

# 2018–2019 Student Enrolment & Learning Agreement Form

Please complete all relevant sections of this form in **BLOCK CAPITALS & PEN** (tick where appropriate). Consult course guidelines and outlines before completing this form.

## 1. Personal Details

Title: Mrs ☐ Mr ☐ Miss ☐ Ms ☐ Other

Gender: Male ☐ Female ☐

Surname:

Forename(s):

Date of Birth:  /  /

ULN No:

NI No:

Home Address:

Post Code:

Time at Current Address:  Years  Months

Tel No:

Mobile:

Email:

Surname at Birth:

Car Reg:

### Emergency Contact Details

Name:

Tel No:

Relationship:

Email:

Name:

Tel No:

Relationship:

Email:

Nationality:

Asylum Seeker? Yes ☐ No ☐

Have you attended a course at Craven College before? Yes ☐ No ☐

For purposes other than education have you lived in England for the last 3 years?

Yes ☐ No ☐

If No, for purposes other than full-time education have you lived in the European

Economic Area for the last 3 years? Yes ☐ No ☐

## 2. Equal Opportunities Information: (Providing this information does not in any way affect your place on a course)

Do you consider yourself to have a learning difficulty and/or disability and/or health problem? Yes ☐ No ☐

If yes, please enter the codes from below: Primary:  Option 2:  Option 3:  Option 4:  Option 5:

(If you wish to identify more than 5 options please speak to a member of staff)

- |  |  |   |
|--|--|---|
| <b>4</b> Visual Impairment             | <b>11</b> Severe Learning Difficulty             | <b>93</b> Other Physical Disability                                 |
| <b>5</b> Hearing Impairment            | <b>12</b> Dyslexia                               | <b>94</b> Other Specific Learning Difficulty (e.g. Dyspraxia)       |
| <b>6</b> Disability Affecting Mobility | <b>13</b> Dyscalculia                            | <b>95</b> Other Medical Condition (e.g. epilepsy, asthma, diabetes) |
| <b>7</b> Profound Complex Disabilities | <b>14</b> Autism Spectrum Disorder               | <b>96</b> Other Learning Difficulty                                 |
| <b>8</b> Social Emotional Difficulties | <b>15</b> Asperger's Syndrome                    | <b>97</b> Other Disability  |
| <b>9</b> Mental Health Difficulty      | <b>16</b> Temporary Disability                   | <b>98</b> Prefer Not to Say   |
| <b>10</b> Moderate Learning Difficulty | <b>17</b> Speech, Language & Communication Needs |   |

### Ethnic Origin (please tick below)

**Asian / Asian British**

☐ Bangladeshi (41)

☐ Indian (39)

☐ Pakistani (40)

☐ Other Asian background (43)

**Mixed / Multiple Ethnic Group**

☐ White & Asian (37)

☐ White & Black African (36)

☐ White & Black Caribbean (35)

☐ Other Mixed background (38)

**Other**

☐ Chinese (42)

☐ Arab (47)

☐ Any other (98)

☐ Not known / Prefer not to say (99)

**Black / African / Caribbean / Black British**

☐ African (44)

☐ Caribbean (45)

☐ Other Black background (46)

**White**

☐ British (31)

☐ Irish (32)

☐ Gypsy or Irish Traveller (33)

☐ Other White background (34)

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## 3. Highest Qualification Level Currently Held

- ☐ **No Qualifications** (99)
- ☐ **Entry Level** – Word Power/Number Power (09)
- ☐ **Other Qualifications** – Below Level 1 (07)
- ☐ **Level 1** – GCSE/O Level grades D-G or 1-3 (or fewer than 5 at grades A-C or 4-9), GNVQ Foundation, CSE below grade 1, NVQ 1 (01)
- ☐ **Full Level 2** – 5 or more GCSE/O Level grades A-C or 4-9, 5 or more CSE Grade 1, NVQ 2, GNVQ Intermediate, 1<sup>st</sup> Diploma (02)
- ☐ **Full Level 3** – 2 or more A Levels, 4 or more AS Levels, NVQ 3, AVCE, National Diploma or Certificate (03)
- ☐ **Level 4** – HNC, CMS, NVQ 4 (10)
- ☐ **Level 5** – HND, First Degree, Foundation Degree (11)
- ☐ **Level 6** – Bachelors Degree, Award/Certificate/Diploma Level 6 (12)
- ☐ **Level 7/8** – Doctorates, Masters Degree, Award/Certificate/Diploma Level 7 (13)

Name of Highest Qualification:

Previous Institution: (full-time learners only) (School, College, University, Training Provider)

Are you enrolled at any other School, College or Training Provider?

Yes ☐ (If yes, please speak to a member of staff)

No ☐

## 4. First Full Level 2/3 Qualifications – Entitlement to tuition fee remission

You may be eligible for a reduction in course fees if your chosen programme of study results in you achieving a recognised full Level 2/3 qualification and aged between 19 and 23. Please speak to our reception staff for further details. 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 due.

I declare that I do not already have a: ☐ Full Level 2 qualification or above

☐ Full Level 3 qualification or above

**PLEASE ENSURE YOU HAVE COMPLETED SECTION THREE ABOVE**

## 5a. Employment Status Day Before Starting Learning

### Employed

- ☐ In paid employment – 0–10 hours per week (10)(5)
- ☐ In paid employment – 11–20 hours per week (10)(6)
- ☐ In paid employment – 21–30 hours per week (10)(7)
- ☐ In paid employment – 31 hours or more per week (10)(8)
- ☐ Self employed (10)

Hours worked per week: ☐ 0–10 hours ☐ 11–20 hours ☐ 21–30 hours ☐ 31 hours or more

Date commenced current employment:

### Not Employed

- ☐ Not in paid employment and looking for work (11)
- ☐ Not in paid employment and not looking for work (12)
- ☐ In full-time education prior to the start of the course
- ☐ Retired

Date from which you were not employed: *(please complete section 5b)*

## 5b. If Not Employed: How many months have you been unemployed?

- ☐ Less than 6 months (1) ☐ 6–11 months (2) ☐ 12–23 months (3) ☐ 24–35 months (4) ☐ Over 36 months (5)

## 5c. Employer Details

If your employer is paying all or part of your fees please complete this section (A letter of proof will be required from your employer)

Employer Name:

Employer email:

Employer Address:

Tick here if your employer is releasing you to allow you to study on your course/s ☐ (1)

## 5d. Household Situation

- ☐ No household member is in employment and the household includes one or more dependent children (01)
- ☐ No household member is in employment and the household does not include any dependent children (02)
- ☐ Learner lives in a single adult household with dependent children (03)
- ☐ Prefer not to say (98)
- ☐ Not applicable (99)

## FOR OFFICE USE ONLY - ID checked - Identity verification (third party ID)

- ☐ Passport (2) ☐ National Insurance card (5) ☐ Examination results slip/certificate (999)
- ☐ Driving Licence (3) ☐ Cert. of Entitlement to Funding (6) ☐ Returning Student known to College (1)
- ☐ ID card/other National ID (4) ☐ Bank credit/debit card (7) ☐ Other

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## 6. Declaration of Student

### Initial Advice and Guidance

I confirm that as part of initial guidance, enrolment, induction and tutorial activities you:

- did identify your primary learning goals and programme of study
- met the appropriate entry requirements for this programme of study
- understood what your programme of study involved, including any fees liability and additional costs for essential equipment, awarding body fees, books and visits etc.
- were aware of the financial and/or transport support you may be entitled to
- were aware of the learning, language, and academic support which may be available to you

### Rules, Regulations and Codes of Conduct

- I agree to conform to the rules, regulations and codes of conduct of the College. (For further information please see Student Handbook or Tyro Training Handbook)
- I declare that, to the best of my knowledge, the information I have provided is correct and that should my circumstances change, including my eligibility for concessionary fees, I will notify the College immediately
- I agree to attend regularly and punctually all courses for which I enrol and conform to the regulations of the College
- I also agree that I am responsible for the payment of the course fees and that the fees remain payable even if I subsequently withdraw from the course unless on medical grounds or where the reason for withdrawal is directly attributable to the College. Please refer to the Fees and Refund Policy for further information relating to HE withdrawals. Fees not paid in full within 60 days of the invoice date, alternative payment arrangements have not been agreed, or if agreed have not been complied with, the outstanding debt will be referred to the College's Debt Collection Agents. A debt recovery administration charge of 15% will be added to the outstanding debt to cover the debt collection costs
- If the wrong fees have been charged, I agree to pay the difference in the fees involved
- I understand that the College reserves the right to change tutors, reschedule, cancel, close or combine courses if necessary
- I agree to abide by the requirements of various Acts covering health and safety and to follow instructions issued by College staff
- For Higher Education students: I understand the Higher Education Terms and Conditions and agree to abide by them (these term and conditions are also available on the College website)

Please note that detailed guidance on financial and other support, offered by Craven College, is outlined in the Student Guidance Notes which you should receive on enrolling. If you have any further questions relating to your course and its appropriateness to your needs, please approach a staff member before your course starts or during induction.

**Students aged under 18 years old** –The College would like to share information on your progress, attendance or any other issues which might affect your education or wellbeing with your parent(s)/guardian. I give my consent for this information to be shared. ☐ (Tick)

Any student who fails to attend an examination for which they have been entered and is unable to provide satisfactory mitigating circumstances for non-attendance, will be charged the full awarding body exam/registration fee.

### College Data Processing Notice

Craven College takes privacy seriously and will only use the personal information provided on this form for the purposes of administration of your position as a student with us. All data will be processed lawfully and in accordance with Article 6 of the GDPR. The College will occasionally share your data with third parties. For example, it may share some of your data with the Education and Skills Funding Agency (ESFA), Department of Education (DfE), Local Education Authorities (LEA), careers services, English European Social Fund (ESF), Personal Learner Record (LRS), Office for Students (OfS), awarding organisations, and its designated debt collection agent. Further information about the use of and access to your personal data, details of organisations with whom the College shares data, information about how long we retain your data, and how to change your consent to being contacted, please visit: [www.craven-college.ac.uk/about-craven-college](http://www.craven-college.ac.uk/about-craven-college)

### How We Use Your Personal Information

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA.

Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes. Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

You can agree to be contacted for other purposes by ticking any of the following boxes:

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

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit: [www.gov.uk/government/publications/esfa-privacy-notice](http://www.gov.uk/government/publications/esfa-privacy-notice)

College activity is part-financed by the European Union through the European Social Fund (ESF). ESF supports activities to extend employment opportunities and develop a skilled workforce. By completing this form I agree to undertake appropriate course assessments and I give my consent for Craven College to process data held about me in compliance with the Data Protection Legislation, and for educational purposes only. At no time will your personal information be passed to organisations for marketing or sales purposes. If I have any concerns regarding this data I may contact the College Data Protection Officer.

I confirm that I have been made aware of the College's Fees and Refund Policy (available on the College website) and where appropriate Tyro Training's Terms & Conditions (available on Tyro Training website). I also agree that I am responsible for the payment of the course fees and that the fees remain payable even if I subsequently withdraw from the course unless on medical grounds (doctors certificate/letter required) or where the reason for withdrawal is directly attributable to the College.

**PLEASE NOTE THAT FOR YOUR COMFORT AND SAFETY CRAVEN COLLEGE/TYRO TRAINING OPERATES A NO SMOKING POLICY**

Student Signature:

Date:

 /  / 

Staff Signature:

Date:

 /  /

7. Programmes of Study

You can pay at reception by cash, cheque and most debit/credit cards, or by post enclosing a **cheque payable to Craven College**. Alternatively to make a payment by phone please forward the enrolment form and tick the **phone payment** option below.

Code	Subject	Day	Time	Course Fees	Exam / Registration	Other	Total	FOR OFFICE USE ONLY			
								Start Date	End Date	GLH	Weeks
				:	:	:	:				
				:	:	:	:				
				:	:	:	:				
				:	:	:	:				
				:	:	:	:				
				:	:	:	:				
				:	:	:	:				

Course fees are required to be paid each year for the duration of the course

Total Fees Payable This Year: :

8a. Fee Payment Details (tick)

- ☐ Are you paying your own fees? ☐ Phone payment?
- ☐ Are you an overseas learner?
- ☐ Is your employer paying all or part of your fees? **(complete section 5a & 5c in full)** (letter from employer required, unless booked through Tyro Training)
- ☐ 19+ Advance Learning Loans (Section 9 must be completed)
- ☐ Fees waived by College (College use only)

You may be eligible for a reduction in fees if any of the following apply

- ☐ First Full Level 2 ☐ First Full Level 3 **(complete section 3 in full)**
- In receipt of: ☐ JSA ☐ ESA (WRAG) ☐ Universal Credit
- (Please complete details below)

N.I. Number

Rem. Proof seen

Date of evidence

/

/

Staff Signature

- ☐ Unemployed in receipt of a wider state benefit & seeking employment **(Section 5b & additional declaration form must be completed)**
- ☐ Employed and in receipt of a low wage **(Additional evidence required and declaration form must be completed)**

FOR OFFICE USE ONLY

Option	Amount Paid	Amount Waived	Amount Invoiced	Payment Method
Course Fee:				<input type="checkbox"/> Cash <input type="checkbox"/> Card <input type="checkbox"/> DO
Exam Fee:				<input type="checkbox"/> Cheque <input type="checkbox"/> Invoice <input type="checkbox"/> Online
Materials:				
Other:				
Receipt Number:				
Date:				<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div>/</div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div>/</div> <div>Initials:</div> <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>

9. Loans

Advanced Loan ☐ Higher Loan Approved ☐ Loan Amount:

Staff Signature:  Date: 

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Comments: