

To enrol you must complete this form in **BLOCK CAPITALS**. All fields are mandatory unless otherwise stated. Enrolments will only be completed once payment and any necessary proof of benefits are received. Once completed and Section 10 is signed please return this form to: **Client Services, East Surrey College, Gatton Point, London Road, Redhill, Surrey RH1 2JX.**

*ESC office use only*

ULN:

EBS No:

## 1. PERSONAL DETAILS

Title:	First Name(s):	Surname:
Date of Birth: DD / MM / YYYY	Age on 31/08/18:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Mx
Current Address:		
Postcode:		
Home Tel:	Mobile:	Work Tel:
Email:		National Insurance Number:
Next of Kin/Carer Name:		
Next of Kin/Carer Tel:		Email:

### Safeguarding (16-18 year old students only)

Are you currently in care or have recently left care? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If 'Yes', which Local Authority looks after you?	Do you live independently? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of social worker/support worker?	Are you a young carer? <input type="checkbox"/> Yes <input type="checkbox"/> No

## 2: ETHNICITY and RESIDENCY

Nationality:
Country of Residence:
Have you lived in the UK or the European Economic Area (EEA) for the last 3 years? <input type="checkbox"/> Yes <input type="checkbox"/> No
If 'No' which country did you live in previously:
Date of entry into UK: DD / MM / YYYY

*Please note: You will be required to provide evidence of residency status.*

### Tick one box which best describes your ethnic origin:

#### White

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

#### Mixed/Multiple Ethnic Group

- White and Black Caribbean (35)
- White and Black African (36)
- White and Asian (37)
- Any other Mixed/Multiple Ethnic background (38)

#### Asian/Asian British

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

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

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

#### Other Ethnic Group

- Arab (47)  Any other ethnic group (98)
- Do not wish to declare (99)

## 3: EDUCATION (NOT required for non-qualification courses)

### Highest level qualification you have attained to date:

*Please note: documentary evidence will be required.*

- Entry Level (9)
- Other Qualification Level (below level 1) (7)
- Level 1 (1)
- Full Level 2 eg 5 GCSEs 9-4 (A\*-C) or equivalent (2)
- Full Level 3 eg 4 AS levels/2 A levels or equivalent (3)
- Level 4 eg NVQ Level 4/HNC/ Certificate of Higher Education (10)
- Level 5 eg HND Foundation Degree/ Diploma of Higher Education (11)
- Level 6 Degree or equivalent (12)
- Level 7 and above Postgraduate/Masters/Doctorate (13)
- Other Qualification – level not known (97)
- No Qualification (99)

GCSE <b>English</b> grade:	Year achieved:
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GCSE <b>Maths</b> grade:	Year achieved:
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Name of last school/college attended ( <b>Optional for 24+</b> ):
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Are you currently enrolled on a Qualification course at another institution? <input type="checkbox"/> Yes <input type="checkbox"/> No
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If 'Yes' please provide details:
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## 4. DISABILITIES, MEDICAL CONDITIONS and LEARNING SUPPORT DETAILS

### A. Do you think you have a learning difficulty and need support with your learning?

Yes  No

#### If 'Yes' please tick below which applies to you:

- |   |   |
|---|---|
| <input type="checkbox"/> Autism Spectrum Disorder (14)          | <input type="checkbox"/> Speech, language and communications needs (17) |
| <input type="checkbox"/> Dyscalculia (13)                       | <input type="checkbox"/> Other specific learning difficulty (94/96)     |
| <input type="checkbox"/> Dyslexia (12)                          | <b>Please provide details: (eg Dyspraxia)</b>                           |
| <input type="checkbox"/> Mild/moderate learning difficulty (10) | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| <input type="checkbox"/> Severe learning difficulty (11)        |   |

#### Please tick below if you have an Education Health & Care Plan (EHCP):

Yes  No

### B. Do you think you have a disability or medical condition?

Yes  No  Prefer not to say (98)

#### If 'Yes' please tick below which applies to you:

- |   |   |
|---|---|
| <input type="checkbox"/> ADD/ADHD (95)                      | <input type="checkbox"/> Other physical disability (93)                       |
| <input type="checkbox"/> Aspergers Syndrome (15)            | <input type="checkbox"/> Profound complex disabilities (07)                   |
| <input type="checkbox"/> Asthma (95)                        | <input type="checkbox"/> Social and emotional difficulties (08)               |
| <input type="checkbox"/> Diabetes (95)                      | <input type="checkbox"/> Temporary disability after illness or accident (16)  |
| <input type="checkbox"/> Disability affecting mobility (06) | <input type="checkbox"/> Visual impairment (04)                               |
| <input type="checkbox"/> Epilepsy (95)                      | <input type="checkbox"/> Other disability (97) <b>Please provide details:</b> |
| <input type="checkbox"/> Hearing impairment (05)            | <div style="border: 1px solid black; height: 20px; width: 100%;"></div>       |
| <input type="checkbox"/> Mental health difficulty (09)      |   |

If you have ticked more than one box, please state main condition:

Do you think you require support or adaptations in College?  Yes  No

Please specify any prescribed medication you are taking:

Please list any allergies relevant to your proposed course:

## 5. EMPLOYMENT STATUS (NOT required for 16-18 year old students on full-time courses)

### A. Are you employed? Yes, in Paid Employment (10) Yes, Self Employed (1) No, Not in Paid Employment (11)

#### If 'Yes', please tick the relevant number of hours you work:

- 0 – 10 hours per week (05)  
 11 – 20 hours per week (06)  
 21 – 30 hours per week (07)  
 30 or more hours per week (08)

#### How long have you been employed in your current job?

- Less than 3 months (01)  
 4 – 6 months (02)  
 7 – 12 months (03)  
 More than 12 months (04)

#### If 'No', please tick the relevant boxes:

- Looking for work and available to start work (11)  
 Not looking for work and/or not available to start work (12)

#### How long have you been unemployed?

- Less than 6 months (01)  
 6 – 11 months (02)  
 12 – 23 months (03)  
 24 – 35 months (04)  
 More than 36 months (05)

### B. Please tick which of the following statements apply (one or more may apply):

- |  |  |
|--|--|
| <input type="checkbox"/> No member of the household in which I live (including myself) is employed | <input type="checkbox"/> There are one or more dependent children (aged 0-17 years or 18-24 years if full-time student or inactive) in the household |
| <input type="checkbox"/> The household that I live in includes only one adult (aged 18 or over)    | <input type="checkbox"/> None of these statements apply  |
|  | <input type="checkbox"/> I confirm that I wish to withhold this information  |

## 6. DECLARATION OF CRIMINAL CONVICTIONS

**Please disclose all unspent convictions for any offence:** (You do not have to disclose any convictions that are spent, including any cautions, reprimands or final warnings unless they are relevant\*.)

- Do you have any unspent criminal convictions?  Yes  No  
Do you have any relevant\* criminal convictions?  Yes  No  
Do you have any serious criminal charges awaiting trial?  Yes  No

\*Relevant means offences against a person, whether of violent or sexual nature and convictions involving unlawful supplying of or possession of controlled drugs or substances.

As a duty of care to staff and students, the College reserves the right not to enrol a person where there is evidence that they could be a threat or danger to others. Declaring convictions may not prevent you from being offered a place but failure to disclose something of which we later become aware could result in disciplinary action or your enrolment being cancelled.

## 7. COURSE DETAILS

Please state which course(s) you wish to enrol on:

ESC office use only (Enter special details for late starters)

Course Code	Course Title	Aim Start Date	Aim End Date	Aim Total Hrs	Fee

## 8. PAYMENT OF FEES

Please complete one of the following sections, whichever is relevant to you:

If section C applies, evidence must be provided at enrolment to confirm a fee concession.

### A. Fees are payable and I am not entitled to a fee waiver:

- I am paying the tuition fees directly in full (NOWAIVER)
- I have completed an instalment agreement (only applicable where tuition fees are more than £400) (NOWINST)
- My employer or sponsor is paying my tuition fees (a completed Employer Sponsor Form is required) (NOWEMP)
- I have applied to the Student Loans Company for a Tuition Fee Loan (NOWLOAN)
- I have applied to the Student Loans Company for an Advanced Learner Loan (NOWLOAN)

Total Fees Payable:

### B. No payment is required as:

- I am aged 16-18 as at 31/08/18 (NOW1618)
- There are no fees attached to the course (NOWFEES)
- I am under 25 years old, have an EHCP and have not yet completed the learning outcomes identified (NOWU25)

### C. I am entitled to a fee waiver as:

- I am in receipt of Job Seekers Allowance (WAVJSA)
- I am in receipt of Employment and Support Allowance – Work Related Activity Group (WAVESA)
- I am in receipt of Universal Credit and I am mandated to undertake skills training (WAVUCR)
- I am in receipt of a means-tested benefit (first leisure course funded) (WAVBEN)
- I am unemployed/working less than 16 hours per week AND in receipt of a means-tested state benefit and believe that skills training, ie this programme of study, will help me enter employment (WAVUNEM)

Benefit Type:

ESC office use only  
Evidence seen by:

Date:

- I am 19-23 years of age and eligible for a full Level 2 waiver, studying my first and full Level 2 Qualification OR need a step-up from basic skills in order to progress to a full Level 2 (WAVFL2)
- I am 19-23 years of age and eligible for a full Level 3 waiver; I have not yet attained a full Level 3 Qualification and intend to study for my first and full Level 3 (WAVFL3)

### D. I am an Apprentice and:

- I am aged 16-18 at the start of my Apprenticeship (APP1618)
- I am aged 19 or over at the start of my Apprenticeship (APPADULT)

## FEE DECLARATION (All applicants please read and sign)

I am satisfied that the costs associated with the programme have been explained to me. If any proposed payment via a loan or employer is not fulfilled, or I withdraw, the liability for any unpaid fees will revert back to me. In the event that a debt collection agency is involved then I will be liable for tuition fees plus any legal and administrative fees incurred. I understand that refunds will only be issued in the event of the course being cancelled by the College or in exceptional circumstances in line with the College Refund Procedure (copy available on request).

Applicant Signature:

Payment Amount:

£

Payment Type:

- Debit Card\*
- Credit Card\*
- Cheque
- Cash

\*To pay by credit/debit card call 01737 788444

## 9. MARKETING EVALUATION

A. Are you a current East Surrey College student?  Yes  No

B. Where have you seen marketing promotions for your course/ESC? (Please tick all that apply)

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Billboard            | <input type="checkbox"/> Employer               | <input type="checkbox"/> Job Centre Plus | <input type="checkbox"/> Search Engine (eg Google) |
| <input type="checkbox"/> Bus Stop/Tram Advert | <input type="checkbox"/> Facebook/Instagram     | <input type="checkbox"/> Leaflet         | <input type="checkbox"/> Text Message              |
| <input type="checkbox"/> College Open Event   | <input type="checkbox"/> Family/Friend          | <input type="checkbox"/> LinkedIn        | <input type="checkbox"/> Twitter                   |
| <input type="checkbox"/> Course Guide         | <input type="checkbox"/> Former/Current Student | <input type="checkbox"/> Press Advert    | <input type="checkbox"/> Website                   |
| <input type="checkbox"/> Email                | <input type="checkbox"/> Hotcourses/Floodlight  | <input type="checkbox"/> School/College  | Other: .....                                       |

PLEASE COMPLETE AND SIGN DECLARATION OVERLEAF ►

## 10: LEARNING AGREEMENT DECLARATION

### I am satisfied that:

- The suitability of the programme and the entry requirements for it have been explained to me.
- I have received information, advice and guidance on my choice of learning programme and progression routes.

### Declaration:

- I formally accept the learning programme specified on this agreement.
- I certify that the information I have provided is complete and correct.
- I agree to abide by the College regulations and the East Surrey College Charter (available at [www.esc.ac.uk](http://www.esc.ac.uk)).
- I authorise the College to provide appropriate information to my parent(s) or guardian(s) (if under 19) or employer, sponsor or Student Loan Company (if appropriate) on progress and attendance on courses for which I have enrolled, or in the event of any cause for concern or a medical emergency.
- I confirm that I have read the Terms & Conditions of Enrolment ([www.esc.ac.uk/enrolment-terms-conditions](http://www.esc.ac.uk/enrolment-terms-conditions)).

### PRIVACY STATEMENT 2018/2019

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:

- For surveys and research     About courses or learning opportunities

- By Post     By Email     By Phone

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:

[www.gov.uk/government/publications/esfa-privacy-notice](http://www.gov.uk/government/publications/esfa-privacy-notice)

### IMAGERY

On occasion you may be photographed/filmed at an event, in your classroom or around the College. Your image and your name may be used to celebrate student success or to promote courses and events.

I give permission for East Surrey College to publish my image and/or name in any printed and/or electronic promotional materials.

The College will not utilise my personal data in a defamatory manner and shall keep it secure throughout the period of its use.

I understand that I can withdraw my permission at any time although I am aware any such published material will not be recalled if I choose to withdraw my consent.

- Yes     No

### STAYING IN TOUCH

Your privacy is important to us. We'd like to keep in touch so please complete your contact preferences below. (Please tick all that apply)

#### 1. I would be interested in receiving:

- Information about new courses  
 Newsletters and details on upcoming events  
 Research and surveys  
 None of the above

#### 2. I am happy for the College to contact me by:

- Email  
 Post  
 Phone  
 SMS (Text)

You can withdraw your permission for the use of your personal data at any time by emailing: [clientservices@esc.ac.uk](mailto:clientservices@esc.ac.uk).

If you would like a more detailed explanation about GDPR changes and your right to be forgotten, visit: [www.ico.org.uk](http://www.ico.org.uk).

**I declare that to the best of my knowledge the information I have given is a true and correct record and I give my consent to East Surrey College processing this information in accordance with GDPR and the Data Protection Act 2018.**

**I CONFIRM that I have read the Learning Agreement Declaration incorporating the Imagery and Staying In Touch sections:**

Applicant Signature:

Date:

ESC Signature:

Date:

Once completed and Section 10 is signed please return to: Client Services, East Surrey College, Gatton Point, London Road, Redhill, Surrey RH1 2JX

As part of its funding agreement with the Education and Skills Funding Agency (ESFA), East Surrey College vocational courses are part or fully funded by the European Social Fund.



ESC office use only

#### STAGE 1: Evidence of (PLR)

Evidence seen:

Staff initial: ..... Date: ..... / ..... / .....

#### STAGE 2: Form Screening

All sections completed:     Yes     No

Residency checked:     Yes     No

Staff initial: ..... Date: ..... / ..... / .....

#### STAGE 3: Enrolment Data Input on EBS

Processed by: .....

Audited by: .....

Date: ..... / ..... / .....