

Enrolment Form and Learning Agreement (Version 4.1)

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 Sex (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 [7] 21 to 30 hours per week [8] 31 or more hours per week

[S] Self-employed

Unemployed:

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

How long for? years months

Multiple Selection

If unemployed:

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

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

[4] Vision 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

If employed please enter employer details:

Name: Address:

Postcode: Tel:

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

[01] **Entry Level** - A Basic Skill, ESOL or Entry Level qualification

[02] **Level 1** - Less than 5 GCSEs or other full Level 1 qualification.

[04] **Full Level 2** - 5 or more GCSEs grades A*-C or 9-4 or other full Level 2 qualification.

[06] **Full Level 3** - 4 or more AS, 2 or more A2 / A level or other full level 3

[07] **Level 4** - a Level 4 qualification, a HNC or any other full Level 4 qualification.

[08] **Level 5** - a HND, Foundation Degree or any other full Level 5 qualification.

[09] **Level 6** - a Bachelor's Degree or any other full Level 6 qualification.

[10] **Level 7 & above** - Masters Degrees, Doctorates or any other Level 7+ 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 (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	
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) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and wellbeing purposes, including research. We retain ILR learner data for 3 years for operational purposes and 66 years for research purposes. For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr>. ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training. In these cases, it is part of our statutory duties and we do not need your consent.

Where sharing is not part of our statutory duties, you can give your consent to be contacted by other third parties. Please tick the relevant boxes to give consent

courses or learning opportunities, or for surveys and research by: post phone email

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter and the ESFA Privacy Notice <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter> <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 Information

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 needed 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 other organisations as listed in the [Privacy Information for Exeter College Learners](#). 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 data', including that relating to your health, only where it is necessary to protect your vital interests or where there is substantial public interest in doing so.

The college provides publicly 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. Your information will be shared with the Education and Skills Funding Agency in accordance with their own Privacy Notice.

From time to time Exeter College will 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. You will always be asked for your explicit consent before images of you are used.

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 wish 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>