



Learner Responsive and Full-Cost Enrolment & Learning Agreement 2019/20

Your enrolment is confirmed when this box is received.
RECEIPT

STUDENT CODE

ENTERED

This form must not be used for Apprenticeship or other Employer Responsive provision

Section 1: Personal details

Please complete this form in BLOCK CAPITALS. The form should be completed FULLY and then SIGNED ON THE FINAL PAGE. Please note fields marked with * are mandatory fields and must be completed.

*Date of Birth Female Male

*National Insurance No.

*Title *First Name(s)

*Family Name/Surname

*Address

 *Postcode

*Telephone (home)

*Telephone (mobile)

*Email

*Emergency Contact (1) (name)
(relation)
(telephone)

*Emergency Contact (2) (name)
(relation)
(telephone)

Previous address if less than 3 years at current address
 Postcode

Unique Learner Number (ULN)

PLEASE COMPLETE FULLY

*Nationality

*Home Country (where you have lived for last 3 years)

Residence

*1. Have you been a resident in the UK/EEA for the last 3 years? (you MUST tick a box): - If not, or if you have declared a nationality other than British/EU/EEA, we may need to see your original passport/visa prior to enrolment. Yes No

2. If NO to question 1 please enter your date of entry into the UK/EEA

3. Are there any immigration restrictions on how long you can stay in the UK? Yes No

4. Was your main purpose for entering the UK/EEA to receive full-time education? Yes No

Do you have any spent or unspent criminal convictions, any outstanding court proceedings, or are you on any offenders register? * If you declare that you have a conviction, you will be contacted for further information. This information will help us assess any potential risks to yourself or others at College. Having a criminal record will not necessarily prevent you studying at College but will depend on the nature of the course and the circumstances of the offence. If you do not disclose a conviction then this can result in disciplinary action or being asked to leave the College.

For further advice regarding unspent convictions contact NARCO at www.narco.org.uk

South Gloucestershire & Stroud College reserves the right to request documentary evidence to support the information you have supplied. This is to ensure that you are charged the correct course fee and are not overcharged. We may ask you for this at any time during your studies.

Section 2: Ethnic origins

Please tick one box

Participation is voluntary and information supplied will be used only for statistical purposes and will be treated as confidential. Please tick box to which you think you belong.

White	Mixed/Multiple Ethnic Group	Asian/Asian British	Black/African/Caribbean/Black British	Other Ethnic Group
<input type="checkbox"/> English/Welsh/Scottish/Northern Irish/British	<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> Indian	<input type="checkbox"/> African	<input type="checkbox"/> Arab
<input type="checkbox"/> Irish	<input type="checkbox"/> White & Black African	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Any other Ethnic group
<input type="checkbox"/> Gypsy or Irish Traveller	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Any other Black/African/Caribbean background	
<input type="checkbox"/> Any other White background	<input type="checkbox"/> Any other mixed/multiple ethnic background	<input type="checkbox"/> Chinese		
		<input type="checkbox"/> Any other Asian background		

Is English your first language? Yes No

If no, what is your first language?

Section 3: Learning difficulties, disabilities & health problems

Please complete

Do you consider yourself to have either/or a Learning Difficulty, Disability and/or Health Problem that the College should be aware of and/or may need to support. (Please note if you do not declare this at enrolment we may not be able to support you.) Yes No

Do you/ will you have an Educational Health Care Plan (EHCP) when you come to college Yes No

Visual impairment Hearing impairment Disability affecting mobility Profound complex disabilities

Social and emotional difficulties Mental health difficulty Moderate learning difficulty Severe learning difficulty Dyslexia

Dyscalculia Autism spectrum disorder Asperger's syndrome Temporary disability after illness (for example post-viral) or accident Speech, language and communication

Other physical disability Other specific learning difficulty (e.g. Dyspraxia) please state:

Other medical condition (for example epilepsy, asthma, diabetes) please state: Not provided Prefer not to say

Other learning difficulty Other disability

I may need help with reading, writing, maths or coursework

Do you have any additional learning need which may need support in order for you to complete this course? If yes, please tick the box

Please be aware that one of our specialist support staff may contact you to further discuss your support requirements

Section 4: Prior achievement

Please tick one box

Please indicate your highest known level of qualification prior to starting this course:

<input type="checkbox"/> Entry Level	<input type="checkbox"/> Not known	<input type="checkbox"/> No Qualifications	<input type="checkbox"/> Other Qualifications Level Unknown
<input type="checkbox"/> Other qualifications below Level 1	<input type="checkbox"/> Full Level 2 (NVQ2, 5 GCSE grades A*-C, QCF L2 Diploma)	<input type="checkbox"/> Full Level 3 (NVQ3, 4 AS Levels, 2 A Levels, QCF L3 Diploma)	<input type="checkbox"/> Level 7 & above (Masters/ Doctorate Degrees, QCF L7 qualification)
<input type="checkbox"/> NVQ1, L1 Literacy or Numeracy	<input type="checkbox"/> Level 5 (HND, Foundation Degrees, QCF Level 5)	<input type="checkbox"/> Level 6 (First Degree, QCF L6 qualification)	
<input type="checkbox"/> Level 4 (HNC, QCF Level 4)			

Section 5: Your employment status

What will your employment status be on the day before you start your course?

Please complete

EMPLOYMENT STATUS:

In paid employment

Not in paid employment, looking for work and available to start work

Not in paid employment, not looking for work/or not available to start work (including retired)

Not known

EMPLOYED/SELF EMPLOYED:

Employed (for 31+ hours per week)

Employed 21-30 hours per week

Employed 11-20 hours per week

Employed 0-10 hours per week

Self-Employed

UNEMPLOYED:

Learner is in receipt of Job Seekers Allowance (JSA)

Learner is in receipt of Employment and Support Allowance - Work Related Activity Group (ESA WRAG)

Learner is in receipt of another state benefit other than JSA, Universal Credit or ESA (WRAG)

Learner is in receipt of Universal Credit

LENGTH OF TIME EMPLOYED/SELF EMPLOYED:

Up to 3 months

For 4 - 6 months

For 7 -12 months

For more than 12 months

LENGTH OF TIME UNEMPLOYED:

For less than 6 months

For 6 - 11 months

For 12 - 23 months

For 24 - 35 months

For 36 months or more

Section 6: Employment status of your household

Please tick any of the statements that apply (one or more): may apply

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

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

Learner lives in a single adult household with dependent children.

None of these statements apply

I confirm that I wish to withhold this information

Section 7: Course(s) for which you would like to enrol

Course Title:

Course Code:

Learning Aim Ref:

Fee: Venue: Day: Start Date: End Date:

Course Title:

Course Code:

Learning Aim Ref:

Fee: Venue: Day: Start Date: End Date:

Course Title:

Course Code:

Learning Aim Ref:

Fee: Venue: Day: Start Date: End Date:

Section 8: Employer/sponsor/volunteer at:

Section 7: Employer/Sponsor - please complete if your employer/sponsor is paying your fees

Please tick this box if your Employer or Sponsor is paying your fees. You must attach a letter of authority or purchase order from your Employer/Sponsor stating that they will pay your fees.

Name of Employer	<input type="text"/>
Employer's Address	<input type="text"/>
Employer's Postcode	<input type="text"/>
Employer's Telephone Number	<input type="text"/>
Employer's Email Address	<input type="text"/>
Contact Name (at Employer)	<input type="text"/>
Number of Employees	<input type="text"/>

Section 9: Paying your fees and financial support information

Please note: Your place on any course cannot be confirmed until payment has been made.

You must pay in full or make arrangements to pay all fees due at the time of enrolment. Fees can be paid by cheque (made payable to South Gloucestershire and Stroud College), cash (only in person at one of our campuses) or by credit/debit card either in person at one of our campuses or by calling **0117 909 2271**. In some cases, financial support may be available and/or fees may be waived in full or partly depending on circumstances. Most information can be found at www.sgscol.ac.uk/mms

Please tick one of the following:

- I intend to pay in full
- I intend to pay in full however wish to discuss payment plan options if available
- I am being sponsored to study this course (Please ensure you complete section 8)
- I am in financial hardship and require information, advice and guidance on financial support options that might be available to me. Please be aware you will still be liable for all fees unless notified otherwise

In certain circumstances fees may be waived. Please tick one of the boxes below if you feel you meet one of the categories:

- I am under 19 on the 31st of August 2019 and therefore I will not be paying tuition fees (please note you may still have other fees to pay)
- I am between 19 and 23 on the first day of learning, studying a full Level 3 qualification (defined within the ESFA legal entitlement) and I do not already hold a full Level 3. Therefore I am not paying fees. You will need to complete a Level 3 entitlement form. See above website link or visit the Money Management Service Team
- I am between 19 and 23 on the first day of learning, studying a full Level 2 qualification (defined within the ESFA legal entitlement) and I do not already hold a full Level 2. Therefore I am not paying fees. You will need to complete a full Level 2 entitlement form. See above website link or visit the Money Management Service Team
- I am not paying fees because I am in receipt of one of the following and wish to enrol on a qualification that is available for ESFA fee remission. I will provide evidence of this claim (dated within the last 3 months) along with my National Insurance Number at the time of enrolment.
 - Job Seekers Allowance including national insurance credits only
 - Employment Support Allowance and am in the work-related activity group
 - Universal Credit and earn less than £338 a month (individual claims) or £541 a month (household claims) and am determined by Job Centre Plus (JCP) as being in the all work-related requirement groups, work preparation group or work-focussed interview group
- I am unemployed and in receipt of other state benefits, earn less than £338 a month (individual claims) or £541 (household claims) and want to use the course(s) I am enrolling on help me gain employment
- I am not paying fees because I am employed with a total gross annual salary less than £16,009.50. I will provide evidence of my wages (dated within the last 3 months) along with my National Insurance Number at the time of enrolment

Refunds and Cancellations – please note: Once a student enrolls onto or starts a course then fails to attend or leaves, for whatever reason, all fees are still payable and no refunds apply. Refunding of a course will normally only be made if the course is cancelled by the college. Full refunds will be made if a course is cancelled at or prior to its second meeting. Students in attendance when a course is cancelled at other times will receive proportionate refunds. Please visit www.sgscol.ac.uk/finance for SGS Fees, Charges and Refunds Policy.

Section 10: Consent to process and declaration

I confirm that I have received information and advice about my choice of learning programme through the prospectus and from College staff. Because of this information and advice I can state that:

- I understand the entry requirements of my chosen learning programme.
- The learning programme suits my needs.
- I am aware of the financial costs of my course.
- I know what support and advice is available to me, and also what financial support is available.

I agree to abide by the College regulations, and to inform the College in writing of the following:

- Any medical condition which may affect my performance on the learning programme or in other College activities.
- Any change of circumstances that may affect my fee status.

I confirm that all the information on this form is correct. I understand that if I have declared false information the provider may take action against me to reclaim the tuition fees and any support costs provided.

ESFA Privacy Notice 2019/20

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 used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation.

You can agree to be contacted by other third parties by ticking any of the following boxes:

- About courses or learning opportunities
- For surveys and research
- By post
- By phone
- By e-mail

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

The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE). For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notice>

Data Protection Act 2018 and GDPR

SGS College takes its responsibilities as a data controller very seriously and is wholly committed to only using the personal data we hold for legitimate educational purposes and to keep you informed, in accordance with the law. The College's privacy notice is intended to provide information about how we collect, process and store your personal data. It also explains how we might share your data with third parties and explains your rights in relation to how we use your data. Please read it carefully at www.sgscol.ac.uk/privacy-statement

If you have questions regarding your personal data or its use, please contact us.

SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE LEARNER IT CODE OF CONDUCT 2019/20

South Gloucestershire & Stroud College expects all learners to use the computer network and software resources provided responsibly. All members of the College must comply with the "IT Acceptable Use – Users" Policy and are subject to the following conditions of use. Failure to adhere to this code of conduct may invoke the Enabling Positive Behaviour and Disciplinary Policy and Procedure.

- You must accept and comply with the "IT Acceptable Use – Users" Policy.
- You must not try to use any computer without permission or try to alter or delete work belonging to other people.
- If you think someone else knows your password you should change it immediately.
- College IT facilities are provided for college business or course-related activity only, not for personal use.
- You must not store or introduce any computer games, personal music or movies on any college computer or network space.
- You must not tamper with IT equipment, delete software, or carry out any activity that may prevent others from using the equipment.
- Food and drink are not allowed near computers or other IT equipment.
- When using the Internet you must not enter sites or send e-mails that contain any abusive, sexist, pornographic or unlawful material (see the Social Media Code of Conduct). All Internet access is logged and monitored.
- You must not try to install or download any software that has not been provided by the College.
- You must not make any use of the Internet that would bring the name of the College into disrepute.
- The College accepts no responsibility for problems caused by loss of service or for damage to files and data. It is your responsibility to ensure essential files are backed up onto USB Flash drive(s) for example.
- In using information from the Internet or creating web pages you must make sure you do not break copyright law or plagiarise the work of others.
- Under the terms of the Data Protection Act you must not store any information about any living person without agreement from the College Data Protection Officer.
- You should not put any unlawful information onto any system.

You must follow any local IT guidelines around the College, e.g. about printing or file management as explained by College staff.

If you do not understand any of these conditions please ask a member of staff for advice and guidance.

We would like to send you targeted information about future courses and services, which may be of interest to you.

To opt in to receive these marketing communications, please tick the box:

So SGS College can effectively manage these communications, please confirm how you wish to be contacted (you can choose more than one option):

Keeping in Touch

Telephone Email Post SMS (Text message)

Please note, aside from this, if there is an issue with your enrolment, payment or the course running, the College may need to contact you

Signed (Learner) Date

Signed (Learning Provider) Date

By signing this form you accept the fee, our payment terms and that SGS may pass your details to third party companies to chase any outstanding fees and charges."

How did you find out about the course?

Facebook	<input type="checkbox"/>	Radio KISS FM	<input type="checkbox"/>	Careers Event	<input type="checkbox"/>
Twitter	<input type="checkbox"/>	Radio HEART FM	<input type="checkbox"/>	SGS College Open Event	<input type="checkbox"/>
SGS College Website	<input type="checkbox"/>	Newspaper Advert	<input type="checkbox"/>	Direct Mail Flyer	<input type="checkbox"/>
Other Web-	<input type="checkbox"/>	Billboard Poster	<input type="checkbox"/>	Prospectus	<input type="checkbox"/>
SGS Electronic Newsletter	<input type="checkbox"/>	Text Message	<input type="checkbox"/>	Word of Mouth	<input type="checkbox"/>

How easily did you find the information you were seeking? Easily It took a little bit of effort It was difficult

How could we help make information easier for you to find in future?

If you wish to become a member of the SGS Alumni network, please tick here:

This activity may have been part financed through the European Social Fund.



ESF supports activities to extend employment opportunities and develop a skilled workforce.

SEND YOUR COMPLETED FORM TO:

South Gloucestershire and Stroud College, Filton Campus, Filton Avenue, Bristol, BS34 7AT or
South Gloucestershire and Stroud College, Stroud Campus, Stroud, Gloucestershire, GL5 4AH
Tel: 0800 0567 253