

# ENROLMENT & LEARNING AGREEMENT 2009/10



PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS IN BALL POINT PEN

Enrolment No. \_\_\_\_\_

## 1. PERSONAL DETAILS

Have you previously enrolled on a course at this College? YES  NO  success through learning

Surname  First name (s)

Are you? Male  Female  Title  Date of Birth  Age on 31 August 2009

### Home Address

Postcode

House No.

### Term-time Address (if different)

Postcode

House No.


### Telephone Numbers

Work  Home  Mobile

e-mail

Next of Kin contact:

**Equal opportunities - the college is committed to equality of opportunity.**  
To help us monitor our progress please tick ethnic group to which you belong

Asian or Asian British Bangladeshi	<input checked="" type="checkbox"/>	11
Asian or Asian British Indian	<input type="checkbox"/>	12
Asian or Asian British Pakistani	<input type="checkbox"/>	13
Asian or Asian British Any other British background	<input type="checkbox"/>	14
Black or Black British African	<input type="checkbox"/>	15
Black or Black British Caribbean	<input type="checkbox"/>	16

Black or Black British Any other Black background	<input checked="" type="checkbox"/>	17
Chinese	<input type="checkbox"/>	18
Mixed - White and Asian	<input type="checkbox"/>	19
Mixed - White and Black African	<input type="checkbox"/>	20
Mixed - White and Black Caribbean	<input type="checkbox"/>	21
Mixed - Any other Mixed background	<input type="checkbox"/>	22

White - British	<input checked="" type="checkbox"/>	23
White - Irish	<input type="checkbox"/>	24
White - Any other White background	<input type="checkbox"/>	25
Other background	<input type="checkbox"/>	98
Not known / Not provided	<input type="checkbox"/>	99

Residency - Have you been permanently resident in the EU\* for the last 3 years? Yes  No

If no, in which country do you normally live?  And on what date did you enter the EU?

Are there immigration restrictions on how long you can stay in the UK? Yes  No

Please state language spoken if English is not your first language

**BCOT welcomes and supports students with learning difficulties and disabilities. To help us provide our support services please complete the following:**

Do you consider yourself to have a disability, learning difficulty or health problem? Yes  No  Prefer not to say

If yes, you will be sent a confidential questionnaire to complete and return.

**Please indicate your highest known qualification on entry to BCOT (please tick box)**

L2E if you are studying a first level 2 qualification you may be eligible for free tuition/registration fees, please ask for details

<input checked="" type="checkbox"/>	99	No formal qualifications	<input checked="" type="checkbox"/>	03	NVQ 3, GNVQ Adv, CG Adv, 2 A levels, 4AS levels
	09	Entry level qualifications		04	NVQ 4, BTEC HNC/D, Teaching quals, RSA Higher Diploma, BA/BSc
	01	NVQ 1, RSA 1, etc / less than 5 GCSEs grades A-C / O levels grades D-G		05	NVQ 5, Cont Ed Diploma, Higher level professional quals
	02	NVQ 2, 5 GCSEs grades A-C / O levels grades A-C, 1 A level, BTEC First Diploma, RSA Diploma, GNVQ Int,		97	Other qualifications - Details:
					Prefer not to give info.

Full-time students aged 16 / 17 only. Name of school / college attended in the last academic year

If you are employed or self-employed please provide your organisation / company name and address

Are you attending the course in Worktime

Not in worktime

Employer has no involvement in my studies

Name & Address

Postcode

Code

Surname  First name (s)  Ref. No.

## 2. COURSE DETAILS

Please enter the code and title of your course and the dates and the standard fees that apply

1. Course title	<input type="text"/>	Course Code	<input type="text"/>
Start date	<input type="text"/>	Expected end date	<input type="text"/>
		No. of weeks	<input type="text"/>
		Group	<input type="text"/>
Day	<input type="text"/>	Time	<input type="text"/>
		Centre	<input type="text"/>
Standard Tuition fee (as advertised)	<input type="text"/>	Reg / exam fee	<input type="text"/>
		Materials fee	<input type="text"/>
Fee variation - (office use) Tuition fee	<input type="text"/>	Reg / exam fee	<input type="text"/>
		Materials fee	<input type="text"/>
Please confirm if you are studying the above course as either a WBL Apprentice <input type="checkbox"/> or Advanced Apprentice <input type="checkbox"/>			

2. Course title	<input type="text"/>	Course Code	<input type="text"/>
Start date	<input type="text"/>	Expected end date	<input type="text"/>
		No. of weeks	<input type="text"/>
		Group	<input type="text"/>
Day	<input type="text"/>	Time	<input type="text"/>
		Centre	<input type="text"/>
Standard Tuition fee (as advertised)	<input type="text"/>	Reg / exam fee	<input type="text"/>
		Materials fee	<input type="text"/>
Fee variation - (office use) Tuition fee	<input type="text"/>	Reg / exam fee	<input type="text"/>
		Materials fee	<input type="text"/>
Please confirm if you are studying the above course as either a WBL Apprentice <input type="checkbox"/> or Advanced Apprentice <input type="checkbox"/>			

## 3. FEE CONCESSIONS

**a) Level 2 Entitlement.** I wish to apply for a fee concession and I declare that I do not already have a full level 2 qualification or above. I confirm that if I have declared false information the college may take action against me to reclaim the fees and any support costs.

Signed  22

**b) Level 3 Entitlement.** I wish to apply for a fee concession and I declare that I do not already have a full level 3 qualification or above. I confirm that if I have declared false information the college may take action against me to reclaim the fees and any support costs.

Signed  24

**c) Students (or their dependents) in receipt of an income based benefit** may be eligible for a concession of tuition fees and should complete the following section (documentary evidence will be required).

Are you in receipt of an income based benefit yourself? Yes  No

Are you an unwaged dependant of someone in receipt of an income based benefit? Yes  No  08

Which benefits are you receiving?

Job Seekers Allowance  15  Council Tax Benefit (not single occupancy)  04

Income support  04  Housing Benefit  04  Pension Guarantee Credit  23

Working Tax Credit (less than £15,276)  21  Asylum Seeker  14

Office Use Documents seen - Benefit book	<input type="checkbox"/>	Giro	<input type="checkbox"/>	Bank statement	<input type="checkbox"/>	Award Notice	<input type="checkbox"/>	Letter from Benefit Agency	<input type="checkbox"/>
Seen by	<input type="text"/>				Date	<input type="text"/>			



**GUIDANCE NOTES FOR ENROLLING STUDENTS** – Please read the instructions carefully. Students wishing to pay in cash, by instalments or who wish to claim fee remission must enrol in person. The college is registered under the Data Protection Act and some information will be disclosed to certain Government Agencies as requested (please see section on Data Protection)

**LEARNING DIFFICULTIES/DISABILITIES** – BCOT welcomes and supports students with learning difficulties or disabilities. If you feel you would benefit from additional support, please complete the relevant section on the form. The college wishes to ensure that it complies with the requirements of the Disability Discrimination Act (as amended by the Special Educational Needs & Disability Act 2001). This college is therefore committed to ensuring that disabled people, including those with learning difficulties, are treated fairly. All reasonable adjustments to provision will be made to ensure that disabled students and other disabled people are not substantially disadvantaged. *If you are a disabled person, please ensure that we know what you need so that we can make all reasonable adjustments to help you.*

**STUDENT ON WORK BASED LEARNING PROGRAMMES** - Tuition fees quoted in the directory apply to Learning & Skills Council Further Education funded students only and students following Work Based Learning Programmes will be charged a different rate. Apply to the Head of Student Administration for further details.

**TUITION FEES** - The fees stated are for the academic year 2009/2010. If your course runs for two or more years you will be required to *pay a tuition fee for each year of study*. All fees are due at the time of your enrolment, including any examination/registration and materials fees. The fees quoted in the directory do not apply to 'overseas' status students or those following Work Based Learning Programmes. You can pay by either cash, cheque Visa/MasterCard/Switch/Solo or by written authority from your employer accepting responsibility for your fees.

**A** If you are 16 – 18 years at 31 August 2009, tuition, exam & registration will be free unless you are funded from other sources.

**B** If you are 19+ at 31 August 2009, and enrolling on a first full Level 2 or 3 programme fees may be free - please ask for details

**C** If you are aged 19+ at 31 August 2009, no tuition fees are payable if you are in receipt of one of the following income related benefits or you are an unwaged dependent of someone receiving any of those benefits. However, examination/registration & any materials fees remain payable in full at the time of enrolment.

- Job Seekers Allowance; Housing Benefit/Council Tax Benefit; Income Support; Working Tax Credit; Pension Guarantee Credit. You will be required to provide documentary evidence at enrolment that you are in receipt of one of the above benefits that it is the responsibility of the student to notify the college of any changes in circumstances affecting entitlement to fee remission.

Students in receipt of a low income may apply to the Student Welfare Officer for a partial remission of fees.

**D** Fee concessions are not available for the full cost programmes.

**EXAM BOARD/REGISTRATION FEES** - Where appropriate, all exam/registration fees are charged on enrolment. Please note that exam/registration fees are payable by all students (except 16 – 18 year olds), including those eligible for a remission of fees. You should be aware that student achievements may be displayed on College notice boards from time to time. If you do not wish your achievement details to be made public you should contact the Examinations Officer in writing.

**EMPLOYER SPONSORED STUDENTS** - For the convenience of employers, invoices can be issued for employee's fees. The employer must provide a certificate or letter of intent confirming responsibility for all fees. *The employee will be required to provide this letter at enrolment.* If an employer accepts responsibility for the payment of an employee's fees, that responsibility remains even if the employee leaves the company before the account is paid

**PAYMENT BY INSTALMENT – you need to enrol in person**

The college operates a direct debit plan for courses in excess of £150.00, and longer than 6 months duration, except for cost recovery courses. A 25% deposit is required on enrolment followed by 4 monthly direct debit payments. If you wish to pay your fees by this method please ask for details at enrolment. Please note that should you withdraw from your studies the fees remain payable.

**CANCELLED COURSES** - If the college has to cancel a course then the course fees will be refunded in full.

**TUITION FEE REFUNDS** - It is College policy not to provide a refund of course fees to students who, having enrolled and embarked on a programme of study, decide to withdraw. However, in exceptional circumstances, a refund of course fees will be considered if the student makes a written request to the Head of Student Administration stating the reason for withdrawal.

**OVERSEAS STUDENTS** - If you have not been a permanent member of the UK (or other EEA country) for 3 years prior to enrolment, or are in the UK subject to visa restrictions, please inform the enrolment staff who will discuss the tuition fee situation with you. You should be aware that tuition fees for overseas status students vary from those quoted in the directory. Please ask for details.

**ETHNIC ORIGIN** - The Department for Education requires the college to collect information about the ethnicity of its students. This information is also vital to the college's own equal opportunities monitoring. The categories are in line with those developed by the office of National Statistics for the 2001 Census.

**COLLEGE CHARTER** - The college charter informs students of what they can expect from BCOT. A copy can be obtained from either Customer Services, Advice & Guidance or Student Support Services.

**DATA PROTECTION** - Data Protection Act 1998 – The information you provide on your enrolment form will be passed to the Learning and Skills Council (the LSC). The LSC is responsible for funding and planning education and training for young people and adults in England, and is registered under the Data Protection Act 1998. The information you provide will be shared with other organisations for the purpose of administration, careers and other guidance, and statistical and research purposes. Other organisations with which we will share information include, the Department for Education and Skills, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the LSC or its partners. The LSC is also a co-financing organisation and uses European Social Funds from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. Further information about partner organisations and what they do, may be found at <http://www.lsc.gov.uk>, and by following the links to data protection. At no time will your personal information be passed to organisations for marketing or sales purposes. From time to time students are approached to take part in surveys by mail and phone, which are aimed at enabling the LSC and its partners to monitor performance, improve quality and plan future provision.

**Standard Fair Processing Notice** - The Learning and Skills Council (LSC) also administers the Managing Information Across Partners (MIAP) Programme on behalf of the MIAP membership. More information about MIAP membership can be found at [www.miap.gov.uk](http://www.miap.gov.uk). LSC is responsible for the development and operation of the Learner Registration Service (LRS) and also the creation of a learner record. For learners of 13 years and over, identification information will be passed to the LRS to create and maintain a unique learner number (ULN). In addition, participation and achievement information will be passed to the MIAP Service to create and maintain a learner record. The MIAP Service will enable, for the first time, a learner to have direct access to information held about them which learners are able to challenge, if appropriate. The Learner Registration Service will enable organisations allowed by Law and detailed at [www.miap.gov.uk](http://www.miap.gov.uk) to access the ULN and integrate it into their systems. In addition, such organisations will have access to the participation and achievement information attributed to each ULN and thereby saving individuals having to supply the same information repeatedly to different organisations. Individuals are able to opt-out of sharing participation and achievement information in their learner record with those organisations detailed at [www.miap.gov.uk](http://www.miap.gov.uk), if they so wish. Details of how to opt-out can also be found at [www.miap.gov.uk](http://www.miap.gov.uk) or by telephoning 0845 6022589.

**DISCLOSURE OF CRIMINAL CONVICTIONS** - If you indicate that you have an unspent criminal conviction[s] (other than minor motoring offences) your enrolment will not be processed until you have completed a Declaration of Criminal Convictions form (which will be posted to you). A copy of the policy will also be available and should your enrolment be refused any monies paid will be refunded in full.