

## Higher Education & Skills Centre Enrolment Form Higher Education Courses



1. Personal Details (please complete using BLOCK CAPITALS)				
Surname:		Family/previous name: (if different from current name)		
First Name (s):		Title:		
Address:		In which country do you normally live? _____ What is your Nationality? Please state: _____  UK resident for at least last 3 years? Yes <input type="checkbox"/> No <input type="checkbox"/> If NO, have you been a European Economic Area (EEA/EU) resident for the last 3 years? Yes <input type="checkbox"/> No <input type="checkbox"/>  Are there any immigration restrictions on how long you can stay in the UK? _____  Are you here on a visa Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, when does it expire? _____  Are you a registered Asylum Seeker? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Postcode:	Tel:		Emergency Contact: Name & Number:	
Mobile:				
Email: <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"></table> Your email may be used by your tutor/college staff to keep in touch with you.				
DoB ( date month year)		National Insurance No:		Sex: Female <input type="checkbox"/> Male <input type="checkbox"/>
Passport ID:		OR Birth Certificate Number:		Checked original <input type="checkbox"/>
Where did you hear about this course?				
Have you made application/s to any other colleges/universities? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please state.....				
Did you make these applications through UCAS? Yes <input type="checkbox"/> No <input type="checkbox"/>				

### LEARNING AGREEMENT

*Shaded boxes to be completed by a member of College staff.*

2. Name of course you are enrolling on				
Qualification:		Part-time <input type="checkbox"/>	Full-time <input type="checkbox"/>	
Start date:		End date:		
Day/Days:		Times:		
3. Payment details				
Tuition fee	£	<input type="checkbox"/> Paid in full at enrolment. Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Debit Card <input type="checkbox"/> Credit Card <input type="checkbox"/> <b>Receipt number:</b> _____  Organisation to be invoiced: _____  Not paid in full at enrolment. <input type="checkbox"/> Instalment arrangements: Deposit: _____ + _____ payments of _____ Payment to be completed by: _____  ..... Student Finance England will send you an entitlement letter showing details of your approved loan. <u>A copy of your entitlement letter from Student Finance England must be submitted to the Senior Admissions Officer as soon as you receive it, and absolutely no later than 15<sup>th</sup> November.</u> Students who are unable to present their entitlement letter by 15 <sup>th</sup> November will automatically be expected to pay their course fee. This can be paid in full or a 5 part instalment arrangement can be opted for. Please note, your first instalment will be due by 30 <sup>th</sup> November, followed by due dates of 31 <sup>st</sup> December, 31 <sup>st</sup> January, 28 <sup>th</sup> February, 31 <sup>st</sup> March.		
Exam fee	£			
TOTAL	£			
<b>Student Finance</b> New students (starting course on or after 1/9/12)		I have applied for a Tuition Fee Loan from the Student Loan Company ( <a href="http://www.slc.co.uk/england">www.slc.co.uk/england</a> ) : Part-time Tuition Fee Loan (for Part-time courses) <input type="checkbox"/> Full-time Tuition Fee Loan (for Full-time courses) <input type="checkbox"/>  <u>Continuing students who have returned from intermitting (Foundation Degree started before 1/9/12)</u> I have applied for a Fee Grant from the Student Loan Company <input type="checkbox"/>  (Continuing part-time students will be emailed a PTGC Grant Application Form from the Student Loan Company. Also available to download from <a href="http://www.slc.co.uk/england">www.slc.co.uk/england</a> . Form to be stamped by College and returned by student to Student Loan Company.)		
Student Support Number: ..... (Full-time students only)				

**4. Term time accommodation (to be completed by full-time and sandwich learners)**

Where are you living in the current year ? :

2	Parental/guardian home	
4	Other (institution acts as an agent but not the primary owner)	
7	Own residence (owned or rented – permanent residence)	
8	Other rented accommodation (number of learners each rent a room in the same house)	
9	Private sector halls	

**5. Qualification on entry**

What is your highest qualification on entry?

	Qualification	Grade (or predicted grade if awaiting result/s)	Year Achieved
<b>Qualification at Level 1</b>			
<b>Full Level 2</b>	e.g. 5 O Levels/GCSEs at grade A*-C or 5 CSE grade ones/Intermediate GNVQ/NVQ2/BTEC 1 <sup>st</sup> Diploma/ 1 Full A-Level/2AS		
<b>Full Level 3</b>	e.g. 2 A Levels/ AVCE/NVQ3/ BTEC Nat Cert/Diploma		
<b>Level 4</b>	e.g.HNC/HND/NVQ4		
<b>Level 5 &amp; above</b>	e.g. 2 year part-time Foundation Degree/BAHons/MA/Post Graduate/Higher Degree		
<b>Other Qualification (Level not known, Non-UK qualification - please give details)</b>			
<b>No formal qualification</b>			

This box for office use only -admissions staff to enter valid code for highest qualification on entry:



**Previous Learning - Do you hold any of the following Level 2 qualifications?**

	Grade	Year Achieved
<b>GCSE C or above in Maths</b>		
<b>GCSE C or above in English</b>		
<b>GCSE C or above in Science</b>		

### 6. Employment/Voluntary Work Details

My enrolment is related to my employment/voluntary work

Please state full name and address of employer: \_\_\_\_\_ Is this: Paid Work  or Voluntary Work

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

My enrolment is unrelated to my employment/voluntary work

### 7. Ethnicity

To help us monitor our Equal Opportunities Policy please tick the option that best describes your ethnic origin. This information will be treated confidentially.

#### White

- 31 English/Welsh/Scottish/Northern Irish/British
- 32 Irish
- 33 Gypsy or Irish Traveller
- 34 Any Other White background

#### Mixed/Multiple ethnic group

- 35 White and Black Caribbean
- 36 White and Black African
- 37 White and Asian
- 38 Any Other Mixed/multiple ethnic background

#### Asian/Asian British

- 39 Indian
- 40 Pakistani
- 41 Bangladeshi
- 42 Chinese
- 43 Any other Asian background

#### Black/African/Caribbean/Black British

- 44 African
- 45 Caribbean
- 46 Any other Black/African/Caribbean background

#### Other ethnic group

- 47 Arab
- 98 Any other ethnic group
- 99 Not provided

### 8. Support – Disability, Health Issues or Learning Difficulty

Please tick any disabilities in the boxes on the left and indicate your primary disability on the right hand side. This information will be treated confidentially.

- |  | Primary                  |  | Primary                  |
|--|--------------------------|--|--------------------------|
| <input type="checkbox"/> 01 Emotional/behavioural difficulties | <input type="checkbox"/> | <input type="checkbox"/> 13 Dyscalculia  | <input type="checkbox"/> |
| <input type="checkbox"/> 02 Multiple disabilities              | <input type="checkbox"/> | <input type="checkbox"/> 14 Autism spectrum disorder   | <input type="checkbox"/> |
| <input type="checkbox"/> 03 Multiple learning difficulties     | <input type="checkbox"/> | <input type="checkbox"/> 15 Asperger's syndrome  | <input type="checkbox"/> |
| <input type="checkbox"/> 04 Visual impairment                  | <input type="checkbox"/> | <input type="checkbox"/> 16 Temporary disability after illness (e.g. post – viral) or accident | <input type="checkbox"/> |
| <input type="checkbox"/> 05 Hearing impairment                 | <input type="checkbox"/> | <input type="checkbox"/> 93 Other physical disability  | <input type="checkbox"/> |
| <input type="checkbox"/> 06 Disability affecting mobility      | <input type="checkbox"/> | <input type="checkbox"/> 94 Other specific learning difficulty (e.g. Dyspraxia)                | <input type="checkbox"/> |
| <input type="checkbox"/> 07 Profound complex disabilities      | <input type="checkbox"/> | <input type="checkbox"/> 95 Other medical condition (for example epilepsy, asthma, diabetes)   | <input type="checkbox"/> |
| <input type="checkbox"/> 08 Social and emotional difficulties  | <input type="checkbox"/> | <input type="checkbox"/> 96 Other learning difficulty  | <input type="checkbox"/> |
| <input type="checkbox"/> 09 Mental health difficulty           | <input type="checkbox"/> | <input type="checkbox"/> 97 Other disability   | <input type="checkbox"/> |
| <input type="checkbox"/> 10 Moderate learning difficulty       | <input type="checkbox"/> | <input type="checkbox"/> 98 Prefer not to say  | <input type="checkbox"/> |
| <input type="checkbox"/> 11 Severe learning difficulty         | <input type="checkbox"/> | <input type="checkbox"/> <b>99 Not provided</b>  |                          |
| <input type="checkbox"/> 12 Dyslexia                           | <input type="checkbox"/> | <input type="checkbox"/> <b>No disability</b>  |                          |

If you have any health issues, disability or learning difficulties that you need to make staff aware of, please outline any support you feel you will need to successfully complete your course:

\_\_\_\_\_

When an offer of a place is made, the College may contact you to discuss your needs in more detail. If you would like to visit the College or talk to a tutor, please contact the Senior Admissions Officer on 0161 6668215. If you would prefer to speak to the Senior Admissions Officer in confidence about your needs, please indicate this.

## 9. Learning Agreement

This agreement explains what services we will provide and gives details of what you can expect from us. It also outlines what we expect from learners. We value the diversity of our learners and are committed to providing a high standard of provision and service for all.

### Our Commitments:

- We will provide you with accurate information and impartial advice about the provision and services we offer taking into account of your qualifications, interests and career choices.
- We will provide you with clear details about entry requirements and application procedures for courses.
- We will provide information on sources of available financial assistance and advice on obtaining such support.
- We will provide the opportunity to study for an appropriate qualification and also to add breadth to your learning experience.
- We will provide an induction to college.
- We will provide thoroughly prepared and varied teaching and learning that supports individual achievement.
- We will provide information at regular intervals on your progress.
- We will provide access to additional learning support.
- We will provide a range of pastoral support services including guidance, counselling, chaplaincy, careers facilities and ALS.
- We will provide opportunities to help you develop your employability skills.
- We will provide the opportunity for you to comment on and influence the college environment and your courses through your HE Student Ambassador, Student/Staff Liaison Committee, student panels or through surveys. If you are not satisfied with our response, you may follow our HE Complaints Procedure.
- We will provide a safe environment and access to resources.
- We will provide an honest and fair reference for either Higher Education or employment.
- We will strive to achieve equality of opportunity for all in a tolerant and supportive environment.

### For students with learning difficulties or disabilities we will:

- Provide specialist assessment of your learning needs.
- Provide a wide range of support and services according to individual need.

### For the community we will:

- Promote Higher Education for all.
- Provide new technology and a wide range of strategies to continue to improve access and widen participation.

### Your Commitments:

- You will have high expectations and conduct yourself in a considerate and respectful way.
- You will apply yourself to your studies with commitment in relation to attendance, effort, work rate and behaviour.
- You are expected to aim for 100% attendance and be punctual, and never less than 95% attendance.
- You will submit a copy of your Student Finance Entitlement Letter to the College or if self-funding pay your tuition fee by the required deadline.
- You will never take holidays during term time.
- You will be on time to all lessons and carry your student ID card at all times.
- You are expected to have full attendance at all scheduled examination periods at the college.
- You are expected to report all absences to the College, ensuring they are genuine and valid.
- You will inform us of where you have moved on to when you leave the college.

## 10. Learner Declaration

I understand that this document forms the basis of a learning agreement between myself and the College. This is based upon information on this form and the guidance I have received. I have discussed my learning needs and the support opportunities available to me.

**Learner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_

## 11. Data Protection

### Data Protection Act 1998

The College collects information about all students for various administrative, academic, and health and safety reasons. Information will be passed to relevant government bodies and agencies as part of our mandatory duty. Ethnicity, Learning Difficulty, and Disability data will be used to manage obligations under the Disability Discrimination Act (DDA), to offer Additional Learner Support (ALS), and to implement our DDA Policy. Some of these details are also sent to Connexions, work placement employer, the College's feeder high schools, and Value Added (VA) establishments as appropriate.

The following information will be stored and processed:

- 1) Personal details: including name, address, date of birth, ethnicity, disability, photograph, qualifications, next of kin, and emergency contacts.
- 2) Details about vocational placements, academic performance and expected results, learning support, references and recommendations, and attendance.
- 3) Health details: including details about specific conditions, such as asthma, epilepsy or diabetes.
- 4) Details about course fees, course registration, library and other equipment on loan, and financial information (if applying for fee remission or financial support).

The College is registered under the Data Protection Act 1998 and we need your consent before we can do the above. Since we cannot operate the College effectively without processing information about you, we need you to sign the following consent-to-process clause. If you do not do so, we will be unable to offer you a course place, and may withdraw any offer already made.

Further information about data confidentiality is available either on request from the College, or can be found on the College's web site at <http://www.asfc.ac.uk/dpa.htm>

### Student Declaration and Consent-to-Process Clause

I confirm that the data captured on the computer during enrolment and given on this form is true, accurate and complete, and I undertake to notify the College should any of the data change whilst I am a student.

I agree to Ashton Sixth Form College processing personal data which the College may obtain from me or other people, whilst I am a student. I agree to the processing of such data for any purposes connected with my studies or my health and safety whilst on the premises or for any other legitimate reason. I agree to some details being disclosed as outlined above.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### How We Use Your Personal Information

The information you provide may be shared with other partner organisations for purposes relating to education or training which include HEFCE – Higher Education Funding Council for England and HESA – Higher Education and Statistics Agency.

- Tick this box if you do not wish to be contacted in respect of surveys and research by post or phone.  
 Tick this box if you do not wish to receive newsletters and course information by email or post.