

# Additions to Enrolment Details 2020/21

Please complete in pen



## 1 Personal Details

Person code

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other   
Legal Sex: Male ☐ Female ☐ Please specify

Surname/family name   
Legal first name(s)   
Middle name   
Previous surname   
Date of birth

## 2 Residency and Nationality

a) Are you a British Citizen? Yes ☐ No ☐ Passport number (if owned)

b) What is your nationality?

c) Have you lived in the UK/EU/EEA continuously for the last three years? Yes ☐ No ☐

If you have answered 'No' to 2c, date of entry in the UK:

d) Where did you live before coming to the UK?

## 3 Course Details

Please affix course labels

(for office use only)

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## 4 Fees

Who is paying your fees?

- ☐ Self ☐ Student Finance England (HE courses only)  
☐ Employer/sponsor ☐ Advanced Learner Loan  
☐ Self but reclaiming from employer ☐ Parents or family member  
☐ Payment concession, see overleaf

Please provide details for your employer/sponsor if they are paying your fees.

Name of employer or sponsor

Contact name

Department

Address

Postcode  Telephone

## 5 Employment Status

Please state your employment status prior to the time of enrolling (complete one section).

Were you in full-time education or training eg, school leaver?

Yes ☐

No ☐

Are you enrolling onto an apprenticeship programme?

Yes ☐

No ☐

☐ 10

In paid employment (this also includes apprenticeship employment)

☐ 11

Unemployed; looking for work and available to start work

☐ 12

Unemployed; not looking for work and not available to start work (including retired)  
you will not be entitled to fee remission

Please provide the date that your above employment status started:

D  D  M  M  Y  Y  Y  Y

Please provide the date that your above unemployed status started:

D  D  M  M  Y  Y  Y  Y

How many hours are you employed per week?

☐ 0 to 10 hours

☐ 21 to 30 hours

☐ 11 to 20 hours

☐ 31 hours or more

How long have you been unemployed?

☐ Less than 6 months

☐ 24 to 35 months

☐ 6 to 11 months

☐ 36 months or more

☐ 12 to 23 months

Are you self-employed?

☐ Yes

☐ No

Are you in receipt of state benefits? (only tick one box)

☐ JSA

☐ ESA

☐ Universal Credit

☐ Other State Benefit (please state) ie: Income Support, Tax Credit, Housing Benefit etc. You will need to complete a declaration form to claim remission on your fees.

Are you in receipt of state benefits? (only tick one box)

☐ JSA

☐ ESA

☐ Universal Credit – earn less than £388 (individual) or £541 (household) a month and in a Jobcentre Plus work related group\*

☐ Other State Benefit (please state) ie: Income Support, Tax Credit, Housing Benefit etc. You will need to complete a declaration form to claim remission on your fees.

\*Jobcentre Plus work related groups

All Work-Related Requirements Group.

Work Preparation Group.

Work-Focused Interview Group.

## 6 Payment Concessions (Not applicable to International Students)

If you belong to any of the following categories you **may** be eligible for a fee reduction.

- ☐ In receipt of Job Seeker's Allowance (JSA)
- ☐ In receipt of Employment and Support Allowance (ESA)
- ☐ In receipt of Universal Credit and meet the JCP requirements

- ☐ Unemployed and in receipt of other active state benefits (UNSB)
- ☐ Aged 16 to 18 on 31 August 2020
- ☐ Aged 19 and over earning up to £17,004 gross annual income, and studying up to and including a level 2

Unemployment payment concessions are available for students aged 19+ on qualifications up to and including Level 2  
**Students aged 24+ on Level 3 and 4 qualifications are not entitled to any fee remission.**

Evidence seen ☐ Signed ☐ Date DDMMYYYY  
Benefit Reference Number

- ☐ Aged 16 to 18 on 31 August 2020
- ☐ Aged 19 to 23\* on an Entry or level 1 with a first full level 2 entitlement
- ☐ Aged 19 to 23\* on first full level 2
- ☐ Aged 19 to 23\* on first full level 3
- ☐ Aged 19 on 31 August 2020 studying a High Value Course (HVC)
- ☐ Aged 19 to 23\* proceeding onto next year of the programme (aged 24 and must have had fee remission in year 19/20)
- ☐ Aged 19 and started the study programme in 2019/20 aged 18
- ☐ English and maths basic skills qualification for students who do not have a GCSE grade 9 to 4 in English and/or maths

<input type="checkbox"/>	A member of staff at Leicester College, fees being paid by Staff Development (Confirmation from Staff Development will need to be provided before enrolment)
<input type="checkbox"/>	Franchise HE (DMU)
<input type="checkbox"/>	Supported Learning Department (EMSL)
<input type="checkbox"/>	Aged 19 to 24 in receipt of ECHP
<input type="checkbox"/>	Curriculum to manually invoice (CURR) for full-cost courses only
<input type="checkbox"/>	College agreed waiver (COLL)
<input type="checkbox"/>	Other (please state)

## 7 Leicester College Privacy Notice

- ☐ By post
- ☐ By phone (including texts)
- ☐ By email.

## 8 Use of photos

## 9 Student Declaration

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 students withdraw from their course.

If you have applied to the Learner Support fund for a refund of fees paid, please be aware that a refund may only be made if you have no outstanding debt with Leicester College.

Full details regarding the College fees and refund policy can be found on our website [leicestercollege.ac.uk](http://leicestercollege.ac.uk).

I understand that the fee I have been charged is based on the information I have given regarding my age, employment status and previous study history (in particular, the highest qualification I hold).

Student's signature

Date

If this information is later (at any point in the year) found to be incorrect, I will be liable for any further fees which become chargeable. Any course which you enrol on which has a "no fee reduction" listed, may be offered with alternative funding routes by other providers.

### 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 them. 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 Advanced Learner Loan.

Tutor's name (please print)

Tutor's signature

Date

### Advanced Learner Loan Agreement

Students in receipt of an Advanced Learner 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.

I understand that I have enrolled on my course and have applied for an Advanced Learner Loan to pay for my fees. If this loan is not approved after 6 weeks from the start date of my course by the Student Loans Company, I will be liable and invoiced for the full amount of the fees.

Student's signature

Enrolment staff signature

Date

### For Office use only:

Fees (to the nearest pound)	Course 1	Course 2	LSF16-18	LSF19+
Tuition				
Material				
Examination (X)				
Exam Registration (E)				
Residential				
<b>Total Fees Due</b>				

### Payment method:

Cheque <input type="checkbox"/>	Card <input type="checkbox"/>	Cash <input type="checkbox"/>	Instalments <input type="checkbox"/>
Fees taken by	Date: / /		
EBS processed by	Date: / /		
EBS checked by	Date: / /		
Fee Remission Number			
Welfare signature	Date: / /		

## 10 Course Details

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