

Enrolment Form & Learning Agreement - 2010/2011



1 Your Details (PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS AND PUT AN 'X' IN THE BOXES AS APPROPRIATE.)

Title Mr Mrs Miss Ms Unique Learner Number (if known)

Surname / Family Name

Forename

Date of Birth

Address Line 1 Address Line 2

Address Line 3 Address Line 4 Postcode

Home Telephone ()

Mobile Telephone Parent / Guardian Mobile (If under 19)

E-mail Address

To which ethnic group do you consider yourself to belong

| | | | |
|--|--|---|---|
| <input type="checkbox"/> Asian or Asian British - Bangladeshi | <input type="checkbox"/> Black or Black British - African | <input type="checkbox"/> Mixed - White and Asian | <input type="checkbox"/> White British |
| <input type="checkbox"/> Asian or Asian British - Indian | <input type="checkbox"/> Black or Black British - Caribbean | <input type="checkbox"/> Mixed - White and Black African | <input type="checkbox"/> White Irish |
| <input type="checkbox"/> Asian or Asian British - Pakistani | <input type="checkbox"/> Black or Black British - Any Other Black Background | <input type="checkbox"/> Mixed - White and Black Caribbean | <input type="checkbox"/> White - Any Other White Background |
| <input type="checkbox"/> Asian or Asian British - Any Other Asian Background | <input type="checkbox"/> Chinese | <input type="checkbox"/> Mixed - Any Other Mixed Background | <input type="checkbox"/> Any Other |

Highest level of qualification achieved

| | |
|---|--|
| <input type="checkbox"/> No Qualifications | <input type="checkbox"/> Full Level 3 e.g. - 2 or more A Levels, 4 or more AS/A2 Levels, BTEC National Diploma/Certificate, GNVQ Advanced, Access to HE, NVQ 3, Other full level 3 qualification. |
| <input type="checkbox"/> Entry Level e.g. Basic Skills | <input type="checkbox"/> Level 4 e.g. - HNC, HND, Foundation Degree, NVQ 4. |
| <input type="checkbox"/> Other below level 1 e.g. Any Qualification below level 1 | <input type="checkbox"/> Level 5 & above e.g. - Higher degree, NVQ 5, other high level professional qualifications. |
| <input type="checkbox"/> Level 1 e.g. Basic Skills at Level 1, BTEC first certificate, GNVQ Foundation, NVQ 1, Less than 5 GCSE / O Level at grades A-C, CSE below grade 1, 1 AS Level. | <input type="checkbox"/> Other - Level unknown |
| <input type="checkbox"/> Full Level 2 e.g. 5 or more GCSE / O Level grades at A*-C, 5 CSE Grade 1, GNVQ Intermediate, NVQ 2, 1 A Level, 2 or 3 AS/A2 Levels, Other Full Level 2 qualification. | |

School History (If under 20 years of age or enrolling on a Higher Education Course)

Secondary School (Attended in Year 11) Last School / College (if different)

Do you consider yourself to have any of the following learning difficulties

Autism spectrum disorder Dyscalculia Dyslexia Moderate learning difficulty

Severe learning difficulty Other learning difficulty (please specify)

Do you consider yourself to have any of the following disabilities

Aspergers Syndrome Disability Affecting Mobility Emotional / Behavioural Difficulties Hearing Impairment

Mental Health Difficulty Other Medical Condition (e.g Epilepsy, Asthma, Diabetes) Profound Complex Disabilities Temporary Disability after illness or accident

Visual Impairment Other disability (please specify)

Support needed to undertake course

If you would like further information about the available support please contact a campus reception.

2 Residency Details

Are you a British or EU National who has been living within the UK/EEA* for the last 3 years?

Yes No

Is there a time limit on your stay within the UK?

Yes No

In which country have you normally lived in over the past 3 years?

*EEA Countries (Includes all EU Countries) are Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Gibraltar, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom.

3 Employment Details

If you are under 19 and in Full Time education please skip this section.

Employed

If employed is the course related to your job? Yes No

If employed have you been released by your employer to attend? Yes No

Unemployed

If unemployed is this due to redundancy? Yes No

If unemployed how long for (in months)?

4 The Course(s) you want

Course Code - Course Title

Date of first attendance Expected End Date Project / Partner Fee £

Course Code - Course Title

Date of first attendance Expected End Date Project / Partner Fee £

Course Code - Course Title

Date of first attendance Expected End Date Project / Partner Fee £

Course Code - Course Title

Date of first attendance Expected End Date Project / Partner Fee £

Course Code - Course Title

Date of first attendance Expected End Date Project / Partner Fee £

5 Employer Details (Please complete if you are enrolling as a Barnfield apprentice, Train 2 Gain Learner or on an NVQ delivered in the workplace. If not go to section 6)

National Insurance Number

Employer Name

Your Occupation

Address Line 1 Address Line 2

Address Line 3 Address Line 4 Postcode

What was / will be your status prior to starting this programme?

Full time Education / Training Employed Unemployed (Seeking Work)

Part time Education / Training Self Employed Unemployed (Not Seeking Work)

What was your entry route prior to starting this programme?

Starting a New Apprenticeship for the first time Progressing from Apprenticeship or Young Apprenticeship to Advanced Apprenticeship Restarting programme from the beginning

Starting a New Non Apprenticeship for the first time Progressing from Young Apprenticeship to Apprenticeship Restarting Programme after a break (e.g maternity)

Transferring from another place of learning Progressing from Programme Led Apprenticeship to Apprenticeship Returning to study a new Apprenticeship / employer based programme (no progression)

Transferring from another place of learning due to a Government Funding Agencies intervention Progressing from Programme Led Apprenticeship to Advanced Apprenticeship

6 Higher Education Information (Please complete if you are enrolling on a HE course. If not go to section 7)

| | | | | | | | |
|---|----------------------|--|------------------------------|-----------------------------|----------------------------------|---------------|----------------------|
| Marital Status | <input type="text"/> | Have you studied in HE before? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | | |
| Nationality | <input type="text"/> | Do you receive a disabled student allowance? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | | |
| Country of Birth | <input type="text"/> | Do any of your parents have any HE Qualifications? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown | | |
| Your Occupation | <input type="text"/> | | | | | | |
| Highest level of qualification achieved | | | | | | | |
| Subject | <input type="text"/> | Type (e.g. NVQ, etc) | <input type="text"/> | Grade | <input type="text"/> | Year obtained | <input type="text"/> |

7 How will you pay?

| | | |
|--|--|--|
| <input type="checkbox"/> Credit / Debit Card (by telephone or in-person only) | <input type="checkbox"/> Cash (please do not post cash) | <input type="checkbox"/> Cheque or Postal Order (made payable to 'BARNFIELD COLLEGE') |
|--|--|--|

If your Employer / Agency is paying your fees please attach a 'Letter of authorisation' from them and write their name in the box below.

Employer / Agency Name

I would like to apply for reduced or waived fees because I am in receipt of or eligible for one of the following (must enrol in-person):

| | | |
|--|---|---|
| <input type="checkbox"/> Council Tax Benefit on Low Income | <input type="checkbox"/> Income Support | <input type="checkbox"/> Unwaged Dependant |
| <input type="checkbox"/> Employment Support Allowance (income based) | <input type="checkbox"/> Pension Guarantee Credit | <input type="checkbox"/> Working Tax Credit |
| <input type="checkbox"/> Asylum Seeker receiving equivalent income based benefit | <input type="checkbox"/> Job-seekers Allowance | <input type="checkbox"/> Housing Benefit |

Between 16-18 on the 31st August in the year when you first started your course

First full level 2 - No tuition fee is payable if you are aged 19 or over and you are enrolling on a course identified in the prospectus / College website as 'full level 2' and you do not have a full level 2 qualification or higher.

First full level 3 - No tuition fee is payable if you are aged 19 to 24 and you are enrolling on a course identified in the prospectus / College website as 'full level 3' and you do not have a full level 3 qualification or higher.

First full level 3 Jumper - No tuition fee is payable if you are aged 25 or over and you are enrolling on a course identified in the prospectus / College website as 'full level 3' and you do not have a full level 2 qualification or higher.

Barnfield staff

Persons in receipt of income based benefits are not usually charged a tuition fee. Fee waivers are not available for certain courses. See prospectus / College website for further details. Learners applying for a fee waiver must enrol in-person and provide supporting evidence.

8 Criminal Convictions

Declaration of Criminal Convictions - Our aim is to create a safe and healthy environment for all those who use the College. This includes all those studying and working at the College or using its services. We also have a duty of care to those under the age of 18 and those deemed to be vulnerable and 'at risk'.

To help achieve these goals we need to know about those applying to the College with unspent convictions related to serious offences. If you say "YES" you will be asked to complete a confidential form. A judgement will then be made based on the information provided. Failure to reveal a conviction will end any enrolment agreement with the College. However, having a criminal record will not necessarily bar you from a place on a College course. This will depend on the nature of the course and the circumstances and background of the offence.

Do you have any unspent criminal convictions? Yes No

9 Restricted Use

'X' this box if you do not wish to be contacted by the Government's Funding Agencies about courses or learning opportunities by post

'X' this box if you do not wish to be contacted by the Government's Funding Agencies or it's partners in respect of surveys and research

'X' this box if you do not wish to be contacted by Barnfield College in respect of courses, events and new developments

10 Declaration

I have read the Data Protection Statement published in the terms and conditions. This agreement is binding on the terms and conditions published on the Enrolment Form. I have read and agree to be bound by the terms of the Acceptable Usage Policy (AUP) for Information Technology and have read and agree to the MIAP standard Fair Processing Notice. I confirm that:

- I am aware of the implications and the entry requirement of the chosen course(s).
- Where appropriate an assessment of my suitability for the course (s) has been carried out.
- Where childcare support and fee remission has been provided by the College to me under the Government Funding Agencies support policy, I have provided the College with supporting evidence of my status. The College may contact the appropriate agency to verify my status and I will inform the College of any change of circumstances affecting my eligibility for support.
- I am aware that the copyright and other intellectual property rights of whatever nature in all resources prepared by the College and supplied by me to the College are and shall remain the property of the College and I shall notify the College immediately if I become aware of any unauthorised use of the whole or any part of the resources by any person.

BY SIGNING THIS FORM YOU CONFIRM THE INFORMATION YOU HAVE GIVEN IS TRUE AND ACCURATE.

Learner Signature

Date

College Use Only

Income based benefit fee waiver evidence seen (Staff to complete)

Staff Name

Date

Staff Signature

Residency evidence seen (Staff to complete)

Staff Name

Date

Staff Signature

Terms and Conditions

1 THE REGISTRATION

The following terms & conditions form the basis of your enrolment with Barnfield College ('the College'). All courses in the prospectus / College website are subject to these enrolment conditions. You may enrol in person; by post; or by telephone to the appropriate campus. Your enrolment with the College is made once you have completed and signed the College learning agreement. The Learning Agreement details your learning activities at the College. The College reserves the right to refuse to accept an enrolment at its discretion. Enrolment on a course does not entitle a non-European Union student a permit to stay in the UK.

2 FEES AND CHARGES

The tuition fees in the prospectus are applicable for European Union nationals who are paying their own fees and are correct at the time of printing. If you are paying your own fees you may be entitled to a fee reduction (you will need to provide supporting evidence and the College reserves the right to confirm your status with the benefit agency). For the amount of fees payable please refer to the prospectus / College website or contact a Campus Reception. Unless otherwise indicated, and provided you attend a minimum number of lessons, the fees include: exam entry (first time), essential specialist course material for those aged between 16 and 18, essential course kit (a refundable deposit is required). Due to the fee structure no refund can be made on any individual component. The College reserves the right to alter the fee of any of its courses before you enrol. The College fee is not subject to VAT.

3 PAYMENT

Tuition fees are payable in full at enrolment. Where fees are not paid in full at enrolment or instalment payment is agreed, an invoice will be issued and payment required in accordance with the payment schedule. **Note: Cheques will not be accepted if post dated.** If your fee is to be paid for by your employer or managing agent you must attach a 'letter of authorisation' from them on headed paper and an invoice will be sent to them. They must pay the invoice within 30 days of the invoice date, or the College will charge interest on the outstanding fees. If payment is not received within this timescale, the College also reserves the right to cancel the enrolment. Whilst the College will endeavour to assist the student in achieving the intended qualification(s), fees are payable regardless of the successful attainment of the qualification(s).

4 CANCELLATION BY YOU

If you wish to cancel your enrolment or withdraw from your course you must write to the appropriate Campus Director. The date of cancellation will be the date when the College receives this written notice. If the cancellation date is more than 10 working days before the course start date the fee paid by you, less a £10 administration charge per course, will be refunded to you. No refund will be made if the cancellation date is less than 10 working days before the course start date except in exceptional cases.

5 CANCELLATION / ALTERATIONS BY THE COLLEGE

The College reserves the right to cancel or make changes to your course. The College will inform you of any cancellation or changes as soon as reasonably possible. If the College cancels or makes changes to your chosen course you will be offered the choice of an alternative course of comparable standard and your fees will be amended accordingly. If an alternative course is not acceptable a full refund will be given. If you accept the alteration the enrolment will be changed accordingly. The College reserves the right in its absolute discretion to terminate without notice the enrolment of any student whose behaviour is such that it is likely, in the College's opinion, to cause distress, damage, danger or annoyance to other students, employees, any third party or property.

6 PROSPECTUS VALIDITY

The details and fees indicated in the prospectus are valid from publication until revised fees are notified to you or until publication of the next edition (s) of the prospectus, whichever is later (note the latest edition of a prospectus supersedes all previous editions).

7 DATA PROTECTION STATEMENT

Data Protection Act 1998 – The information you provide will be passed to the Government's Funding Agencies, who are responsible for funding, planning and encouraging education and training for young people and adults in England, and are registered under the Data Protection Act 1998. The information you provide will be shared with other organisations for the purpose of administration, careers and other guidance, and statistical and research purposes. Other organisations with which we will share information include, the Department for Children, Schools and Families, the Department for Business Innovation and Skills, Connexions, Local Authorities, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the Government's Funding Agencies or their partners. The Government Funding Agencies also administer the learner registration service (LRS) which will use your information to create and maintain a unique learner number (ULN). The Government's Funding Agency is also a co-financing organisation and uses European Social Funds from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources.

At no time will your personal information be passed to organisations for marketing or sales purposes. From time to time students are approached to take part in surveys by mail and phone, which are aimed at enabling the Government's Funding Agencies and its partners to monitor performance, improve quality and plan future provision.

Tick the box on the enrolment form if you do not wish to be contacted by the Government's Funding Agencies or its partners in respect of surveys and research. The Government's Funding Agencies value your views on the education or training which you receive, and will use these to help bring about improvements for learners in England.

The Government's Funding Agencies or its partners may wish to contact you from time to time about courses, or learning opportunities relevant to you. Please tick the box on the enrolment form if you do not wish to be contacted about courses or learning opportunities by post.

For learners under the age of 18, your parents or guardians may be consulted with regard to your progress and attendance. If you are employed and your employer is contributing to your fees or is giving you time off work to attend, we will normally share information about your progress and attendance with your employer.

Barnfield College may process or pass on to other trusted parties personal information obtained from this form or other data from you or other people while you are a learner. This information will be processed for any purposes in connection with your studies, for health and safety reasons and any other legitimate reason.

8 HIGHER EDUCATION

There is no fee remission available for Higher Education courses. For courses run in conjunction with the University of Bedfordshire, the University reserves the right to refuse registration if you have previous bad credit history with them.

9 FIRST FULL LEVEL 2/3 QUALIFICATION

For an enrolment on to a first full Level 2/3 qualification where the fee has been waived I confirm that all the information provided is correct and I declare that I do not already have a full Level 2/3 qualification or above. I understand that if I have declared false information the College may take action against me to reclaim the tuition fees and any support costs provided.