

Enrolment Form and Learning Agreement (Version 3.9)

Please complete **all** sections of this form in CAPITAL LETTERS



Student Reference Title (Ms/Miss/Mrs/Mr/Dr etc)

Legal Surname / Family Name Legal Forename(s) Preferred Forename (where different)

Date of Birth DD MM YYYY Age as at 31st August Gender (Male / Female) M/F

National Insurance Number Previous School/College

Have you been a resident of the EU/EEA for the last 3 years? Yes No

Do you require a Student Visa to study in the UK? Yes No

Permanent Home Address

Parent / Guardian / Next of Kin Home Address

Name:

Relationship:

Address:

Postcode: Tel:

Mobile Tel:

Student Email:

Student Nationality:

Employed or self-employed:

[M] Employed → [5] 0 to 10 hours per week
 [6] 11 to 20 hours per week
 [S] Self-employed [7] 21 to 30 hours per week
 [8] 31 or more hours per week

Unemployed: *Multiple Selection*

[R] Through redundancy [O] For reasons other than redundancy

If unemployed:

[J] In receipt of JSA
 [E] In receipt of ESA (WRAG)
 [N] Not actively seeking paid work
 [R] Retired

How long for? years months

If employed please enter employer details:

Name:

Address:

Postcode: Tel:

Ethnicity *Select One Only*

Do you consider that you are:

[31] White - English / Welsh / Scottish / Northern Irish / British
 [32] White - Irish
 [33] White - Gypsy or Irish Traveller
 [34] White - any other White background
 [35] Mixed - White and Black Caribbean
 [36] Mixed - White and Black African
 [37] Mixed - White and Asian
 [38] Mixed - any other Mixed/ multiple ethnic background
 [39] Asian or Asian British - Indian
 [40] Asian or Asian British - Pakistani
 [41] Asian or Asian British - Bangladeshi
 [42] Asian or Asian British - Chinese
 [43] Asian or Asian British - any other Asian background
 [44] Black or Black British - African
 [45] Black or Black British - Caribbean
 [46] Black or Black British - any other Black background
 [47] Other ethnic group - Arab
 [98] Other ethnic group - any other ethnic group

Health *Multiple Selection*

Do you consider that you have:

[4] Visual impairment
 [5] Hearing impairment
 [6] Disability affecting mobility
 [7] Profound complex disabilities
 [8] Social and emotional difficulties
 [9] Mental health difficulties
 [10] Moderate learning difficulty
 [11] Severe learning difficulty
 [12] Dyslexia
 [13] Dyscalculia
 [14] Autism, spectrum disorders
 [15] Asperger's syndrome
 [16] Temporary disability after illness (e.g. post-viral or accident)
 [17] Speech, Language and Communication needs
 [93] Other physical disability
 [94] Other specific learning difficulty (e.g. Dyspraxia)
 [95] Other medical condition (e.g. epilepsy, asthma, diabetes, allergy)
 [96] Other learning difficulty
 [99] None of the above

Household Situation *Select One Only*

No household member is in employment and the household includes one or more dependent children
 No household member is in employment and the household does not include any dependent children
 Learner lives in a single adult household
 Prefer not to say
 Not applicable / None of the above

Prior to joining this course, the highest level of qualification you have gained is:

[99] No qualifications
 [09] Entry Level - A Basic Skill, ESOL or Entry Level qualification
 [07] Other qualification below Level 1.
 [01] Level 1 - Less than 5 GCSEs or other full Level 1 qualification.
 [02] Level 2 - 5 or more GCSEs grades A*-C or 9-4 or other full Level 2 qualification.
 [03] Level 3 - 4 or more AS, 2 or more A2 / A level or other full level 3
 [10] Level 4 - a Level 4 NVQ, a HNC/HND or any other full Level 4 qualification.
 [11] Level 5 - a Level 5 NVQ, a Higher Degree or any other full Level 5 qualification.

What is a household?
A household is defined as a housekeeping unit or, operationally, as a social unit:
•Having common arrangements
•Sharing household expenses or daily needs
•In a shared common residence
A household includes either one person living alone or a group of people, not necessarily related, living at the same address with a common housekeeping. i.e. sharing at least one meal per day or sharing a living or sitting room.

Programme of Study Name <i>(Full Time Students Only – Tutorial Code)</i>	Course Code	Start Date	End Date	GLH	Fee Payable
Core Qualifications / Part Time Courses <i>(All Students)</i>	Course Code	Start Date	End Date	GLH	Fee Payable

Learner has **GCSE English Language** (at grade A*-C or 9-4) Learner has **GCSE Maths** (at grade A*-C or 9-4)

English and Maths <i>(All Students without a grade C or higher)</i>	Course Code	Start Date	End Date	GLH	Fee Payable
Other Programme of Study Elements <i>(Full Time Students Only)</i>	Course Code	Start Date	End Date	GLH	

Who is paying your fees?

Myself only Student Finance England (SFE/SLC) → Advanced Learner Loan Higher Education Loan

Concession (please tick the appropriate Box and provide evidence) → Job Seekers Allowance (JSA) Employment and Support Allowance (WRAG) Universal Credits (work related groups only) Level 2 Entitlement (19-23 yrs old only) Level 3 Entitlement (19-23 yrs old only)

Employer Advanced Apprenticeship Apprenticeship (Levy) Apprenticeship (Non-Levy) → Charity (Please specify Sponsor details)

Name:

Address:

Postcode: Tel:

Total GLH	
Tuition Fee	
Support / Concession Fee	
Registration Fee	
Exam Fee	
Resource Fee	
Total Fees	

Office Use Only Copies: White: MIS Pink: Student

Received by MIS Enrolment Entered

Concession Form Received

HoF Signature *Signed:* *Faculty:*

Privacy Notice - 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. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training. Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation.

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 phone 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: <https://www.gov.uk/government/publications/esfa-privacy-notice>**

I confirm:
That the personal information I have provided on this form is correct and that I give my permission for its collection and use by the College in the ways set out in the privacy notice on the back of this form.
I understand that I should disclose any relevant unspent criminal convictions in order to help the College meet its Safeguarding duties. I will still be considered in the application process but the College may ask for further information.
I have completed an application process with Exeter College during which, I have received appropriate advice, guidance and support to help me choose my programme of study. I understand that after assessment I may also be enrolled on an appropriate English and/or maths qualification.

By signing this form you agree to the Colleges' terms and conditions which can be found on the reverse.

Signed on behalf of Exeter College (e.g. Tutor / Lecturer) Staff name (please print) Date

Student signature Date

This 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.



Privacy Notice

The information you provide on this form will be controlled and processed by Exeter College.

Contact details for the Data Protection Officer and full privacy information can be found at www.exe-coll.ac.uk/dataprotection.

The college has a public task to deliver education. In carrying out this task, the processing of the personal data from this form is required for the purposes of advising, enrolling, tutoring, safeguarding, teaching, assessing (including via publicly assessed qualifications), recording, reporting and managing your educational progress, achievement and wellbeing.

The college will combine the information collected directly from you with that from third parties which are listed on the college website. The received information may relate to your academic history, health and wellbeing. It may include information about your safeguarding, support plans, domestic and financial circumstances and interactions with other agencies.

The college will process your 'special category' information, including that relating to your health, only where it is necessary in order to protect your own vital interests or where there is substantial public interest in doing so.

The college provides publically-funded education and is legally required to share some of your personal information with funding bodies and other agencies. In doing so, it will share only that information which the law requires. In particular, your information will be shared with the Education and Skills Funding Agency in accordance with their own Privacy Notice.

From time to time it is in the legitimate interests of Exeter College to take photographs and videos of individuals and groups which it publishes in case studies and other information materials. Exeter College may reproduce such images, from which you may be recognised, in publications within 5 years of this enrolment.

If you are under 19 years old the college will share information regarding your attendance, progress and achievement with your parent(s) or carer(s) designated as your next of kin. This includes data presented electronically on the college's Parent portal. If you have reason to discuss the information the college shares with your parent(s) or carer(s) who you have designated as your next of kin, please contact the Designated Safeguarding Lead by email: DSL@exe-coll.ac.uk.

Photographic consent (students aged 16 or over)

From time to time Exeter College takes photographic images (moving and still) of individuals and groups which it publishes in case studies and other information materials. Exeter College may reproduce such images, from which you may be recognised, in publications created within 5 years of this enrolment.

I understand that I can withdraw my consent to the publication of new materials containing my image by requesting the appropriate form from my tutor.

Examination Access Arrangements

So that we can process your application for access arrangements electronically via the Access Arrangements Online system, and other awarding bodies' systems, we need your consent to share some of your personal data with a number of organisations. In some cases, we may need to provide more detailed personal information to support the application for access arrangements being made on your behalf.

These organisations are the Joint Council for Qualifications (JCQ) and the participating awarding bodies (currently AAT, AQA, Cache, CCEA, City and Guilds, Edexcel, IMI, NOCN, OCR and WJEC).

Your application will be processed in line with the common standards, regulations and guidance developed for GCSE and GCE qualifications by the Joint Council for Qualifications (JCQ).

Course Fees Policy

Please refer to our Course Fees Policy which can be found on our website at <https://www.exe-coll.ac.uk/college/about/Policies>

Failure to pay your fees when due may result in permanent exclusion from the college and subsequent refusal to enrol in the future.

Advanced Learning Loan Courses

Please refer to the College's full fees policy for details <https://www.exe-coll.ac.uk/college/about/Policies>

HE Course Fees and Refunds

Please refer to our HE Fees, Refunds and Compensation Policy which can be found on our website at <https://www.exe-coll.ac.uk/HE/Courses/Fees>