



# Part-Time Enrolment Form 2011/2012 - Class Based Learning

Please complete this form as fully as possible in **PRINT** and in **dark ink**. We need this data in order to claim a subsidy from the Skills Funding Agency (the Agency) for your course. All data is held on an electronic file within the College. Data may be shared with the Agency and with Connect South West careers services as well as parents, carers and employers. If you are applying for a Adult Skills Development course, you do not need to complete the questions marked with 

1. Personal Details		
Official first name(s):	Title:	Date of birth: <input type="text"/> / <input type="text"/> / <input type="text"/>
Official last name:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Home address:	Age on 31 August 2011:	
	Postcode:	
	Is this address a temporary address? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Email:	Skype ID:	
Twitter ID:	<b>Emergency contact</b>	
 National Insurance number:	Name:	
<b>Phone numbers (including area code)</b>	Emergency phone number:	
Home:	Relationship of emergency contact to you:	
Mobile:	Does this person live at the same address as you? Yes <input type="checkbox"/> No <input type="checkbox"/>	

This data is entered onto our computer system to form your record. If any information is missing we cannot proceed with your enrolment.

You will have an opportunity to check your data is correct when you receive the Confirmation of Enrolment form with your receipt.

2. Status	
Nationality:	If your nationality is not EU/EEA please provide a copy of your passport on enrolment.
Home Country (where you have lived for the majority of the last 3 years):	
If you have not been resident in the European Union (EU) for the past three years, please give date of entry to EU:	
Immigration Status: (Please tick any box that applies)	Asylum Seeker <input type="checkbox"/> Refugee <input type="checkbox"/> Right of Abode/Indefinite Leave to Remain or Enter <input type="checkbox"/> Exceptional Leave to Remain/Enter <input type="checkbox"/> Humanitarian Protection/Discretionary Leave <input type="checkbox"/>

National Insurance number. The Agency require us to collect your NI number if you are enrolling on an employment-based qualification or claim JSA or ESA fee remission. If you are unsure about whether to complete this, please contact admissions.

3. Ethnic Origin <small>Strode College is strongly committed to equal opportunities and welcomes all students regardless of age, gender or ethnic origin. Please tick the box, which describes the ethnic origin with which you most identify yourself.</small>			
<b>WHITE</b>	<b>MIXED</b>	<b>ASIAN OR ASIAN BRITISH</b>	<b>BLACK</b>
English/Welsh/Scottish/ Northern Irish/British (31) <input type="checkbox"/>	White and Black Caribbean (35) <input type="checkbox"/>	Indian (39) <input type="checkbox"/>	African (44) <input type="checkbox"/>
Irish (32) <input type="checkbox"/>	White and Black African (36) <input type="checkbox"/>	Pakistani (40) <input type="checkbox"/>	Caribbean (45) <input type="checkbox"/>
Gypsy or Irish Traveller (33) <input type="checkbox"/>	White and Asian (37) <input type="checkbox"/>	Bangladeshi (41) <input type="checkbox"/>	Other Black/African/ Caribbean background (46) <input type="checkbox"/>
Other White background (34) <input type="checkbox"/>	Other mixed/multiple ethnic background (38) <input type="checkbox"/>	Chinese (42) <input type="checkbox"/>	
		Other Asian background (43) <input type="checkbox"/>	
Other ethnic group - Arab (47) <input type="checkbox"/>		Any other ethnic group (98) <input type="checkbox"/>	

4. Additional Support		
You should disclose any disability where you consider yourself to have a disability which either prevents or hinders you from making use of facilities of a kind generally provided by institutions providing post-16 education or training. Please tick NO DISABILITY if you have no disability.		
<b>NO DISABILITY</b> (98) <input type="checkbox"/> Visual impairment (01) <input type="checkbox"/> Hearing impairment (02) <input type="checkbox"/> Mobility disability (03) <input type="checkbox"/> Other physical disability (04) <input type="checkbox"/>	Other medical conditions (epilepsy, asthma, diabetes) (05) <input type="checkbox"/> Emotional/behavioural difficulties (06) <input type="checkbox"/> Mental health difficulty (07) <input type="checkbox"/> Temporary disability after illness or accident (08) <input type="checkbox"/>	Profound Complex Difficulties (09) <input type="checkbox"/> Aspergers Syndrome (10) <input type="checkbox"/> Multiple Disabilities (90) <input type="checkbox"/> Other (please describe) (97) <input type="checkbox"/>

You should declare any learning difficulty or disability you have which may affect your learning. In some circumstances the College may be able to obtain extra support for you.


You should disclose any learning difficulty where you consider yourself to have a learning difficulty which gives you a significantly greater difficulty in learning than the majority of persons of your age. Tick any boxes that apply or tick NO LEARNING DIFFICULTY if you have no learning difficulty.		
<b>NO LEARNING DIFFICULTY</b> (98) <input type="checkbox"/> Moderate learning difficulty (01) <input type="checkbox"/> Severe learning difficulty (02) <input type="checkbox"/>	Dyslexia (10) <input type="checkbox"/> Dyscalculia (11) <input type="checkbox"/> Other specific learning difficulty (19) <input type="checkbox"/>	Autism Spectrum Disorder (20) <input type="checkbox"/> Multiple Learning Difficulties (90) <input type="checkbox"/> Other (97) <input type="checkbox"/>

What support would you like the College to provide you with to help with your learning difficulty or disability?

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Do you wish to receive details of the College nursery provision? Yes  No

5. Feedback <small>How did you hear about the course?</small>			
Newspaper <input type="checkbox"/>	Friend or Family <input type="checkbox"/>	Employer <input type="checkbox"/>	Trade Union <input type="checkbox"/>
Strode website <input type="checkbox"/>	Other website <input type="checkbox"/>	School <input type="checkbox"/>	Careers Office <input type="checkbox"/> Open Day/Evening <input type="checkbox"/> Prospectus <input type="checkbox"/>

6. Highest Educational Qualification  (what level of learning did you attain prior to your first enrolment at college?) (L35)	
Entry level eg Basic Skills qualification (09) <input type="checkbox"/>	Full level 4 eg HNC/D, AAT4, NVQ4 (04) <input type="checkbox"/>
Other qualifications below level 1 (07) <input type="checkbox"/>	Full level 5 eg Degree and above (05) <input type="checkbox"/>
Full level 1 eg NVQ1, CLAIT, Foundation level (01) <input type="checkbox"/>	Other qualification, level not known (97) <input type="checkbox"/>
Full level 2 eg GCSE, NVQ2, IBT2, ECDL (02) <input type="checkbox"/>	Not known/Prefer not to say (98) <input type="checkbox"/>
Full level 3 eg NVQ3, AVCEs, AS/A levels (03) <input type="checkbox"/>	No qualifications (99) <input type="checkbox"/>

A full level 2 qualification is 5 GCSEs A\*-C or equivalent. A full level 3 qualification is 2 A levels.

# Part-Time Enrolment Form 2011/2012 - Class Based Learning (continued)

## 7. Courses Please list all the courses you wish to study at College, including the course code.

Course Title	Course Code	Session Code	Time	Start Date (A27)	Planned End Date (A28)	Tuition Fee £	Exam Fee £	Mat/Adds Fee £

List all the courses you want to attend, including those that start in the Spring or Summer term in 2012.

## 8. Fees Who is paying your tuition fees? (A57)

My employer is paying my fees directly (complete section 14) (01)  My fees are waived (A71) (98)   
 I am paying my fees and claiming back from my employer (02)  I am paying my fees myself (03)

You should indicate how your fees are being paid and complete the relevant parts of the enrolment form, sections 13-15.

## 9. Tuition Fee Discount All course fees must be paid at the time of enrolment. Check to see if you are eligible for a discount on the website [www.strode-college.ac.uk](http://www.strode-college.ac.uk) or call into reception for a leaflet. Evidence of benefit must be presented, bringing original documentation to reception with your enrolment. We cannot take telephone or mailed enrolments if you wish to claim a discount. I wish to claim a discount

## 10. Self-Declaration Please indicate which category you consider applies to you and complete the Self-Declaration form.

I am enrolling on my first full level 2 or below qualification and do not hold a qualification at level 2 or above  
 I am enrolling on my first full level 3 qualification and:  
 I am aged 19-24 at the start of the academic year and do not already hold a full level 3 qualification  
 I am aged 25 or over at the start of the academic year and do not already hold a full level 2 qualification

If you are enrolling on a course which is identified as a first full level 2 or 3 or entry level 1, you must also complete the Self-Declaration form.

## 11. Learner Status What will your employment status be from the first day of your course? (L37)

Employed - full time (06) <input type="checkbox"/>	Economically inactive (17) <input type="checkbox"/>
Employed - part time (07) <input type="checkbox"/>	Not known (98) <input type="checkbox"/>
<b>or (please tick one)</b>	
Unemployed (through redundancy) (08) <input type="checkbox"/>	in receipt of JSA (09) <input type="checkbox"/>
Unemployed (reasons other than redundancy) (11) <input type="checkbox"/>	in receipt of ESA (WRAG) (12) <input type="checkbox"/>
Unemployed (reason not known/not provided) (14) <input type="checkbox"/>	not in receipt of active benefits (10) <input type="checkbox"/>
	(13) <input type="checkbox"/>
	(16) <input type="checkbox"/>

All learners must declare their general employment status.

## What was your employment status on the last working day before starting the course? (A66)

Not known (98)  Self Employed (03)  Still at school (02)  Economically inactive (06)   
 Employed (01)  Full time education or training (02)  Unemployed (04)  14-19 NEET (07)

## 12. Data Protection Consent To Process Declaration

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.learningrecordservice.org.uk/privacy-copyright.htm>

Tick any of the following boxes if you do not wish to be contacted:

- <sup>1</sup> Tick this box if you **do not** wish to be contacted for surveys and research by the Agency. (L27)  
<sup>2</sup> Tick this box if you **do not** wish to be contacted about courses or learning opportunities by the Agency. (L27)

I **do not** wish to be contacted by the Agency by: Post <sup>3</sup> Telephone <sup>4</sup> Email <sup>5</sup> (L52)

**Unique Learner Number:** You cannot opt out of having a ULN created, but you can opt out of having achievement information being shared with other institutions and employers. This will mean that you will have to provide such information yourself if requested.  I wish to opt out.

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

If submitting this form via email you are consenting to the processing of personal data for any legal purpose connected with your studies. **Please note that the enrolment form cannot be completed and sent electronically in the case where a discount is claimed or an employer or sponsor is paying the fees.**

Please indicate how you are paying.

## 13. Payment

Method of payment:	Cash payments may be made in person only. Cheques should be crossed and made payable to "Strode College" on the reverse.
Cash <input type="checkbox"/>	If paying by credit/debit card please complete the following section:
Cheque <input type="checkbox"/>	Card No. <input type="text"/>
Credit/Debit Card <input type="checkbox"/>	Expiry date <input type="text"/> / <input type="text"/> Valid from date <input type="text"/> / <input type="text"/> Issue no.: <input type="text"/>
Direct Debit <input type="checkbox"/>	Security code (7 digit number on signature strip) <input type="text"/>
Employer <input type="checkbox"/>	
New Deal <input type="checkbox"/>	
Other <input type="checkbox"/>	

Complete your payment details if you are enrolling by post or in person and paying yourself.

Please return completed form to: **Strode College Admissions, FREEPOST (SWB 10298), Church Road, STREET, Somerset, BA16 0ZY**

**If you would like this form in an alternative format please call 01458 844400**