

# Enrolment Form and Learning Agreement (Version 4.4)

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



Student Reference

Legal Surname  Legal Forename(s)  Preferred Forename (where different)

Date of Birth DD  MM  YYYY  Age as at 31<sup>st</sup> August  Sex at birth (Male/Female) M/F

National Insurance Number  Previous School/College

**Pronoun (Optional)**  
Select One Only

He / Him   
She / Her   
They / Them   
Prefer not to say

Have you been an 'Ordinary Resident' or 'Settled' in the UK for the last 3 or more 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 have:

[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  
 [18] Down Syndrome  
 [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:   
Contact:   
Contact email:   
Address:   
Postcode:   
Tel:

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.

**GCSE English and Maths Grades**

Please confirm your achieved grade by presenting your statement of results/certificates to your tutor.

GCSE English Language:

GCSE English Literature:

GCSE Mathematics:

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
English and Maths <i>(All Students without a grade 4 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) →  Universal Credits  
 Job Seekers Allowance (JSA)  
 Employment and Support Allowance (All Cat)  
 Level 2/3 Entitlement (See course Level) 19-23 Only  
 Low Wage - Earning <£35k - Project S

Employer  
 Advanced Apprenticeship  
 Apprenticeship (Levy) →  Name:  
 Apprenticeship (Non-Levy) →  Address:  
 Charity (Please specify Sponsor details) →  Postcode:  Tel:

<b>Total GLH</b>	<input type="text"/>
<b>Tuition Fee</b>	<input type="text"/>
<b>Total Fee</b>	<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) 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. Our lawful basis for using your special category personal data is covered under Substantial Public Interest based in law (Article 9(2)(g)) of GDPR legislation. This processing is under Section 54 of the Further and Higher Education Act (1992). 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 well-being purposes, including research. We retain your ILR learner data for 20 years for operational purposes (e.g. to fund your learning and to publish official statistics). Your personal data is then retained in our research databases until you are aged 80 years so that it can be used for long-term 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. For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and the DfE Privacy Notice (<https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education>).

If you would like to get in touch with us or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways:  
Using our online contact form [https://form.education.gov.uk/service/Contact the Department for Education](https://form.education.gov.uk/service/Contact%20the%20Department%20for%20Education), By telephoning the DfE Helpline on 0370 000 2288, Or in writing to: Data Protection Officer, Department for Education (B2.28), 7 & 8 Wellington Place, Wellington Street, Leeds, LS1 4AW.

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>

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

If returning by post please send to: Advice and Recruitment, Exeter College, Hele Road, Exeter, EX4 4JS



## 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](http://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, as well as managing any work placements relating to the programme you are enrolled on.

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 (as printed overleaf).

From time to time Exeter College will take photos and videos of individuals and groups of students, which it publishes in case studies and other information materials or on social media. This may include printed and digital materials.

Exeter College may reproduce such images from which you may be recognisable in publications within 5 years of this enrolment. Where you are the focus of the image, we will always ask for your explicit consent before images are used in digital and printed material. If you are at an event or in a group setting, we will either have signage reminding that photos are being taken or we will announce verbally that we are taking photographs or videos.

If you know that you want to opt out of all photos and videos at the college, please complete the "Withdrawal of Consent" form (available at enrolment or from your tutor or the Marketing Department once you have enrolled).

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: [StudentServices@exe-coll.ac.uk](mailto:StudentServices@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://exe-coll.ac.uk/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://exe-coll.ac.uk/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://exe-coll.ac.uk/university-level/fees/>