

1. Personal Details

VARNDEAN COLLEGE ADULT EDUCATION 2019 ENROLMENT FORM

Title: _____ First Name: _____

Email: _____

Surname: _____

National Insurance No: _____

Current Address: _____

Male: Female: Other:

Date of birth:

Phone: _____

Postcode:

Mobile: _____

2. Residency and Nationality

Have you been resident in England for a minimum of 3 years preceding the relevant start date of your course?

YES NO

IF NO: please give details below of countries and dates. You can use a separate sheet if necessary.

Nationality: _____

Are you an Asylum Seeker/Refugee?

YES NO

IF YES: Please provide a copy of your Grant of Asylum document.

3. Proposed Course(s)

Course Code	Course Title	Course Fee	Exam Fee	TOTAL
			TOTAL	£

4. Previous Attainment (please tick your highest level of qualification or education)

- Level 1 (less than 5 GCSEs A-C) GCSE English Grade: _____
- Level 2 (5 GCSEs A-C) GCSE Maths Grade: _____
- Level 3 (NVQ3, 2 A Levels)
- Level 4 (Certificate of Higher Education, NVQ4)

- Level 5 (Foundation degree)
- Level 6 (Bachelor degree, Graduate Certificate & Diploma)
- Level 7+ (Masters PhD, Postgraduate Certificate & Diploma)
- No Qualifications

5. Support Needs

Do you have a learning difficulty? YES NO

Do you have a disability or a problem with your health? YES NO

What form does this take? _____

IF YES: We want to help you get the best from your course. How would you like to discuss any requirements?

By talking confidentially to a member of staff at interview YES NO

Through someone else (such as an advocate)? YES NO

Have you previously received special consideration for examinations? YES NO

6. Employment Status

Have you been in full-time education or training just prior to enrolling? YES NO

Which of these options reflects your employment status?

1 In paid employment
If so, are you self-employed? YES NO
And, is your work 0-10 hrs 11-20 hrs
21-30 hrs 31+ hrs per week?

2 Not in paid employment but looking for work and available to start work (see below).

IF 2: For how long have you been unemployed?

Less than 6 months 6-11 months 12-23 months
24-35 months 36 months or more

3 Not in paid employment and not looking for work and/or not available to start work.

7. Household Information

Which of the options below best reflects your household?

A No household member is in employment and the household includes one or more dependent children

B No household member is in employment and the household does not include any dependent children

C I live in a single adult household with dependent children

D None of the above apply

E I do not wish to give this information

8. How did you hear about our courses? (tick all that apply)

- A** College website **B** Search engine **C** Brochure delivered through front door **D** Brochure (other) **E** Word of Mouth **F** Other

9. Ethnicity

- | | | |
|-------------------------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> White - English Welsh/Scottish/N.Irish/British | <input type="checkbox"/> White and Black African | <input type="checkbox"/> African |
| <input type="checkbox"/> Any other mixed/multiple ethnic background | <input type="checkbox"/> White and Asian | <input type="checkbox"/> Caribbean |
| <input type="checkbox"/> White - Irish | <input type="checkbox"/> Indian | <input type="checkbox"/> Any other Black/African/Caribbean background |
| <input type="checkbox"/> White - Gypsy or Irish Traveller | <input type="checkbox"/> Pakistani | <input type="checkbox"/> Arab |
| <input type="checkbox"/> White - any other White background | <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Any other ethnic group |
| <input type="checkbox"/> White and Black Caribbean | <input type="checkbox"/> Chinese | <input type="checkbox"/> Not known/Not provided |
| | <input type="checkbox"/> Any other Asian Background | |

10. Remission of Fees 2019

If you are studying an accredited course, you MAY be entitled to remission from paying some or all of the course fees if you are unemployed and need skills and training to get back to work. You will need to enrol in person and be in receipt of one of the benefits listed below. You will also need to provide us with appropriate up-to-date evidence, and complete an unemployment self-declaration form on enrolment. Please indicate which of these applies to you:

- | | | |
|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Job Seekers Allowance (including the partner where the claim is joint) | <input type="checkbox"/> Income Support | <input type="checkbox"/> Housing Benefit |
| <input type="checkbox"/> Employment Support Allowance (in the Work Related Activity Group) | <input type="checkbox"/> Jobseekers Allowance (income based) | <input type="checkbox"/> ESA (income based) |
| <input type="checkbox"/> I do not have a full level 2 qualification (19 - 23 only) | <input type="checkbox"/> Council Tax Benefit | <input type="checkbox"/> Universal Credit |
| <input type="checkbox"/> I do not have a full level 3 qualification (19 - 23 only) | <input type="checkbox"/> Working Tax Credit (as a dependant only) | <input type="checkbox"/> Over 65 |
| | <input type="checkbox"/> Earn less than £15,736.50 | |

11. Emergency Contact

Title (Mr / Miss / Mrs / Ms / Dr): _____ First Name: _____ Family Name: _____
 Relationship: _____ Work/Day Tel: _____ Mobile: _____
 Home Tel: _____

12. Payment Details for your Course(s)

Cheque (payable to Varndean College) Cash Credit/Debit Card Masestro Card Issue Number (if applicable)
 Card Number - - - 19+ Loan
 Security Code Valid From M M Y Y Expiry Date M M Y Y
 Cardholder Name _____ Current Address _____
 _____ Postcode _____

Please note: all tuition and exam fees are due on enrolment. Instalment arrangements may be possible for courses over £200 and longer than 1 term. However, all fees are payable even if you start a course and then fail to attend.

12. Privacy Notice (how your personal information is used)

Your personal data will be processed in accordance with the General Data Protection Regulations and the UK Data Protection Act. We will use the information you have provided on your Enrolment Form to support the provision of your chosen course within our statutory obligations under the Further and Higher Education Act 1992. We also have requirements placed on us by the Department for Education (DfE), and the Education Skills Funding Agency (ESFA). You can view the privacy notice from the Education and Skills Funding Agency on behalf of the Department of Education at <https://www.gov.uk/government/publications/esfa-privacy-notice/education-and-skills-funding-agency-privacy-notice-may-2018>.

Our full privacy notice explaining what information we collect and how we use it is available at https://varndean.ac.uk/privacy_notice.
 If you have any questions about the way we use your personal data, please contact our Data Protection Officer on 01273 508011 or by email to dpo@varndean.ac.uk.

We may wish to contact you at times with regard to details of other courses taking place at Varndean College or our offsite venues, please tick the appropriate boxes to indicate if and how you would prefer to be contacted:- By post By phone By email

We may also wish to take your photo whilst on the course for marketing and promotional purposes across our website, printed brochures and social media channels. If you are happy for us to do this, please tick the appropriate boxes below:
 Yes I am happy for my photo to be used for: Printed publicity material College Website Social Media

Student's signature _____ Date _____