

ENROLMENT/LEARNING AGREEMENT FOR 2011-12



01 ABOUT YOU

Have you enrolled at BCOT before? Yes No

Title Male Female

Surname Date of birth

First name/s Your age on 31 August 2011

Home address

Postcode

YOUR CONTACT DETAILS

Home Work

Mobile Email

Term time address (if different)

In case of an emergency, please provide details of someone we can contact for you: name/telephone number/relationship to you:

How long have you lived in the UK? **For life?** Yes No If No **how many** Years Months

If you have lived outside the UK/EU in the last three years, please give details

In which country(ies) have you been living?

And for how long? Years Months Do you depend on a visa to reside in the UK? Yes* No

If yes, what type of visa? Expiry date of visa

* If Yes, you must enrol in person and bring your passport and visa with you.

ETHNIC ORIGIN

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

White	<input checked="" type="checkbox"/>	
English/Welsh/Scottish/ Northern Irish/British	<input type="checkbox"/>	31
Irish	<input type="checkbox"/>	32
Gypsy or Irish Traveller	<input type="checkbox"/>	33
Any other White background	<input type="checkbox"/>	34

Mixed/Multiple ethnic groups		
White and Black Caribbean	<input type="checkbox"/>	35
White and Black African	<input type="checkbox"/>	36
White and Asian	<input type="checkbox"/>	37
Any other Mixed/Multiple ethnic group	<input type="checkbox"/>	38

Asian/Asian British		
Indian	<input type="checkbox"/>	39
Pakistani	<input type="checkbox"/>	40
Bangladeshi	<input type="checkbox"/>	41
Chinese	<input type="checkbox"/>	42
Any other Asian background	<input type="checkbox"/>	43

Black/African/Caribbean/ Black British		
African	<input type="checkbox"/>	44
Caribbean	<input type="checkbox"/>	45
Any other Black/African/ Caribbean background	<input type="checkbox"/>	46

Other ethnic groups		
Arab	<input type="checkbox"/>	47
Any other ethnic group	<input type="checkbox"/>	98

DISABILITIES AND LEARNING DIFFICULTIES

BCOT welcomes and supports students with learning difficulties and disabilities. To help us provide 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	<input checked="" type="checkbox"/>	
Visual impairment	<input type="checkbox"/>	01
Hearing impairment	<input type="checkbox"/>	02
Disability affecting mobility	<input type="checkbox"/>	03
Other physical disability	<input type="checkbox"/>	04

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

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

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

Dyslexia	<input type="checkbox"/>	03
Dyscalculia	<input type="checkbox"/>	04

Multiple learning difficulties	<input type="checkbox"/>	90
Other specific learning difficulties	<input type="checkbox"/>	10

QUALIFICATIONS

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

L2E/L3E – if you are studying a first full level 2 or 3 qualification you may be eligible for free tuition fees, please ask for details

	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
No formal qualifications		99	NVQ 3, GNVQ Adv, C&G Adv, 2 A levels, 4 AS levels		03
Entry level qualifications		09	NVQ 4, BTEC HNC/D, Teaching quals, RSA Higher Diploma, BA/BSc		04
NVQ 1, RSA1, etc/less than 5 GCSEs grades A-C/ O levels		01	NVQ 5, Cont Ed Diploma, Higher level professional qual, MA/MSc		05
NVQ 2, 5 GCSEs grades A-C/ O levels grades A-C, 1 A level, BTEC First Diploma, RSA Diploma, GNVQ Int		02	Other qualifications – details:		97

02 COURSE DETAILS

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

01. 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"/>		
Fee variation – (office use) Tuition	<input type="text"/>			Reg/exam fee	<input type="text"/>		
Please confirm if you are studying the above course as either an:	Apprentice	<input type="text"/>	Advanced Apprentice	<input type="text"/>			

02. 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"/>		
Fee variation – (office use) Tuition	<input type="text"/>			Reg/exam fee	<input type="text"/>		
Please confirm if you are studying the above course as either an:	Apprentice	<input type="text"/>	Advanced Apprentice	<input type="text"/>			

03 EMPLOYMENT

Please indicate your employment status:

Employed – full time Employed – part time In full time education (FE or HE)
 Unemployed (reasons other than redundancy) Unemployed (through redundancy) Other (e.g. retired)

If you are employed please provide your employers name and address:

04 PAYMENT FOR YOUR COURSE

Fees are due at the time of enrolment. You may be exempt from paying fees because of your age, or pay a concessionary fee because of the type of course you are studying or because you are in receipt of one of the benefits listed below:

I believe I am entitled to a concessionary fee rate because I am in receipt of one of the following allowances. If you are claiming the concessionary fee rate we will need to see evidence of your allowance with this form.

A Job Seeker's Allowance National Insurance number
B Employment and Support Allowance (Work related activity) National Insurance number
C I believe I am entitled to a concessionary fee rate as I am claiming Level 2 entitlement (please tick and sign below)

Full Level 2 – I declare that I do not already hold a full Level 2 qualification. I understand that if I have declared false information, BCOT may take action against me to reclaim the fees and any support costs provided. I have completed the qualification section of this form.

Signed (Learner) Date

D I believe I am entitled to a concessionary fee rate as I am claiming Level 3 entitlement (please tick and sign below)

Full Level 3 – I am under the age of 25 at the start of this course and I declare that I do not already hold a full Level 3 qualification. I understand that if I declared false information, BCOT may take action against me to reclaim the fees and any support costs provided. I have completed the qualification section of this form.

Signed (Learner) Date

E BCOT concessionary scheme Approved £ Fee to be paid

How will your fees be paid?

I will be paying the fees myself Yes No Will you be reimbursed by your employer? Yes No

My employer or sponsor is paying. Please complete the contact details for your employer or sponsor below so they can be invoiced, and complete an Employer Authorisation in Invoice form (available in the part-time directory or at www.bcot.ac.uk)

Name of organisation

Address

Postcode

Contact name Contact telephone number

Please tick below how you wish to pay:

Cash (only if enrolling in person, do not send cash in the post) Cheque I believe I am exempt from fees because I am under age 19 on 31 August 2011

Instalment application (only if enrolling in person) Credit/debit card

05 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. By signing this form I give permission for my photograph to be used for publicity purposes unless I specifically state otherwise in writing to my tutor.

DISCLOSURE:

We ask all students to declare if they have any unspent criminal convictions (other than minor motoring offences)

If you tick this box 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.

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:

by post
by phone
by email

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

by post
by phone
by email

GUIDANCE NOTES/BOOKING CONDITIONS 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 Skills Funding Agency 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 2011/12. 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 2011, tuition, exam & registration will be free unless you are funded from other sources.

B If you are 19+ at 31 August 2011, 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 2011, no tuition fees are payable if you are in receipt of one of the following work related benefits. However, examination/registration fees remain payable in full at the time of enrolment.

• Job Seekers Allowance & Employment Support Allowance (Work Related Activity Group). You will be required to provide documentary evidence at enrolment that you are in receipt of one of the above benefits. You will also be required to provide your National Insurance number for our records.

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 fees 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 2011 Census.

PRIVACY STATEMENT – How We Use Your Personal Information – The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Young People's Learning Agency for England ("the YPLA") to meet legal duties under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training.

Further information about use of and access to your personal data, and details of partner organisations are available at:
<http://skillsfundingagency.bis.gov.uk/privacy.htm>, <http://www.ypla.gov.uk/privacy.htm>
and <http://www.learningrecordsservice.org.uk/privacy-copyright.htm>

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, along with a copy of our policy). Should your enrolment be refused any monies paid will be refunded in full.

Basingstoke College of Technology
Credit Card Details for Telephone Payments

Name	
Ref Number/Inv Number	
Card Number	
Expiry Date	
Issue Number	
Security Number (3 digits from back of card)	
Name on card (if different from Students)	
Post code & house number for Cardholder (for authorisation of payment)	
Amount to be taken	
Telephone Number	

Details recorded by *Date*.....

Form to be shredded on completion of credit card transaction.