



Learner Responsive and Full-Cost Enrolment & Learning Agreement 2023/24

STUDENT CODE

ENTERED

Your enrolment is confirmed when this box is receipted.
RECEIPT

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

Section 1: Personal Details (Mandatory)

Please complete this form in BLOCK CAPITALS. The form should be completed FULLY and then SIGNED ON THE FINAL PAGE.

Date of Birth DD / MM / YY Female ☐ Male ☐National Insurance No. ☐☐☐☐☐☐☐☐☐Title ☐ First Name(s) Family Name/Surname Address *Postcode Telephone Email Emergency Contact (name) Relationship to you Emergency Contact (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)

If you are undertaking a course at level 4 or higher, please choose your highest achieved level of qualification from the list provided at the back of this application form.

Residence

1. Have you been ordinarily resident in the UK, Republic of Ireland, or the British Overseas Territories, or the Crown Dependencies (Channel Islands and Isle of Man) for at least the previous 3 years on the first day of learning. Yes ☐ No ☐

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

3. If you are an EU/EEA citizen, have you applied for Settled Status? (If yes, you may be asked for proof of the granting of settled status or your application status) Yes ☐ No ☐

4. If you have applied for, or been granted Settled Status please write your share code here:

5. Was your main purpose for entering the UK 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. ☐

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 (Mandatory)

Please tick one box

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 (Mandatory)

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 ☐

| | | | |
|--|---|--|--|
| <input type="checkbox"/> Vision impairment | <input type="checkbox"/> Hearing impairment | <input type="checkbox"/> Disability affecting mobility | <input type="checkbox"/> Profound complex disabilities |
| <input type="checkbox"/> Social and emotional difficulties | <input type="checkbox"/> Mental health difficulty | <input type="checkbox"/> Moderate learning difficulty | <input type="checkbox"/> Severe learning difficulty |
| <input type="checkbox"/> Dyscalculia | <input type="checkbox"/> Autism spectrum disorder | <input type="checkbox"/> Asperger's syndrome | <input type="checkbox"/> Temporary disability after illness (for example post-viral) or accident |
| <input type="checkbox"/> Other physical disability | <input type="checkbox"/> Other specific learning difficulty (e.g. Dyspraxia) please state: <input type="text"/> | <input type="checkbox"/> Other learning difficulty | <input type="checkbox"/> Other disability |
| <input type="checkbox"/> Other medical condition (for example epilepsy, asthma, diabetes) please state: <input type="text"/> | <input type="checkbox"/> Not provided | <input type="checkbox"/> Prefer not to say | |

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 (Mandatory)

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"/> NVQ1, L1 Literacy or Numeracy | <input type="checkbox"/> Full Level 2 (NVQ2, 5 GCSE grades A*-C or grades 9 - 4, QCF L2 Diploma) | <input type="checkbox"/> Full Level 3 (NVQ3, 4 AS Levels, 2 A Levels, QCF L3 Diploma) | <input type="checkbox"/> Level 2 (not full level 2) |
| <input type="checkbox"/> Level 4 (HNC, QCF Level 4) | <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 3 (not full level 3) |
| | | | <input type="checkbox"/> Level 7 & above (Masters/ Doctorate Degrees, QCF L7 qualification) |

Section 5: Your Employment Status (Mandatory) What will your employment status be on the day before you start your course?

Please complete by ticking all boxes which apply to you

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) ☐

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 ☐

LENGTH OF TIME EMPLOYED:

Up to 3 months ☐

For 4 - 6 months ☐

For 7 -12 months ☐

For more than 12 months ☐

UNEMPLOYED:

Learner is in receipt of Job Seekers Allowance (JSA) ☐

Learner is in receipt of Universal Credit ☐

Learner is in receipt of Employment Support Allowance
(All categories) ☐

Learner is in receipt of other state benefits ☐

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

| | | |
|---|---|---|
| Course Title: <input type="text"/> | Course Code: <input type="text"/> | Learning Aim Ref: <input type="text"/> |
| Fee: <input type="text"/> | Venue: <input type="text"/> | Day: <input type="text"/> |
| Start Date: <input type="text"/> | End Date: <input type="text"/> | |
| I am not employed, and I am not currently seeking a job. I am taking this course to help me to re-engage with learning and/or take steps to get a job sometime in the future. (DAM025) <input type="checkbox"/> | I am currently unemployed and I am actively seeking employment. I am taking this course to help me to get a job in the near future. (DAM028) <input type="checkbox"/> | I am currently employed, and I am taking this course to help me gain promotion at my current employer, or to gain a better job. (DAM029) <input type="checkbox"/> |
| I am taking a qualification at level 3 (or higher) to help me to gain progression in my chosen career, or to get a better job, or to retrain for a different career. (DAM030) <input type="checkbox"/> | I am taking this qualification for my own personal development, or to gain access to higher education. (DAM031) <input type="checkbox"/> | |

| | | |
|---|---|---|
| Course Title: <input type="text"/> | Course Code: <input type="text"/> | Learning Aim Ref: <input type="text"/> |
| Fee: <input type="text"/> | Venue: <input type="text"/> | Day: <input type="text"/> |
| Start Date: <input type="text"/> | End Date: <input type="text"/> | |
| I am not employed, and I am not currently seeking a job. I am taking this course to help me to re-engage with learning and/or take steps to get a job sometime in the future. (DAM025) <input type="checkbox"/> | I am currently unemployed and I am actively seeking employment. I am taking this course to help me to get a job in the near future. (DAM028) <input type="checkbox"/> | I am currently employed, and I am taking this course to help me gain promotion at my current employer, or to gain a better job. (DAM029) <input type="checkbox"/> |
| I am taking a qualification at level 3 (or higher) to help me to gain progression in my chosen career, or to get a better job, or to retrain for a different career. (DAM030) <input type="checkbox"/> | I am taking this qualification for my own personal development, or to gain access to higher education. (DAM031) <input type="checkbox"/> | |

| | | |
|---|---|---|
| Course Title: <input type="text"/> | Course Code: <input type="text"/> | Learning Aim Ref: <input type="text"/> |
| Fee: <input type="text"/> | Venue: <input type="text"/> | Day: <input type="text"/> |
| Start Date: <input type="text"/> | End Date: <input type="text"/> | |
| I am not employed, and I am not currently seeking a job. I am taking this course to help me to re-engage with learning and/or take steps to get a job sometime in the future. (DAM025) <input type="checkbox"/> | I am currently unemployed and I am actively seeking employment. I am taking this course to help me to get a job in the near future. (DAM028) <input type="checkbox"/> | I am currently employed, and I am taking this course to help me gain promotion at my current employer, or to gain a better job. (DAM029) <input type="checkbox"/> |
| I am taking a qualification at level 3 (or higher) to help me to gain progression in my chosen career, or to get a better job, or to retrain for a different career. (DAM030) <input type="checkbox"/> | I am taking this qualification for my own personal development, or to gain access to higher education. (DAM031) <input type="checkbox"/> | |

Section 7: 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 8: Paying Your Fees And Financial Support Information (Mandatory)

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 9092271. 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 2023 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 (UC), and my take-home pay as recorded on my UC statement (disregarding UC payments and other benefits) is less than £617 a month (learner is sole adult in their benefit claim) or £988 a month (learner has a joint benefit claim with their partner)
- ☐ Other state benefits (not included in the list above) and my take-home pay (disregarding UC payments and other benefits) is less than £617 a month (learner is sole adult in their benefit claim) or £988 a month (learner has a joint benefit claim with their partner)
- ☐ I am not paying fees because I am employed with a total gross annual salary less than £20,319 per annum (or if you live in the West of England Combined Authority area less than £21,255 per annum)

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 <http://www.sgscol.ac.uk/finance/> for access to SGS Fees and Charges Policy

Section 9: Consent to Process and Declaration (Mandatory)

I confirm that I have received information and advice about my choice of learning programme through the prospectus and/or 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.

ILR Privacy Notice 2023 to 2024 version 1 May 2023

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) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. Our lawful basis for using your special category personal data is covered under Substantial Public Interest based in law (Article 9(2)(g)) of GDPR legislation. This processing is under Section 54 of the Further and Higher Education Act (1992).

The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well-being purposes, including research.

We retain your ILR learner data for 20 years for operational purposes (e.g. to fund your learning and to publish official statistics). Your personal data is then retained in our research databases until you are aged 80 years so that it can be used for long-term research purposes. For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr>

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training.

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/departments-for-education/about/personal-information-charter>) and the DfE Privacy Notice (<https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education>)

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/departments-for-education/about/personal-information-charter>) and the ESFA Privacy Notice (<https://www.gov.uk/government/publications/esfa-privacy-notice>)

If you would like to get in touch with us or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways:

- ☐ Using our online contact form <https://www.gov.uk/government/organisations/departments-for-education/about/personal-information-charter>
- ☐ By telephoning the DfE Helpline on 0370 000 2288
- ☐ Or in writing to – Data Protection Officer, Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>

Data Protection Act 1998

The personal information you have provided will be used to help to provide educational and related services. The information may be disclosed to specific third parties such as the ESFA and WECA and examination boards if relevant. 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: www.gov.uk/government/publications/lrs-privacy-notices

SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE LEARNER IT CODE OF CONDUCT 2023-2024

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.

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.

Keeping in Touch

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):

☐ Telephone ☐ Email ☐ Post ☐ SMS (Text message)

Your consent

1. I understand that by signing these statements I become liable to pay the full cost for this course.
2. I understand that if I choose to withdraw or I am withdrawn from the course, I am still liable to pay the full costs.
3. I confirm I have read the above Financial Statement (Section 8), Learner agreement (Section 9), IT Code of conduct (Section 9), GDPR notice (Section 9) and ESFA privacy notice (Section 9).
4. 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 fees and any support costs provided.
5. I understand that I am on an ESFA or WECA funded Programme which could be used as match funding for ESF
6. I confirm that I have read and fully understand the ESFA Privacy Notice and the Learning Records Service Privacy Statement
7. I understand that I may be asked to provide documentary evidence of my identity.

PLEASE GIVE YOUR CONSENT TO THE ABOVE BY TICKING THIS BOX ☐

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."

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



European Union
European
Social Fund

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

How did you find out about the course?

Facebook ☐

Radio KISS FM ☐

Careers Event ☐

Twitter ☐

Radio HEART FM ☐

SGS College Open Event ☐

SGS College Website ☐

Newspaper Advert ☐

Direct Mail Flyer ☐

Other Website ☐

Billboard Poster ☐

Prospectus ☐

SGS Electronic Newsletter ☐

Text Message ☐

Word of Mouth ☐

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?

Adult application form progression questions:

Statement: SGS College is always keen to support its learners to progress following their learning programme. This progression can take a number of routes; perhaps you would like to continue your studies at a higher level or in a different subject; or perhaps employment is your priority goal. Whatever you want to do in the future to progress, it would really help us if you give us your views on what you want to do in the future.

What do you intend to do after you have finished the course you are currently enrolling for?
Choose from the following:

☐

I would like to continue my studies at SGS College in the same subject area as the course I have enrolled to study, but at a higher level.

☐

I would like to continue studying at SGS College in a different subject area.

☐

I would like to continue studying at another educational provider (e.g. University etc)

☐

My main goal is to gain employment after I finish my SGS College learning course.

☐

I have not yet made up my mind as to what to do next, or I have another progression goal in mind which is not included in the choices above
(if you wish to please let us know what your plans are in the comments box below:



Thank you for answering these questions, they will help us to continue to provide learner support services and to offer an excellent programme of courses designed to help learners progress.

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