



PART-TIME ENROLMENT FORM AND LEARNING AGREEMENT 2020/21

Office use only

Payment completed?

Payment method

Payment amount (£)

Section 1 completed?

Please complete ALL sections clearly on this form. Failure to complete the form correctly may delay your acceptance on your chosen course(s).

Section 1: Personal Details

Student I.D. No. (Office use only): _____

Title: _____

Forename(s): _____

Surname: _____

Previous Name (if changed): _____ Gender: _____

Date of Birth (dd/mm/yy): - - / - - / - - Age (on 31st August 2020): _____

Address: _____

Postcode: _____

Tel (day/ mobile): _____ Email: _____

Emergency Contact Name: _____ Emergency Contact Tel: _____

National Insurance no: _____

Are you currently studying at another establishment? If so please provide details:

Section 2: Personal Details

Nationality: _____

Have you lived outside of the UK during the last 3 years? Yes / No

If yes where did you live? _____

What was the date of entry into the UK? (dd/mm/yy): - - / - - / - -

What is your first language?: _____

*The following questions are required for statistical purposes by the Education and Skills Funding Agency and we ask you to complete them as accurately as possible.

How would you describe your ethnic origin? Please tick one box:

- | | | | | |
|---|---|---|--|---|
| <input type="checkbox"/> 31. English/ Welsh / Scottish / Northern Irish / British | <input type="checkbox"/> 35. White and Black Caribbean | <input type="checkbox"/> 39. Indian | <input type="checkbox"/> 44. African | <input type="checkbox"/> 47. Arab |
| <input type="checkbox"/> 32. Irish | <input type="checkbox"/> 36. White and Black African | <input type="checkbox"/> 40. Pakistani | <input type="checkbox"/> 45. Caribbean | <input type="checkbox"/> 98. Any other ethnic group |
| <input type="checkbox"/> 33. Gypsy or Irish Traveller | <input type="checkbox"/> 37. White and Asian | <input type="checkbox"/> 41. Bangladeshi | <input type="checkbox"/> 46. Any other Black/ African / Caribbean background | |
| <input type="checkbox"/> 34. Any other white background | <input type="checkbox"/> 38. Any other mixed/ multiple background | <input type="checkbox"/> 42. Chinese | | |
| | | <input type="checkbox"/> 43. Any other Asian background | | |

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Section 2 completed?

Your responses to these questions will help us support you during your time at College. Please note that these questions will NOT affect your application. Please provide details in the space provided:

Do you consider yourself to have a health problem? Yes / No _____

Do you consider yourself to have a learning difficulty? Yes / No _____

Would you like a member of staff to contact you prior to the course in relation to learning support? Yes / No _____

Section 3: Qualifications

Please tick the box to indicate your highest level of qualification:

- No UK Qualifications**
- Entry Level English / Numeracy**
- Level 1:** GCSEs / O Levels (5 or more grades D-G or fewer than 5 at grades A-C) or 1 AS level or QCF Level 1 Award / Cert / Dip or NVQ1 or GNVQ Foundation
- Level 2:** GCSEs / O Levels (5 or more grades A*-C) or 2/3 AS Levels or 1 A Level or Level 2 Cert / Dip or NVQ2 or GNVQ Intermediate
- Level 3:** 2 or more A Levels or 4 or more AS Levels, LV 3 Dip or Access to HE or NVQ 3 or GNVQ Advanced or AVCE double award
- Level 4:** Lv 4 Award/ Cert / Dip or HNC or NVQ 4
- Level 5:** Lv 5 Award / Cert / Dip or HND Foundation Degree
- Level 6:** Lv 6 Award / Cert / Dip or BA Degree
- Level 7+:** Lv 7/8 Award / Cert / Dip or Masters Degree or Postgraduate Certs / Dips or Doctorates

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Section 3 completed?

Applying for English and Maths?

Please provide details of your English and maths qualifications i.e GCSE, Functional Skills etc. These are a mandatory requirement for enrolment.

English _____ Maths _____

Section 4: Course Details

Course Code	Course Title

Location	Hrs per week	No. of week	Start Date	End Date	Tuition +/-or Materials Fee
Total fees to pay:					

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Section 4 completed?

Section 5: Employment Status

Are you:

- Employed Unemployed and looking for work
 Self employed Unemployed and not looking for work

If employed/self-employed, how many hours per week are you working:

- 0-10 11-20 21-30 31+

If employed/self-employed, how many months have you been employed:

- Up to 3 4-6 7-12 Over 12

If not employed/self-employed, how many months have you been unemployed:

- Less than 6 6-11 12-23 24-35 Over 36

Are you in receipt of: Job Seekers Allowance Other benefit
 Employment & Support Allowance (WRAG)

Please state: _____

Section 6: 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. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

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

For 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>

New College Stamford's Privacy Notice can be viewed at:
<http://www.stamford.ac.uk/policies-and-procedures/>

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Section 5 completed?

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Section 6 completed?

Section 7:

Please tick the following statement(s) which apply to you:

- No member of the household in which I live (including myself) is employed
- The household I live in includes only one adult (age 18 or over)
- There are 1 or more dependent children
(aged 0-17 years or aged 18-24 years if a full time student or inactive)
- None of these statements apply OR I confirm that I wish to withhold this information

I have a previous conviction or a pending prosecution for a violent or sexual offence.

Tick box if applicable: Yes

Applicants with previous convictions will be subject to a fair assessment process. If you have any queries please contact the **Advice and Guidance Team on 01780 484311.**

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Section 7 completed?

Student Declaration

I declare that the information I have given on this form is, to the best of my knowledge, correct. I agree to abide by College regulations and notify the College of any change of details or circumstances. I have received sufficient guidance/assessments before my choice of course. I agree to the processing of this data, and the sharing of data as outlined on this form. I understand New College Stamford reserves the right to change its offer at any time and that there is a refund policy which may restrict my entitlement to a refund of fees. I understand that I am enrolling to a Skills Funding Agency (SFA funded course which could be used as a match funded and is therefore deemed part funded by the European Social Fund (ESF).

Signature: _____

Date: - - / - - / - -

Staff initials

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Passport has been seen as proof of identity

Other means of identification provided (please specify) _____

Staff Signature: _____

Date processed: - - / - - / - -

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Section 8 completed?

Section 8

- I enclose a cheque made payable to New College Stamford
- I wish to pay in instalments (for fees over £200 only) and have completed/ requested the relevant form.
- I wish to pay by credit/debit card (please phone 01780 484311)
- Please invoice my employer or sponsor

My employers name and address is:

Materials must be paid in full

Please record the full price of tuition or material fees and the amount you are paying. If you are applying for consessionary tuition fees (as listed in the brochure) then the original of your evidence **MUST** be supplied to the College, without this your application will not be processed. **Remissions are applicable to course fees only.**

New College Stamford reserves the right to change it's offer at any time, but will endeavour to provide an alternative programme of study wherever possible.

Please return to: FREEPOST PE260 Student Services, New College Stamford, Drift Road, PE9 1BR

Staff initials

Office use only

IS Staff Signature: _____

Date processed: - - / - - / - -