

Enrolment Form and Learning Agreement (Version 4.0)

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



Student Reference		Title (Ms/Miss/Mrs/Mr/Dr etc)	
<input type="text"/>		<input type="text"/>	
Legal Surname / Family Name		Legal Forename(s)	Preferred Forename (where different)
<input type="text"/>		<input type="text"/>	<input type="text"/>
Date of Birth	Age as at 31 st August	Gender (Male / Female)	
<input type="text"/> DD	<input type="text"/> MM	<input type="text"/> YYYY	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
National Insurance Number	Previous School/College		
<input type="text"/>	<input type="text"/>		

Permanent Home Address		Parent / Guardian / Next of Kin Home Address	
<input type="text"/>		<input type="text"/>	
Postcode:		Postcode:	
<input type="text"/>		<input type="text"/>	
Tel:		Tel:	
<input type="text"/>		<input type="text"/>	
Mobile Tel:		Mobile Tel:	
<input type="text"/>		<input type="text"/>	
Student		Student	
Email:		Nationality:	
<input type="text"/>		<input type="text"/>	

Employed or self-employed:		Unemployed:	
<input type="checkbox"/> [M] Employed → <input type="checkbox"/> [5] 0 to 10 hours per week <input type="checkbox"/> [6] 11 to 20 hours per week <input type="checkbox"/> [S] Self-employed <input type="checkbox"/> [7] 21 to 30 hours per week <input type="checkbox"/> [8] 31 or more hours per week		<input type="checkbox"/> [R] Through redundancy <input type="checkbox"/> [O] For reasons other than redundancy How long for? <input type="text"/> years <input type="text"/> months	
		Multiple Selection <input checked="" type="checkbox"/> If unemployed: <input type="checkbox"/> [J] In receipt of JSA <input type="checkbox"/> [E] In receipt of ESA (all categories) <input type="checkbox"/> [N] Not actively seeking paid work <input type="checkbox"/> [R] Retired	

Ethnicity <i>Select One Only</i> <input checked="" type="checkbox"/>		Health <i>Multiple Selection</i> <input checked="" type="checkbox"/>	
Do you consider that you are:		Do you consider that you have:	
<input type="checkbox"/> [31] White - English / Welsh / Scottish / Northern Irish / British <input type="checkbox"/> [32] White - Irish <input type="checkbox"/> [33] White - Gypsy or Irish Traveller <input type="checkbox"/> [34] White - any other White background <input type="checkbox"/> [35] Mixed - White and Black Caribbean <input type="checkbox"/> [36] Mixed - White and Black African <input type="checkbox"/> [37] Mixed - White and Asian <input type="checkbox"/> [38] Mixed - any other Mixed/ multiple ethnic background <input type="checkbox"/> [39] Asian or Asian British - Indian <input type="checkbox"/> [40] Asian or Asian British - Pakistani <input type="checkbox"/> [41] Asian or Asian British - Bangladeshi <input type="checkbox"/> [42] Asian or Asian British - Chinese <input type="checkbox"/> [43] Asian or Asian British - any other Asian background <input type="checkbox"/> [44] Black or Black British - African <input type="checkbox"/> [45] Black or Black British - Caribbean <input type="checkbox"/> [46] Black or Black British - any other Black background <input type="checkbox"/> [47] Other ethnic group - Arab <input type="checkbox"/> [98] Other ethnic group - any other ethnic group		<input type="checkbox"/> [4] Vision impairment <input type="checkbox"/> [5] Hearing impairment <input type="checkbox"/> [6] Disability affecting mobility <input type="checkbox"/> [7] Profound complex disabilities <input type="checkbox"/> [8] Social and emotional difficulties <input type="checkbox"/> [9] Mental health difficulties <input type="checkbox"/> [10] Moderate learning difficulty <input type="checkbox"/> [11] Severe learning difficulty <input type="checkbox"/> [12] Dyslexia <input type="checkbox"/> [13] Dyscalculia <input type="checkbox"/> [14] Autism, spectrum disorders <input type="checkbox"/> [15] Asperger's syndrome <input type="checkbox"/> [16] Temporary disability after illness (e.g. post-viral or accident) <input type="checkbox"/> [17] Speech, Language and Communication needs <input type="checkbox"/> [93] Other physical disability <input type="checkbox"/> [94] Other specific learning difficulty (e.g. Dyspraxia) <input type="checkbox"/> [95] Other medical condition (e.g. epilepsy, asthma, diabetes, allergy) <input type="checkbox"/> [96] Other learning difficulty <input type="checkbox"/> [99] None of the above	
		If employed please enter employer details: Name: Address: Postcode: Tel:	
		Household Situation <i>Select One Only</i> <input checked="" type="checkbox"/> <input type="checkbox"/> No household member is in employment and the household includes one or more dependent children <input type="checkbox"/> No household member is in employment and the household does not include any dependent children <input type="checkbox"/> Learner lives in a single adult household <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Not applicable / None of the above	

Prior to joining this course, the highest level of qualification you have gained is: <input type="checkbox"/> [99] No qualifications <input type="checkbox"/> [09] Entry Level - A Basic Skill, ESOL or Entry Level qualification <input type="checkbox"/> [07] Other qualification below Level 1. <input type="checkbox"/> [01] Level 1 - Less than 5 GCSEs or other full Level 1 qualification. <input type="checkbox"/> [02] Level 2 - 5 or more GCSEs grades A*-C or 9-4 or other full Level 2 qualification. <input type="checkbox"/> [03] Level 3 - 4 or more AS, 2 or more A2 / A level or other full level 3 <input type="checkbox"/> [10] Level 4 - a Level 4 NVQ, a HNC/HND or any other full Level 4 qualification. <input type="checkbox"/> [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.	
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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	Fee Payable

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 (All Cat) Universal Credits Level 2/3 Entitlement (See course Level) 19-23 Only Low Wage (Co-Funded up to Level 2 only)

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

Name:
 Address:
 Postcode: Tel:

Total GLH	<input type="text"/>
Tuition Fee	<input type="text"/>
Support / Concession Fee	<input type="text"/>
Registration Fee	<input type="text"/>
Exam Fee	<input type="text"/>
Resource Fee	<input type="text"/>
Total Fees	<input type="text"/>

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 used 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.

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 following awarding bodies: currently AAT, Active IQ, AQA, Ascentis, BCS, Cache, CCEA, City and Guilds, CMI, EAL, 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 Course 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>