

Enrolment Form 2013/14

To enrol on your chosen course, complete and return this form along with the correct payment to:
Eastleigh College, Chestnut Avenue, Eastleigh, SO50 5FS. Alternatively, apply/enrol online at www.eastleigh.ac.uk, in person
at the College's main campus or call 023 8091 1299.

OFFICE USE ONLY	In person <input type="checkbox"/>	By phone <input type="checkbox"/>	By post <input type="checkbox"/>	Online <input type="checkbox"/>
Unique Learner Number (if known):	QLS ID:			
Course Code(s):				

Title*:	Surname*:	Forename*:
Date of Birth*:	Gender*:	
Mobile Tel*:	Daytime Tel*:	
Email*:	Home Tel*:	
National Insurance Number*:		
Address*:		
Postcode*:	Length of time at current address:	
Emergency Contact Name*:	Relationship*:	
Emergency Tel*:	Country(ies) of residence for last 3 years*:	
Nationality (as on passport)*:		

* Mandatory

COURSE TITLE	SESSION CODE	VENUE	START DATE	DAY AND TIME	19-23 SUBSIDISED FEE	24+ FEE

Ethnic Origin (tick as appropriate). We are required to collect this information for Government statistical purposes.

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 known/not provided

Employment Status

What is your current employment status?

- In paid employment
- In paid employment - self employed
- Not in paid employment, looking for work and available to start work
- Not in paid employment, not looking for work and/or not available to start work
- In full-time education or training prior to enrolment
- Retired

If in paid employment:

- Employed - Less than 16 hours per week
- Employed - 16-19 hours per week
- Employed - 20+ hours per week

Length of employment:

- Employed for up to 3 months
- Employed for 4-6 months
- Employed for 7-12 months
- Employed for more than 12 months

If not in paid employment, length of unemployment:

- Less than 6 months
- 6-11 months
- 12-23 months
- 24-35 months
- Over 36 months

Are you in receipt of:

- Universal Credit
- Job Seekers Allowance (JSA)
- Employment and Support Allowance – Work Related Activity Group (ESA WRAG)
- Another state benefit other than JJSa, ESA (WRAG) or Universal Credit

How did you first hear about Eastleigh College?

Do you have a learning disability/difficulty or medical condition that may affect your learning?

- Yes No

If yes please give details:

Disability (tick as appropriate):

- 01 Visual impairment (not glasses)
- 02 Hearing impairment
- 03 Disability affecting mobility
- 04 Other physical disability
- 05 Other medical condition (e.g. epilepsy, asthma, diabetes)
- 06 Emotional/behaviour (BESD) difficulties
- 07 Mental ill health
- 08 Temporary disability after illness
- 09 Profound/complex disabilities
- 10 Aspergers
- 90 Multiple disabilities

Learning Difficulty (tick as appropriate):

- 01 Moderate learning difficulty
- 02 Severe learning difficulty
- 10 Dyslexia
- 11 Dyscalculia (difficulty with numbers)
- 19 Other specific learning difficulty (ADHD, Dyspraxia, Dysgraphia (writing))
- 20 Autistic spectrum disorder
- 90 Multiple learning difficulties
- 97 Other

Do you need support with (tick as appropriate):

- Literacy Numeracy English Language

Have you had support previously? Yes No

Would you like to discuss your needs with a member of the Additional Learning Support team?

- Yes No

If you wish to be contacted by telephone or textphone please provide a contact number including dialling code:

Do you have a criminal record? Yes No

If yes please give details:

Payment Details

Amount payable: £ .

Cash

Cheque (payable to Eastleigh College with your name, address & course on the reverse)

Instalments* (if over £200)

Claiming Reduced Fee *

Employer Paying – please complete details below

Training Agent – please complete details below

24+ Advanced Learning Loan

*Please request appropriate forms from Admissions team on 023 8091 1299.

I agree to comply with Eastleigh College's policies and procedures. I have read, understood and agree to the terms and conditions as shown on the reverse of this document.

Signature:

Date:

Tutor Signature (special only):

Credit/Debit Card: Online Payment

MasterCard / Visa / Maestro / Debit Card (delete as appropriate)

Valid from: / Expires End: /

Issue No: Security No:
(last 3 digits on back of card)

Cardholder's Name:

Card No.:

Please tick if you **do not** wish to be contacted via:

Email Phone Post

Your views on the education and training that you receive are valued and Eastleigh College, the SFA or its partners may wish to contact you from time to time regarding courses/learning opportunities, surveys, or for research. Please tick if you do not wish to be contacted in relation to:

1. Courses or Learning Opportunities

2. Surveys or Research

Employer/Training Agent Details

Company Name*:

Company Contact*:

Position*:

Company Address*:

Postcode*:

Email*:

Telephone*:

* Mandatory

Amount company wish to pay (if required) £ .

Purchase Order No.

Method of payment: Credit/Debit Card (complete details below) Cheque Invoice

Credit/Debit Card: MasterCard / Visa / Maestro / Debit Card (delete as appropriate)

Valid from: / Expires: / Issue No: Security No: (last 3 digits on back of card)

Cardholder's Name:

Card No.:

On behalf of the Company I accept responsibility for the full fees of the above student and understand that the company will remain responsible for the fees should the student leave our employment before completion of the course.

Company Contact Signature:

Date:

Important Notice

The College reserves the right, without notice, to withdraw, merge or vary any course provision or facilities deemed necessary by the College.

Refunds

College Cancellation

Courses will only run if sufficient enrolments are received. When there are too few enrolments, the College may cancel the course after receiving payment. If this happens and there is no suitable alternative course, the College will refund all fees paid as soon as reasonably possible.

Student Cancellation

Where the student cancels before a course starts, the College may retain part of the fees paid to cover losses incurred as a result of the cancellation. Where the student cancels after a course starts, the College will retain all the fees.

Data Protection Declaration

Eastleigh College is registered under the Data Protection Act 1998 and operates within the eight principles of Data Protection. For full details of the Data Protection Declaration please visit www.eastleigh.ac.uk and click on Data Protection at the foot of the page.

How We Use Your Personal Information

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Department for Education, including the Education Funding Agency to meet legal responsibilities 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 organisations for education, training and employment-related purposes, including for research.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at:

<http://skillsfundingagency.bis.gov.uk/privacy.htm>

24+ Advanced Learning Loan

Where the learner has a 24+ Loan declined by the Student Loans Company, the learner will become liable for the fees or withdrawn from their course of study.

The College does not provide financial advice regarding the application for a 24+ Advanced Learning Loan. However learners can obtain free independent financial advice from The Money Advice Service at www.moneyadviceservice.org.uk.

Office Use Only

	Date	Initials
Form Received		
Checked		
Data Entry Completed		
Payment		
LSF Percentage %		

Invoicing	IAG	Finance
Account Reference		
Invoice Number		
Invoice Value (£)		
Processed By		
Date		
PO Number		
Refunds		
Refund To / Account Ref		
Refund Value (£)		
Online Ref		
Credit Note No./Journal No.		
Cheque Number		
Processed By		
Date		
Authorised By		

