMPORTANT**Please ensure that you have read the declaration overleaf and that you sign the form. Your enrolment on a course is not confirmed without a signature.**

I wish to enrol on the programme detailed on this form, and I agree to abide by the rules and regulations of the College.

I confirm that all of the information on this form is correct. I understand that if I have declared false information the College may take action against me to reclaim the tuition fees and any support costs provided.

Student Signature: _____ Date: _____

**PAYMENT OF COURSE FEES
To be completed by a member of staff****Remission of Fees**

(If one of the following is applicable)

Unemployed
Yourself /Dependent

	Unemployed Yourself	Dependent
Fees paid in full		
16-18 Incl. (as at 31.08.11) LSC Funded (LR only)		
Job Seeker's Allowance		
Employment & Support Allowance		
19+ Level 2 Entitlement (LR/ER non Apprentice)		
19-25 Level 3 Entitlement (LR/ER non Apprentice)		
Skills for life (not ESOL)		
Fees waived College Policy		

Copy of evidence of benefit MUST be attached for waiver

If you are posting your form and you wish to pay your fees by credit or debit card, please telephone the Learning Advice Centre on 01789 296696.

The College cannot guarantee that the courses provided will strictly conform to the description in the prospectus. The College reserves the right to withdraw a course if there are insufficient numbers, in which case guidance will be given on other suitable opportunities. However, the College cannot guarantee that an alternative programme will be available.

ENROLLING MEMBER OF STAFF - IMPORTANT

Print Name: _____

Signature: _____

Date: _____

Receipt No: _____

Personal Tutor: _____

Please return completed enrolment to: Stratford-upon-Avon College, The Willows North, Alcester Road, Stratford-upon-Avon CV37 9QR

Employment Status

If you are 19 or older on 31st August 2011, please tick **one** of the following boxes as applicable to you:

- Employed – full time⁶ Employed – part time⁷
- Not Employed (through redundancy) and in receipt of JSA⁸
- Not Employed (through redundancy) and in receipt of ESA (WRAG)⁹
- Not Employed (through redundancy) and not in receipt of active benefits (JSA/ESA (WRAG))¹⁰
- Not Employed (for reasons other than redundancy) and in receipt of JSA¹¹
- Not Employed (for reasons other than redundancy) and in receipt of ESA (WRAG)¹²
- Not Employed (for reasons other than redundancy) and not in receipt of active benefits (JSA/ESA (WRAG))¹³
- Not Employed (reason unknown/not provided) and in receipt of JSA¹⁴
- Not Employed (reason unknown/not provided) and in receipt of ESA (WRAG)¹⁵
- Not Employed (reason unknown/not provided) and not in receipt of active benefits (JSA/ESA (WRAG))¹⁶
- Economically inactive¹⁷

DECLARATION AND PERSONAL DATA USE – PLEASE READ

I have received assessment and guidance in the preparation of my learning programme covering: the entry requirements and choice of qualifications, an assessment of its suitability and guidance on the support that is available from the College.

I agree to inform the College of any change in my circumstances affecting my enrolment, in particular any change in eligibility for tuition fee remission. I will advise the College if I enrol at another FE College.

I understand that I am expected to register for the examination or other formal assessment at the appropriate time. I understand that in the event that I do not register by the deadline for the awarding body applicable, there will be a 'late fee' charged. I may be liable to pay the cost of any examination fees paid by the College on my behalf should I be absent for any reason other than ill health.

If a Student is unable to continue with his/her course, tuition fees are not normally refunded. However, on receipt of a written statement of special circumstances, the Principal may agree to offer a full or partial refund.

Privacy Statement 2011/2012 - 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/privacy-copyright.htm> and <http://www.learningrecordsservice.org.uk/documentlibrary/documents/Code+of+Practice+for+Sharing+of+Personal+Information.htm>

Privacy Notice 2011/2012

The information you supply will be used by the Chief Executive of Skills Funding, to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. Further details of how your information is processed and shared can be found at: <http://www.learningrecordsservice.org.uk/>

CONTACT PREFERENCES

Please indicate your preference below:

- Tick this box if you do not wish to be contacted by the College or other Funding Agencies¹
- Tick this box if you do not wish to be contacted about courses or learning opportunities³
- Tick this box if you do not wish to be contacted for surveys and research⁴
- Tick this box if you do not wish to restrict contact - please indicate if you would prefer not to be contacted by⁹:
- post telephone e-mail

I understand that the College will contact me for College related purposes.

Photograph Authorisation

The College may wish to use your photograph for promotional use. If you do not wish for your photograph to be used, please tick this box: N.B. The photograph taken for your ID card will not be used for any other purposes than for your ID card. It is the responsibility of the learner to inform any photographer if they do not wish to have their photograph taken.

LEARNING AGREEMENT (continue on additional sheet if required)

<p>Course details MUST be completed here: Title: _____</p> <p>Code: _____ Year of study: _____</p>	<p>Variation from standard label: Start date / / End date / / Total learning aim glh _____ this yr glh _____ Funding stream _____ Other funding _____ Delivery location postcode _____ Prop funding remaining ^{A51a} _____ Resit Yes/No _____</p>	<p>Payment details: Tuition Fee £ _____ Resource deposit £ _____ Exam Fee £ _____ Materials/Other £ _____ Admin Fee (SO) £ _____ Total to pay £ _____ Amount paid at enrolm't £ _____ Method of payment: Cash _____ Cheque _____ Credit card _____ Standing order (attach form) _____ Employer (attach letter) _____ Student loan (attach letter) _____ Welfare (attach letter) _____ Balance to pay £ _____ Method of balance payment _____ Fees paid by Learner/Parents/Employer/Other _____</p>
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