

ENROLMENT FORM & LEARNING AGREEMENT 17/18



Student ID Number

Unique Learner Number (ULN)

Partner Information (if applicable)

Entered into Prosolution

Date

PLEASE COMPLETE ALL SECTIONS OF THIS FORM AND SIGN WHERE INDICATED ON THE BACK PAGE.

1. PERSONAL DETAILS

Title Mr/Mrs/Miss/Ms/Other M F

Surname

Forename(s)

Previous family name

Known as

DOB / / Age on 31st Aug 2017

National Insurance Number

ADDRESS DETAILS

Town

County Postcode

Email

Tel: Mobile

Tel: Work

Tel: Home

Time spent at address

1.1 PARENT/CARER CONTACT DETAILS

Name Relationship Mobile Number

Email address Home Number

Name Relationship Mobile Number

Email address Home Number

2. ETHNIC ORIGIN How would you best describe yourself?

<input type="checkbox"/> 31 English / Welsh / Scottish / Northern Irish / British	<input type="checkbox"/> 36 White and Black African	<input type="checkbox"/> 41 Bangladeshi	<input type="checkbox"/> 46 Any Other Black / African / Caribbean Background
<input type="checkbox"/> 32 Irish	<input type="checkbox"/> 37 White and Asian	<input type="checkbox"/> 42 Chinese	<input type="checkbox"/> 47 Arab
<input type="checkbox"/> 33 Gypsy or Irish Traveller	<input type="checkbox"/> 38 Any Other Mixed/Multiple Ethnic Background	<input type="checkbox"/> 42 Any Other Asian Background	<input type="checkbox"/> 98 Any Other Ethnic Group
<input type="checkbox"/> 34 Any Other White Background	<input type="checkbox"/> 39 Indian	<input type="checkbox"/> 44 African	<input type="checkbox"/> 99 Refuse to Provide
<input type="checkbox"/> 35 White and Black Caribbean	<input type="checkbox"/> 40 Pakistani	<input type="checkbox"/> 45 Caribbean	

3. NATIONALITY (Please place a cross in the relevant boxes)

Please state your Nationality e.g. British

Which country do you normally live in?

Have you been resident in the UK/EEA for the past 3 years? Y N

Date of entry into UK/ EEA

Was this for the purpose of full-time education? Y N

Are you a refugee or Asylum Seeker? Y N

Note: If you haven't always resided in the UK, we will need to see your passport at enrolment.

Passport Number Issue Date Agent Code

4. DISABILITIES & LEARNING DIFFICULTIES

Do you consider yourself to have a learning difficulty and/or disability and/or health problem? Y N

Do you think that you may need additional support whilst attending College? Y N

4.1 If you have more than one learning difficulty and/or disability, please state which is your primary _____

LLDD & Health Problems

<input type="checkbox"/> 04 Visual impairment	<input type="checkbox"/> 11 Severe learning difficulty	<input type="checkbox"/> 93 Other physical disability
<input type="checkbox"/> 05 Hearing impairment	<input type="checkbox"/> 12 Dyslexia	<input type="checkbox"/> 94 Other specific learning difficulty
<input type="checkbox"/> 06 Disability affecting mobility	<input type="checkbox"/> 13 Dyscalculia	<input type="checkbox"/> 95 Other medical condition
<input type="checkbox"/> 07 Profound complex disabilities	<input type="checkbox"/> 14 Autism spectrum disorder	<input type="checkbox"/> 96 Other learning difficulty
<input type="checkbox"/> 08 Social and emotional difficulties	<input type="checkbox"/> 15 Asperger's syndrome	<input type="checkbox"/> 97 Other disabilities (please specify)
<input type="checkbox"/> 09 Mental health difficulty	<input type="checkbox"/> 16 Temporary disability after illness	
<input type="checkbox"/> 10 Moderate learning difficulty	<input type="checkbox"/> 17 Speech, Language & Communication needs	

5a. **PREVIOUS SCHOOL / COLLEGE** Please can you list your previous School or College below (under 19's only)

- | | | |
|---|--|--|
| <input type="checkbox"/> Hastings Academy | <input type="checkbox"/> Bexhill Academy | <input type="checkbox"/> Robertsbridge Community College |
| <input type="checkbox"/> The St Leonards Academy | <input type="checkbox"/> Claverham Community College | <input type="checkbox"/> Sussex Coast College Hastings |
| <input type="checkbox"/> ARK William Parker Academy | <input type="checkbox"/> Rye College | <input type="checkbox"/> Other (please state below) |
| <input type="checkbox"/> Helenswood Academy | <input type="checkbox"/> Bexhill College | |
| <input type="checkbox"/> St Richards Catholic College | <input type="checkbox"/> Sussex Downs College | |

5b. **PRIOR ATTAINMENT LEVEL**

Level	Examples	✓
No previous qualifications		
Entry Level	Word Power, Number Power, Certificate in Adult Literacy or Numeracy or ESOL Skills for Life	
Level 1	5 or more GCSEs at grades D-G or less than 5 at grades A*-C, NVQ/BTEC Level 1, Functional Skills	
Full Level 2	5 or more GCSEs at grades A*-C, NVQ level 2, GNVQ Intermediate or BTEC 1st Diploma, Functional Skills.	
Full Level 3	2 or more A Levels, 4 or more AS levels, AVCE Double, NVQ level 3, GNVQ Advanced, Access to HE, National Diploma.	
Level 4	Certificates of Higher Education, HNC, Teaching Qualifications (PTLLS) or NVQ level 4	
Level 5	Foundation Degree, HND or Level 5 NVQ	
Level 6	Bachelor's Degree, PGCE	
Level 7	Masters, PGCE (M Level)	
Other qualification		

5b. **PRIOR ATTAINMENT ENGLISH AND MATHS**

Level	English	Maths
	✓	✓
GCSE: X or U or No previous qualifications		
Functional skill Entry Level		
Functional skill Entry Level 2		
Functional skill Entry Level 3		
Functional skill Level 1		
Functional skill Level 2		
GCSE: E - G		
GCSE: D		
GCSE: A* - C		

6. **HOUSEHOLD SITUATION**

- | | |
|--|---|
| <input type="checkbox"/> 01 No household member is in employment and the household includes one or more dependent children | <input type="checkbox"/> 03 Learner lives in a single adult household with dependent children |
| <input type="checkbox"/> 02 No household member is in employment and the household does not include any dependent children | <input type="checkbox"/> 98 Prefer not to say |
| | <input type="checkbox"/> 99 Not applicable |

6.1 **YOUR EMPLOYMENT/ EDUCATION STATUS PRIOR TO STARTING YOUR COURSE** Depending on your situation, please answer part a and b.

- | | | |
|---|--|---|
| <p>a. Employed</p> <input type="checkbox"/> Up to 3 months
<input type="checkbox"/> 4-6 months
<input type="checkbox"/> 7-12 months
<input type="checkbox"/> 12+ months | <p>a. Unemployed</p> <input type="checkbox"/> Less than 6 months
<input type="checkbox"/> 6-11 months
<input type="checkbox"/> 12-23 months
<input type="checkbox"/> 24-35 months
<input type="checkbox"/> Over 36 months | <p>a. Other</p> <input type="checkbox"/> Full-time education or training
<input type="checkbox"/> Self employed
<input type="checkbox"/> Other (please specify)
_____ |
| <p>b. Employed</p> <input type="checkbox"/> less than 16 hours per week
<input type="checkbox"/> 16-19 hours per week
<input type="checkbox"/> 20 hours or more per week | <p>b. Unemployed</p> <input type="checkbox"/> In receipt JSA
<input type="checkbox"/> In receipt ESA/ WRAG
<input type="checkbox"/> Other benefits
<input type="checkbox"/> Universal Credit | |
| <p>c. Employed</p> <input type="checkbox"/> Small Employer | | |

7. **YOUR CHOICE OF COURSE(S)**

COURSE TITLE	COURSE CODE	(SCCH STAFF USE ONLY)						
		Start	End	Hours	Tuition Fee	Exam Fee	Other Fee	Total Cost

Please confirm whether you are applying for: Intermediate Apprenticeship Advanced Apprenticeship

Employers Details

8. **PAYMENT OF COURSE FEES** All fees are payable at enrolment.
 You can pay by cash, cheque or credit/debit card (if paying in person at College).
 I enclose a crossed cheque made payable to Sussex Coast College Hastings for £ .
 If you wish to pay electronically please complete the Fee Payment Form available to download from www.sussexcoast.ac.uk

8.1 **HE PAYMENTS / ADVANCED LEARNER LOAN**

Payment of fees is covered by SFE Number Y N SFE Number
 Please attach a copy of the University or College Payment Advice from Student Finance England (SFE)
 I enclose a part payment to cover the deposit of the HE fee Y N Amount paid £ .

8.2 **PAYMENT BY EMPLOYER**

My EMPLOYER has agreed to pay and a cheque is attached
 My EMPLOYER has agreed to pay. A letter is attached on headed paper (a Purchase Order Number is quoted if required)

Please fill in Employer information below

Employer's full name and invoice address:		Postcode:
Telephone No:	Email:	
Contact Name:	Position:	
Signature: (We agree to pay the above course fees)		DATE:
Employer Purchase Order No.		

NB: Signing this form represents a commitment to pay. All invoices are payable within 30 days of invoice date.

SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

Sussex Coast College is keen to support all students to help them succeed. For some careers you will need to declare all criminal convictions including those that are spent. We ask that you declare all unspent criminal convictions, doing this will not necessarily stop you being offered a place on a course.

If you are unsure about what to declare then please seek advice from our Student Services Team (you do not need to give your name) or ask a careers advisor at the National Careers Service at <https://nationalcareersservice.direct.gov.uk>

I have an unspent criminal conviction Y N

If you have declared you have an unspent criminal conviction you will receive a letter with an attached form. You will have 10 days to return the form to the Student Support Manager who will review your disclosure and will inform you of any actions they may take. They may ask for you to come in for an interview to discuss your disclosure further. Please note that failing to complete this section or providing false information may lead to your application/ enrolment being withdrawn.

LEARNING AGREEMENT

The college will provide you with:

- An introduction to the College and its facilities at the beginning of your studies.
- Opportunities for regular assessment, review of your progress and recording of your achievements.
- Opportunities for individual advice, guidance and support at all stages of your learning.
- Reasonable access to appropriate facilities, resources and equipment.
- Agreed learning and learner support.
- Opportunities to comment on your learning programme and College facilities.
- An action plan to support your progress to further/higher education and training or employment.
- Equality of opportunity.

IN SIGNING THIS LEARNING AGREEMENT, YOU AGREE:

- That you have received appropriate advice and guidance on your choice of programme to assess your suitability in accordance with College procedures.
- To accept responsibility for your own learning and to review your progress with the support of your tutor(s). To attend all required activities regularly and punctually and to account for any absences.
- To take responsibility for maintaining an acceptable standard of behaviour at the College and whilst engaged in activities associated with the College.
- To agree to have your photograph taken for your college ID badge - unless expressed otherwise.
- To visibly wear your College ID badge at all times whilst on campus.
- To complete all your work to the best of your ability and within specified deadlines, as required by your programme.
- To follow and respect published College policies, rules and regulations, copies of which are available on the moodle.
- That the information on this enrolment form/Learner Agreement is correct and that you will inform the College of any future changes.
- To look after all resources during use and to make sure they are properly issued and returned on time.
- To pay all fees due to the College within the time scale agreed at enrolment.
- To comply with copyright laws and licences regarding the copying of resources including DVDs and audio.
- If you are under the age of 19 (on the 31 August 2017), we will share relevant information, all academic year, about your studies with your parent/guardian.
- We will share information about your studies if your employer is paying your fees.

COLLEGE EXAMINATIONS AND REGISTRATION

All students are themselves wholly responsible for their entry to examinations. Notices giving closing dates for the receipt of all examination entries are displayed throughout the College and students should carefully observe the information thereon. Alternative arrangements cannot be made for students on holiday during examination periods. The college may pursue students for their examination fees if they fail to attend their examinations.

FEES & FEE REMISSION

I accept that fees are not refundable except when the College cancels, relocates or changes the time and date of a course for any reason. I accept responsibility for the payment of any fees resulting from changes to any of my circumstances described on this form. I undertake to notify the College should any of my circumstances relevant to fee remission/reduction change. Students taking out Advanced Learner or Higher Education Loans for their studies would be liable for the balance of any fees remaining unpaid should they withdraw early. The college reserves the right to use debt collection agencies for any unpaid fees.

REFUNDS

Where the College cancels a course prior to its start date or alters the location or time, such that a student cannot attend, a full refund will be made. If a student needs to cancel their course, and does so in writing to Student Services 14 working days before the course start date, we will make a full refund minus an administration charge as detailed in the Tuition Fee Policy. If an individual or employer cancels less than 14 working days before the start of the course then the College operates a 'no refund policy'.

DATA PROTECTION & YOUR PERSONAL INFORMATION How we use your personal information

By providing the information contained in the enrolment form you consent to the college holding and processing the information as set out in our ICO registration. It will also be used by the Education and Skills Funding Agency (ESFA), an executive agency of the Department for Education (DfE), for statistical analysis and to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. For more information about how your information is processed and shared refer to the Extended Privacy Notices available on Gov.UK.

<https://www.gov.uk/government/publications/lrs-privacy-notice>

<https://www.gov.uk/government/publications/sfa-privacy-notice>

You can opt out of contact by the ESFA by ticking any of the following boxes if you do not wish to be contacted:

About new courses/learning opportunities Surveys and research By post By email By phone

LEARNER AGREEMENT

I have read and completed the above details and agree they are correct.

STUDENT'S SIGNATURE

Date:
□□/□□/□□

PARENT / GUARDIAN'S SIGNATURE (if student is under 16)

Date:
□□/□□/□□

COLLEGE REPRESENTATIVE'S NAME

Date:
□□/□□/□□

HOW DID YOU HEAR ABOUT OUR COURSES?

Course guide Leaflet Local paper Website Radio
 Event Outdoor banner School Word of mouth Social media Other: _____

ADDRESSES

Station Plaza Campus

Sussex Coast College Hastings
Station Approach
Hastings
East Sussex
TN34 1BA

Ore Valley Campus

Sussex Coast College Hastings
Parker Road
Hastings
East Sussex
TN34 3TT

Automotive Training Centre

Sussex Coast College Hastings
Unit 17 & 18 Northridge Industrial Estate
Hayward Way
Hastings
TN35 4PP

Call us on 01424 442222 to talk to a Student Advisor or visit our website www.sussexcoast.ac.uk to view all of our courses.



This project is
part-financed
by the European
Union

Inspiring futures : Changing lives