

ENROLMENT & LEARNING AGREEMENT 2010/11



PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS IN BALL POINT PEN

ULN

Enrolment No. 100001

1. PERSONAL DETAILS

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

Surname First name (s)

Gender Title Date of Birth Age on 31 August 2010

Home Address

Postcode

House No.

Employer's Address

Postcode

House No.

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Telephone Numbers

Work Home Mobile

e-mail

Next of kin contact name & tel no.:

If under 19, please state your previous school

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

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	Black or Black British <input checked="" type="checkbox"/>	17	White - British <input checked="" type="checkbox"/>	23
Asian or Asian British Indian	12	Any other Black background	18	White - Irish	24
Asian or Asian British Pakistani	13	Chinese	19	White - Any other White background	25
Asian or Asian British Any other British background	14	Mixed - White and Asian	20	Other background	98
Black or Black British African	15	Mixed - White and Black African	21	Not known / Not provided	99
Black or Black British Caribbean	16	Mixed - White and Black Caribbean	22	Prefer not to say	100
		Mixed - Any other Mixed background			

Disabilities and Learning Difficulties

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

Disabilities

Visual impairment <input checked="" type="checkbox"/>	01
Hearing impairment	02
Disability affecting mobility	03
Other physical disability	04

Other medical condition <input checked="" type="checkbox"/>	05
Emotional/behavioural difficulties	06
Mental health difficulties	07
Temporary disability after illness	08

Profound complex disabilities <input checked="" type="checkbox"/>	09
Aspergers syndrome	10
Autistic spectrum disorder	20
Multiple disabilities	90
Other	97

Learning Difficulties

Moderate learning difficulties <input checked="" type="checkbox"/>	01
Severe learning difficulties	02

Dyslexia <input checked="" type="checkbox"/>	10
Dyscalculia	11

Multiple learning difficulties <input checked="" type="checkbox"/>	90
Other specific learning difficulties	19

Qualifications

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 fees, please ask for details

L3E - if you are studying a first level 3 qualification you may be eligible for free tuition fees, please ask for details

<input checked="" type="checkbox"/>	99	No formal qualifications	<input checked="" type="checkbox"/>	03	NVQ 3, GNVQ Adv,C&G Adv, 2 A levels, 4 AS 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		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:

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 ESA (Income based) 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"/>			

4. PAYMENT

You can pay by cheque, credit / debit card or (if paying in person at the college) in cash. If your employer or training provider is to pay your fees, and they require an invoice, you must provide a letter of authority

Please tick (✓) the method of payment

I am paying by cash I enclose a crossed cheque for £ made payable to BCOT

If paying in person by credit card please **do not** record your card details, just tick the box

Please charge my credit / debit card Card no

Start Date Expiry date Issue No. Security No.

Name on card / cheque (if different) House No. Postcode if cardholder is not student

I am paying a deposit of £ and the balance by instalments Direct debit Cash

My Training Provider has agreed to pay the Work Based Learning fee and should be invoiced

Name of Training Provider Student National Insurance No.

My Employer has agreed to pay and issued a cheque which is attached Sponsor Code

My Employer has agreed to pay and should be invoiced - letter of authority attached Bursary Attached

Employer Name Address

 Postcode

Contact Name

5. TO BE COMPLETED BY ALL STUDENTS

I confirm that I have received assessment and guidance to assist in my choice of Learning Programme. I am satisfied that I fully understand the entry and programme requirements and that where my course leads to a recognised qualification I will be required to pay a registration or examination fee. I confirm that I have read and understood the information related to the Privacy Statement as stated overleaf. By signing this form I give my permission for my photograph to be used for publicity purposes unless I specifically state otherwise in writing to my tutor.

Disclosure:

Please tick box if you have any unspent criminal convictions (other than minor motoring offences) ✓

Please see disclosure of criminal convictions paragraph on back of the enrolment form

Please confirm that you have read and understood the course requirements as detailed in the prospectus or course information sheet

Student signature Date

Staff signature Date

If you do not wish to receive any marketing information from the SFA/YPLA or its partners please tick the box

If you do not wish to be contacted by the SFA/YPLA or its partners about learning opportunities please tick the box

For Office Use Only	Receipt
Domicile <input type="text"/> Workplace Postcode <input type="text"/>	
Learn Dt <input type="text"/>	
Sponsor Code <input type="text"/>	
WP <input type="text"/>	
EN Funding <input type="text"/>	
Source of Tuition <input type="text"/>	
Fund <input type="text"/>	
Maj SOF <input type="text"/>	
Rem Code <input type="text"/> Input <input type="text"/> <input type="text"/>	

*EU Countries are: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, UK.

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 Privacy Statement)

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 2010/2011. 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 2010, **tuition, exam & registration will be free** unless you are funded from other sources.

B If you are 19+ at 31 August 2010, 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 2010, **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 full cost 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.

Privacy Statement – How We Use Your Personal Information The personal information you provide is passed to the Chief Executive of Skills Funding and, where required, the Young People's Learning Agency for England ("the YPLA") to enable those organisations to fulfil their statutory obligations, principally under the Apprenticeships, Skills, Children and Learning Act 2009. Both organisations are registered as data controllers with the UK Information Commissioner's Office. The Skills Funding Agency funds adult further education and skills training, including apprenticeships, in England. The YPLA is responsible for arranging the provision of funding for the education and training of young people in England. The Skills Funding Agency processes learner data on behalf of the YPLA. The information you provide may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education or training. Other organisations include the Department for Education, the Department for Business, Innovation and Skills, Local Authorities, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the Skills Funding Agency, the YPLA, or partners of those organisations. The Skills Funding Agency also administers the learner registration service (LRS) which uses your learner information to create and maintain a unique learner number (ULN). Further information about use of and access to your personal information is available at: Skills Funding Agency: <http://skillsfundingagency.bis.gov.uk/foi.htm> YPLA: <http://www.ypla.gov.uk/foi.htm> At no time will your personal information be passed to organisations for marketing or sales purposes. The YPLA, the Chief executive of Skills Funding and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, prove quality and plan future provision and to inform you about courses, or learning opportunities relevant to you. Tick this box if you do not wish to be contacted in respect of surveys and research by mail or phone. Tick this box if you do not wish to be contacted about courses or learning opportunities by post.

 ✓

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.

Diversity Questionnaire 2010

Enrolment/Reference Number

Dear Student

Name (please print)

Monitoring of Performance - At BCOT we truly value diversity and want to ensure we can support learners from every part of society to achieve their best. Filling out this form will help us provide the right support for everyone. All information will be treated in utmost confidence and the results will help college management identify possible support arrangements for our future students. Please complete the questionnaire and return it to the enrolment officer/tutor.

Students aged 16-18 Please tick the appropriate boxes

Was your education at school interrupted? (you may have been excluded, recovering from illness etc.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a looked after child (in care/or fostered)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you under a Child Protection Plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you recently left care?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you an independent student (not living at home and being supported financially by a parent/guardian)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you supported by any other agencies e.g. probation service?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, which agency?		
Are you living in supported accommodation including a hostel or residential centre?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a full-time carer for a member of your family?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Did you have any special arrangements for examinations at school or given any extra help with your lessons?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Are your parents separated or divorced?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
Are you a parent or expecting a child?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>

All students Please tick the appropriate boxes

Is English your first language?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If not, what is your first language?		
What is your religion?	Prefer not to say <input type="checkbox"/>	
Are you homosexual <input type="checkbox"/> heterosexual <input type="checkbox"/> bi-sexual <input type="checkbox"/> transgender <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	

Many thanks for participating in this questionnaire. The data will be kept for a maximum of 18 months to analyse the achievement and success data of our students at the end of the academic year and will not be shared with other agencies.

Shirley Parker
Head of Student Administration