

Part-time Courses 2014/15:

Postal Enrolment Form



learning for success

This form should only be used for postal enrolments indicated within the Part-time course guide with the letter O. The questions can also act as a guide when enrolling by telephone.

Don't forget you can also enrol for these courses at www.leicestercollege.ac.uk or by telephone by calling 0116 224 2240

Have you studied at Leicester College before? Yes ☐ No ☐

Have you enrolled at another educational establishment in this academic year? Yes ☐ No ☐

If yes, please provide course details

Personal Details

Surname/Family Name

First name(s)

Middle name

Previous Surname

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other (please specify)

Sex: Male ☐ Female ☐

Date of birth

National Insurance Number

Permanent address

Postcode

Year(s) at address

Term-time address

(if different)

Postcode

Home telephone Mobile

Email address

Please give the name of the last school or college you attended or are still attending

This form is available in accessible formats eg large print, Braille and audio. In addition, the College can help with the translation and understanding of the information contained in this form upon request.

Please call our Customer Service Centre on 0116 224 2240.

Residency and Nationality

Are you a British citizen? Yes ☐ No ☐
Passport Number (if owned)

What is your nationality?

Have you lived in the UK/EU continuously for the last three years?

Yes ☐ No ☐ (If yes please go to the next section)

If 'no' date of entry to UK

Where did you live before coming to the UK?

Which of the following do you have?

☐ Indefinite Leave ☐ Right of Abode
☐ Limited Leave to Enter/Remain ☐ Any other type of visa

Are you on a student visa? Yes ☐ No ☐

If 'Yes', when did you start your studies?

Are you a refugee? Yes ☐ No ☐

Are you an Asylum Seeker? Yes ☐ No ☐

If 'Yes', do you have:

☐ Humanitarian Protection
☐ Discretionary Leave
☐ Exceptional Leave to Enter/Remain
☐ No Limit on your stay
☐ Other (please state)

If you have answered "Yes" to any of the above questions, proof will be required

If you are on a student visa or have not been a permanent resident of the UK/EU during the whole of the last three years you must produce your immigration documents for a Fee Status Assessment

Ethnicity – I would describe my ethnic origin as:

White

31 ☐ English/Welsh/Scottish/
Northern Irish
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
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

47 ☐ Arab
98 ☐ Any other ethnic group

Religion/Belief – I would describe myself as:

☐ Agnostic
☐ Atheist
☐ Buddhist
☐ Christian (including Catholic)

☐ Hindu
☐ Humanist
☐ Jain
☐ Jewish

☐ Muslim
☐ Sikh
☐ No Religion
☐ Prefer not to say

☐ Don't know
☐ Other (Please specify below)

Gender Identity – I would describe myself as:

☐ Bisexual
☐ Gay man

☐ Heterosexual/straight
☐ Lesbian/gay woman

☐ Transgender
☐ Prefer not to say

Previous Education and Qualifications – Please tick your highest qualification achieved prior to enrolment at the College.

☐ No qualifications
☐ **Entry Level** (Other qualifications below level 1)
☐ **Level 1** (eg, GCSE/O level (5+ at grades D-G, or less than 5 grades at A-C, NVQs at Level 1, Key Skills Level 1, Skills for Life, Functional Skills Level 1, BTEC Awards, Certificates and Diplomas at Level 1)
☐ **Full Level 2** (eg, GCSE/O level 5+ at grades A*-C, NVQs Level 1, Skills for Life, Functional Skills Level 2, Intermediate Apprenticeship)

☐ **Full Level 3** (eg, AS/A levels, Advanced Extension Awards, International Baccalaureate, NVQs Level 3, Cambridge International Awards, Advanced Apprenticeship)
☐ **Level 4** (eg, NVQs Level 4, Key Skills Level 4, Certificates of Education, Higher National Certificate, Higher Apprenticeship)
☐ **Level 5** (eg, Higher National Diplomas, Other Higher Diplomas, NVQ Level 5, Higher Apprenticeship, Foundation Degrees)

☐ **Level 6** (eg, Bachelor degree, Graduate Certificates and Diplomas, BTEC Advanced Professional Diplomas, Certificates and Awards, QCF Awards, Certificate and Diplomas at Level 6)
☐ **Level 7 and above** (eg, Postgraduate certificates/diplomas, BTEC Advanced Professional Awards, Certificates and Diplomas Level 7, Fellowships and Fellowship diploma, Masters degree and Doctorates)

Employment Status

Please state your employment status before applying to Leicester College (complete one section that states your employment status)

Where you in Full-time Education or Training eg, School Leaver?

(If yes, do not complete employment status go to the next section)

Yes ☐

No ☐

☐ In paid employment

Provide the date that your above employment status started:

How many hours are you employed per week?

- ☐ Less than 16hours
☐ 16-19 hours
☐ 20 hours or more

Are you self-employed?

☐ Yes ☐ No

☐ Unemployed; looking for work (and available to start work)

Provide the date that your above unemployed status started:

How long have you been unemployed?

- ☐ Less than 6 months ☐ 6-11 months ☐ 12-23 months
☐ 24-35 months ☐ 36 months +

Are you in receipt of state benefit?

- ☐ JSA ☐ ESA, WRAG ☐ Universal Credit
☐ Other State Benefit (please state)

☐ Unemployed; not looking for work (and not available to start work)

☐ Retired

Provide the date that your above retirement status started.

How long have you been retired?

- ☐ Less than 6 months
☐ 6-11 months
☐ 12-23 months
☐ 24-35 months
☐ 36 months +

Disability/Learning Difficulty or Health Problem

This information will be passed to our inclusion and disability support manager who will contact you to assess your individual needs

Do you consider yourself to have a disability? Yes ☐ No ☐

- 90 ☐ Multiple disabilities
1 ☐ Visually impaired (very little or no sight)
2 ☐ Hearing impaired (use a hearing aid or sign language)
3 ☐ Disability affecting mobility (eg, wheelchair user)
4 ☐ Other physical disability
5 ☐ Other medical condition (eg, epilepsy, asthma, diabetes)
6 ☐ Emotional/behavioural difficulties
7 ☐ Mental health difficulty (please state)
8 ☐ Temporary disabilities (eg, after illness or accident)
9 ☐ Profound complex difficulties
10 ☐ Asperger's Syndrome
97 ☐ Other (please state)

Have you ever had extra support for reading and writing?

Yes ☐

No ☐

Have you ever had extra support for numeracy?

Yes ☐

No ☐

Have you ever had special arrangements in exams such as extra time, a reader or help with writing?

Yes ☐

No ☐

If yes, please explain why

Would you like us to contact you about support?

Yes ☐

No ☐

Additional Details

Name of Emergency Contact

Telephone Number

Do you have any unspent criminal convictions, or pending charges/convictions?

Yes ☐ No ☐

If your course involves a work placement you must declare both 'spent' and 'unspent' convictions including reprimands, warnings and cautions.

Course Details – Title and Course code taken from Part-time Course Guide

Full title of course 1

Full title of course 2

Course Code

Course Code

If any of the above courses requires an interview, please give your reasons for applying:

If your course requires an interview, please omit this section and go straight to the Learner Declaration

Payment Details

Either

a) Please find a cheque for £ attached (made payable to Leicester College)

or

b) I authorise you to debit my Visa/Mastercard/Maestro (Switch) account for the sum of £

Card No

Security Code

Issue No (Maestro/Switch only)

Valid from

Expiry Date

Signature

Today's Date

Learner Declaration

Please tick any the following boxes to indicate that Leicester College may NOT contact you:

☐ About courses or learning opportunities

☐ By post

☐ By email

☐ For surveys and research

☐ By phone

☐ By Leicester College for marketing purposes

I declare that the details given on this form are correct and accurate and that I will abide by the regulations of the College. I understand that unless all fees are paid I will not have a place on the course. I also understand that fees are generally not refundable and should I withdraw from the course, fees paid or owed all remain payable. Course fees are still chargeable where learners withdraw from their course. Learners in receipt of a 24+ Advanced Learning Loan will become liable for the remainder of the year's fees, where they withdraw part way through the year, to the extent that their fee has not been covered by the amount received by the College from the Student Loans Company. Full details regarding the College fees and refund policy can be found on our website www.leicestercollege.ac.uk

Advice and Guidance Statement
The advice and guidance that I have received about this learning programme included the implications of my choice of programme, entry requirements, the qualifications that I will achieve and the support that is available to help me achieve. I have been informed of the course costs and any additional costs associated with the course and advised of any financial support that is available if I am in receipt of a means-tested benefit. I have not received any financial advice in relation to the 24+ Advanced Learning Loan.

How we use your personal information
Some of the information you supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify your Unique Learner Number (ULN) and update/check your Personal Learning Record. The Skills Funding Agency may share your ULN and Personal Learning Record with other education related organisations, such as your careers service, school, college, university, Government Departments and public bodies responsible for funding your education. Further details of how your information is processed and shared can be found at https://www.gov.uk/government/publications/lrs-privacy-notice

NSS Survey for HE
Your personal data will be used for the purposes of the NSS only. When the survey is completed, all student contact details will be destroyed, and Ipsos MORI will remove all other student data from their computer systems and transfer it to HEFCE. HEFCE will retain these data for the purposes stated above. I agree to my personal data being used: Yes No

LRS Standard Fair Processing Notice
The information you supply will be used by the Chief Executive of Skills Funding, to issue you with a Unique

Learner Number (ULN), and to create your Personal Learning Record. Further details of how your information is processed and shared can be found at www.learningrecordsservice.org.uk/privacynotice.

LRS Standard Fair Processing Notice
The information you supply will be used by the Chief Executive of Skills Funding, to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. Further details of how your information is processed and shared can be found at www.learningrecordsservice.org.uk

Learner's signature

Date / /

Please return this form with your cheque or credit/debit card details to the Information Centre at Freeman's Park Campus, Aylestone Road, Leicester LE2 7LW.

Office Use Only

Fees

Course 1

Course 2

Payment method Cheque Card Cash Instalments

Tuition

Material

Examination (X)

Exam Registration (E)

Residential

Total Fees Due

Fees taken by: Date / /

EBS processed by: Date / /

EBS checked by: Date / /

Person Code

Unique Learner Number

Initial

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