

Enrolment and learning agreement 2019/2020

If you wish to apply for one of our Degree Courses please call the HE Unit on **01934 411 403** or email **he.unit@weston.ac.uk** for the appropriate form, please do not complete this application.

A. Personal details

Have you attended this college before? (tick appropriate)

Yes No

Title (Mr/Mrs/Miss/Mx)

Female Male

Surname/Family name

Forename(s) in full

Preferred to be known as

Age at 31st August 2019

Date of birth

Nationality

National Insurance No*

*Mandatory requirement for students claiming benefits

Are you studying at any other institution?

Yes No

If so, please provide the other institution's name and how many total hours study you are doing with them.

Title

Total hours of course:

Qualification Type:

Have you done any previous studies in the area you are enrolling on today?

Yes No

If so, please provide details of whom you studied this with for example, Job Centre Plus or work related Programme.

Title

Total hours studied:

Have you been a resident of the UK/EEA for the last 3 years?

Yes No

If NO, please state where you lived, and your date of entry to the UK/EEA

UK home address

Postcode

Time at address

If less than 2 years, please also provide previous address

Postcode

Mobile

Tel (day)

Email

Emergency contact name

Relationship to you

Emergency contact tel.

A. Personal details (continued)

Do you consider yourself to have a learning difficulty that the College should be aware of and/or may need to support?

Yes No If YES please state the nature of your learning difficulty

- | | |
|----------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> 10 Moderate learning difficulty | <input type="checkbox"/> 13 Dyscalculia |
| <input type="checkbox"/> 11 Severe learning difficulty | <input type="checkbox"/> 14 Other specific learning difficulty |
| <input type="checkbox"/> 12 Dyslexia | <input type="checkbox"/> 14 Autism spectrum disorder |

What is your primary learning difficulty or disability?

Do you consider yourself to have a disability/health problem that the College should be aware of and/or may need to support?

Yes No If YES please state the nature of your disability

- | | | |
|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> 4 Visual impairment | <input type="checkbox"/> 9 Mental health difficulty | <input type="checkbox"/> 3 Social and emotional disabilities |
| <input type="checkbox"/> 5 Hearing impairment | <input type="checkbox"/> 16 Temporary disability after illness (for example post-viral) or accident | <input type="checkbox"/> 17 Speech, language and communication needs |
| <input type="checkbox"/> 6 Disability affecting mobility | <input type="checkbox"/> 7 Profound complex disabilities | <input type="checkbox"/> 93 Other Physical disability |
| <input type="checkbox"/> 93 Other physical disability | <input type="checkbox"/> 15 Asperger's syndrome | <input type="checkbox"/> 97 Other disability |
| <input type="checkbox"/> 95 Other medical condition (e.g. epilepsy, asthma, diabetes) | | <input type="checkbox"/> 98 Prefer not to say |

Grade Please indicate your status

- | | | | | | | | |
|-------------------------------------------------|--------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| <input type="checkbox"/> GCSE Grade for English | Date awarded | <input type="checkbox"/> D | <input type="checkbox"/> D | <input type="checkbox"/> M | <input type="checkbox"/> M | <input type="checkbox"/> Y | <input type="checkbox"/> Y |
| <input type="checkbox"/> GCSE Grade for Maths | Date awarded | <input type="checkbox"/> D | <input type="checkbox"/> D | <input type="checkbox"/> M | <input type="checkbox"/> M | <input type="checkbox"/> Y | <input type="checkbox"/> Y |

Highest other qualification achieved prior to enrolling at Weston College.

Ethnicity (please tick one)

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 Other

- 44 African
- 45 Caribbean
- 46 Any other Black/African/Caribbean background
- 47 Arab
- 98 Any other ethnic group
- 99 Not provided

Religion (please tick one)

- | | |
|------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Hindu |
| <input type="checkbox"/> Jewish | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> Muslim | <input type="checkbox"/> No religion |
| <input type="checkbox"/> Christian | <input type="checkbox"/> Any other religion (please state) |

NB: The religions/faiths listed are the categories used in the 2011 UK population census.

A. Personal details (continued)

Employment status Please indicate your status (tick one box)

Employment prior to starting this course

01 Self employment

10 Paid employment

Between 0-10 hours per week

Between 11-20 hours per week

Between 21-30 hours per week

31 or more hours per week

11 Not in paid employment; looking for work and available to start work

Unemployed for less than 6 months

Unemployed for between 6 and 11 months

Unemployed for between 12 and 23 months

Unemployed for between 24 and 35 months

Unemployed for more than 36 months

12 Not in paid employment, not looking for work and/or not available to start work

I am aged 14-15 and am not in education, employment or training, prior to enrolment

I am aged over 16 and am not in education, employment, or training prior to enrolment

Were you in full-time education or training prior to this enrolment?

How long have you been in paid employment?

Up to three months

Between four and six months

Between seven and 12 months

More than 12 months

About your household

How many adults live in your household?

How many dependent children

How many of those are: Employed Unemployed

live in your household?

B. Details of the course(s) you would like to study

Course Title	Venue	Course code	Start date	Day/Time	Your fee (£)
Total payable					

C. Who is paying for the course? (continued)

1 I am **NOT** paying tuition fees because I am under 19 on the first day of learning.

2 I am **NOT** paying tuition fees for an Entry Level or Level 1 qualification (excluding ESOL) because I am aged 19-23 on the first day of learning and I do **NOT** already hold a full Level 2 or higher and intend to progress on to an approved Level 2 course.

3 I am **NOT** paying tuition fees for an approved full Level 2 qualification because I am aged 19-23 on the first day of learning and I do **NOT** already hold a full Level 2 (e.g. 5 or more GCSEs grade A*-C/9-4 or CSE at grade 1, an NVQ 2, First Diploma or GNVQ Intermediate).

4 I am **NOT** paying tuition fees for an approved full Level 3 qualification because I am aged 19-23 on the first day of learning and I do **NOT** already hold a full Level 3 (e.g. 2 or more A Levels, an NVQ 3 or BTEC National).

The College will evidence points 2, 3 and 4 by referencing the Learner Records Service database.

5 I am **NOT** paying tuition fees as I am studying up to and including level 2 and earn less than £16,009.50 annual gross salary (evidence must be provided such as a wage slip dated within 3 months of the learning start date or a current employment contract which states gross monthly/annual wages). Note: If you enrol more than 3 months before your course starts, we may contact you again for more recent evidence

6 I am **NOT** paying tuition fees as I receive the following active benefit and am seeking employment (NI number and evidence must be provided at time of enrolment):

Job Seekers Allowance (including those receiving National Insurance Credits only)

Universal Credit; I earn less than 16 times the national minimum wage per week, or less than £338 per month (subject to change), and are determined by JCP as being in one of the following groups: All Work Related Requirement Group, Work Preparation Group, Work Focused Interview Group.

7 I am asking Weston College to meet my tuition fees as I am unemployed, receiving any other state benefit, earn less than 16 times the national minimum wage per week, or less than £338 per month, and are determined by JCP as being in one of the following groups: I am undertaking the course to gain the skills for employment and am actively seeking work.

Please complete the appropriate box below:

Benefit name:

I have had a discussion with the college and it has been agreed that my chosen course will help me gain skills for employment to meet local labour market needs.

8 I am studying English or maths that is part of the legal entitlement of English and maths qualifications (you will be internally assessed prior to the start of this course).

9 I am not paying tuition fees as the qualification I am studying is GCSE Maths or English and I do not already hold an A*-C/9-4 grade in this subject area. *(You will be required to produce your previous exam certificate if you have already studied this qualification before).

The College may evidence this by referencing the Learner Records Service database.

10 I am being sponsored to study this qualification.

Name of Sponsor/Employer _____

Relationship to you i.e. Employer/Charity _____

11 I have been awarded an Advance Learner Loan

12 I am **PAYING FULL** tuition fees because none of the above apply to me. Assessment/Exam, Kit/Uniform and professional/personal memberships will also be payable.

In cases (1-11) kit/uniform and professional/personal membership fees are still payable.

Fees and fee waivers published in this prospectus are correct at time of going to press, but subject to changes in year by the EFA and SFA.

H. Signature

I am aware of the colleges fees and Charging Policy. I agree that by signing the enrolment and learning agreement:

- I have read and agree to the conditions overleaf and declare that the information given on this agreement is to the best of my knowledge correct
- I agree to pay any further instalments of the fees, even if I do not complete the course
- If I am not paying fees for a full Level 2 or Level 3 course that I intend to continue with the programme to achieve the full qualification
- If I am not paying fees for an Entry/Level 1 course that I intend to progress on to a full Level 2 qualification in the near future
- I have had sufficient information, advice and guidance to support my choice of course.

The SFA and EFA are also co-financing organisations and use European Social Funds from the European Union to directly or indirectly part-finance learning activities.

Signed (student)

Date

Can we contact you phone? Can we contact you by post? Can we contact you by email?

I agree to be contacted by the SFA/EFA or their partners, by post, about courses or learning opportunities available to me.

Do you have any unspent criminal convictions?

Yes

No

For students applying for counselling, childcare, health and social care or teaching courses, do you have any spent criminal convictions?

Yes

No

If you have answered YES to either please speak to a member of College Information Services before enrolling, answering YES does not automatically prevent you from enrolling.

Fees and Fee Waivers published in this prospectus are correct at time of going to press but subject to changes in year by the ESFA.

If you would like this form in a larger format, please contact the college on 01934 411 411.

Please return completed form to: College Information Services, Weston College,
Knightstone Road, Weston-super-Mare BS23 2AL

For college use only

Evidence seen for fee remission

and I confirm that sufficient Information, Advice and Guidance has been given to the learner named above.

Signed (staff)

Date

The College Agreement

The College should:

- Ensure that the full curriculum is delivered and that challenging coursework is regularly set.
- Inform the learner of changes to their programme.
- Operate a process of review which asks for feedback from learners.
- Make available and accessible a comprehensive range of support services to learners.
- Ensure that assignments and coursework are set in a planned way and that learners are given feedback within an identified timescale.
- Ensure that all information is accurately stored and used appropriately.
- Establish and maintain an environment which promotes active learning.

Learners should:

- Strictly abide by the learner code of conduct which can be found on the college website.
- Attend all timetabled classes punctually.
- Inform the college if they have problems which may affect their attendance or studies.
- Ask for assistance if they are having difficulties with any aspect of their studies including any medical conditions.
- Treat with care and respect the college facilities provided for learners.
- Submit assignments and coursework on schedule.
- Inform college staff about changes to their programme of study and related issues (e.g. change of address).
- Be aware of the student union and its programme of activities.

I declare to the best of my knowledge that the information I have given is correct and that I agree to abide by the college regulations.

I agree to:

- Inform the college promptly if any information on this form changes.
- Pay the full fee payable (including exams if already entered) regardless of course completion, subject to the refunds policy outlined below.

I confirm that I have accessed sufficient information, advice and guidance, where appropriate, taking advantage of a one-to-one course guidance interview so that I have been able to:

- Assess the suitability of the learning programme, enabling me to choose a course that will contribute to my personal or career development.
 - Fully understand the entry requirements for my chosen learning programme and discuss my support requirements.
 - Fully understand the costs I may incur for my chosen learning programme including examination/assessment exemptions and tuition fee exemption under Level 2/3 entitlement or fee remission.
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ESFA Privacy Notice

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.

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>

Weston College Privacy Notice

How We Use Your Personal Information

Weston College Privacy Notice will be available from the following link www.weston.ac.uk/privacy-policy

You can agree to be contacted by Weston College for other purposes by ticking any of the following boxes:

About additional courses or learning opportunities

For surveys (not connected to your current studies) and research.

Preferred methods of contact

By post

By phone

By e-mail
