

# Enrolment Form and Learning Agreement (Version 4.5)

Please complete all sections of this form in CAPITAL LETTERS

Student Reference

LEAVE BLANK

exeter college

Legal Surname

YOUR SURNAME

Legal Forename(s)

YOUR FIRST NAME

Preferred Forename (where different)

X (IF APPLICABLE)

Date of Birth

Age as at 31<sup>st</sup> August

Sex at birth (Male/Female)

DD MM YYYY

X M/F

National Insurance Number

Previous School/College

e.g. JJ 31 32 33 A

X

Pronoun (Optional)

Select One Only ☒

X 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

X

Parent / Guardian / Next of Kin Home Address

X Name:  
X Relationship:  
X Address:

Postcode:

X Tel:

X Postcode:

X Tel:

Mobile Tel:

X NoK Mobile Tel:

Student

X Email:

Student

X Nationality:

PLEASE COMPLETE EITHER SECTION A OR B.

Employed or self-employed:

X [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

X [S] Self-employed

Unemployed:

X [R] Through redundancy

[O] For reasons other than redundancy

How long for? years months

If unemployed:

[J] In receipt of JSA

[E] In receipt of ESA (all categories)

[N] Not actively seeking paid work

[R] Retired

Multiple Selection ☒

X Ethnicity

Select One Only ☒

Do you consider that you are:

[31] English / Welsh / Scottish / Northern Irish / British

[32] Irish

[33] Gypsy or Irish Traveller

[34] Any other White background

[35] White and Black Caribbean

[36] White and Black African

[37] White and Asian

[38] Any other Mixed/ multiple ethnic background

[39] Indian

[40] Pakistani

[41] Bangladeshi

[42] Chinese

[43] Any other Asian background

[44] African

[45] Caribbean

[46] Any other Black / African / Caribbean background

[47] Arab

[98] Any other ethnic group

X 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 difficulty

[10] Moderate learning difficulty

[11] Severe learning difficulty

[12] Dyslexia

[13] Dyscalculia

[14] Autism spectrum disorder

[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)

[96] Other learning difficulty

[99] None of the above

If employed please enter employer details:

X Employer Name:

Contact Name:

Contact email:

Postal Address:

Postcode:

Telephone:

X 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 A level or other full level 3

[07] Level 4 - HNC or any other Level 4 qualification.

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

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

[10] Level 7 & above - Masters Degrees, any other Level 7+ qualification, Doctorates

X 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<br>(Full Time Students Only - Tutorial Code) | Course Code | Start Date | End Date | GLH | Fee Payable |
|--|-------------|------------|----------|-----|-------------|
| Core Qualifications / Part Time Courses<br>(All Students)            | Course Code | Start Date | End Date | GLH | Fee Payable |

| English and Maths<br>(All Students without a grade 4 or higher) | Course Code | Start Date | End Date | GLH | Fee Payable |
|---|-------------|------------|----------|-----|-------------|
| Other Programme of Study Elements<br>(Full Time Students Only)  | 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

☐ Employer

☐ Advanced Apprenticeship

☐ Apprenticeship (Levy)

☐ Apprenticeship (Non-Levy)

☐ Charity

(Please specify Sponsor details)

Name:

Address:

Postcode:

Tel:

Total GLH

Tuition Fee

Total Fee

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 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 UK 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 each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money 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/departments-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>. 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