Additions to Enrolment

Details 2021/22

|  |  |
| --- | --- |
|  | Personal Details |

Person code Click or tap here to enter text.

Title: Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Other Click or tap here to enter text.

Legal Sex: Male [ ]  Female [ ]  Please specify Click or tap here to enter text.

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|  |  |
| --- | --- |
| Surname/family name Legal first name(s)Middle namePrevious SurnameDate of birth  | Click or tap here to enter text. Click or tap here to enter text.Click or tap here to enter text.Click or tap here to enter text.Click or tap to enter a date. |

 |

# Residency and Nationality

1. Are you a British Citizen? Yes [ ]  No [ ]  Passport number (if owned) Click or tap here to enter text.
2. What is your nationality?

Click or tap here to enter text.

If you are an EU/EEA national living in the UK, have you obtained either pre-settled or settled status under the EU settlement scheme? Yes [ ]  No [ ]

1. Have you lived in the EEA or UK or Gibraltar continuously for the last three years? Yes [ ]  No [ ]

**If you have answered ‘No’ to section c date of entry in the UK:** Click or tap to enter a date.

1. Where did you live before coming to the UK? Click or tap here to enter text.
2. Is your immigration status one of the following?

|  |  |  |  |
| --- | --- | --- | --- |
| Refugee |  | Yes [ ]  | No [ ]  |
| Humanitarian Protection |  | Yes [ ]  | No [ ]  |
| Indefinite Leave |  | Yes [ ]  | No [ ]  |
| Exceptional/Discretionary Leave |  | Yes [ ]  | No [ ]  |
| Asylum Seeker |  | Yes [ ]  | No [ ]  |
| Any other type of visa/immigration status |  | Yes [ ]  | No [ ]  |
| If ‘Yes’ what is your vis/immigration status? | Click or tap here to enter text. |

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| Yes [ ]  | No [ ]  |

1. Are you on a student visas?

 If ‘Yes’, when did you start your studies? Click or tap to enter a date.

|  |  |
| --- | --- |
| 3 | Course Details (Office use only) |

Course Code: Click or tap here to enter text. Course Title: Click or tap here to enter text.

Course Code: Click or tap here to enter text. Course Title: Click or tap here to enter text.

|  |  |
| --- | --- |
| 4 | Fees |
| [ ]  Self[ ]  Employer/sponsor[ ]  Self but reclaiming from employer[ ]  Payment concession, see overleaf | [ ]  Student Finance England (HE courses only)[ ]  Advanced Learner Loan[ ]  Parents or family member |
| Please provide details for your employer/sponsor if they are paying your fees. |
|  |
| Name of employer or sponsor | Click or tap here to enter text. |
| Contact name | Click or tap here to enter text. |
| Department | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. | Telephone Click or tap here to enter text. |
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#  5 Employment Status

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

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| **Were you in full-time education or training eg, school leaver?** | **Yes** |[ ]  **No** |[ ]
| **Are you enrolling onto an apprenticeship programme?** | **Yes** |[ ]  **No** | [ ]  |

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| --- | --- | --- | --- |
| [x]  **10****In paid employment (this 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 be entitled to fee remission** |
|  |  |  |
| **Please provide the date that your above employment status started:**Click or tap to enter a date. |  | **Please provide the date that your above unemployed status started:**Click or tap to enter a date. |
|  |  |  |
|  **How many hours are you employed per week?**[ ]  **0 to 10 hours** [ ]  **21 to 30 hours**[ ]  **11 to 20 hours** [ ]  **31 hours or more** |  | **If you are unemployed, is this because of redundancy?**[ ]  **Yes** [ ]  **No** |
|  |  |
|  | **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 –** **take home pay is less than £345(student) a month or £552 (student has a joint benefit claim with partner) a month and in 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.**Click or tap here to enter text. |  | **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.**Click or tap here to enter text. |
| **\*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.

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| --- | --- |
| [ ]  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 2021[ ]  Aged 19 and over earning up to £ 17,374.50 gross annual income, and studying up to and including a level 2 |
| For Office use only |
| Evidence seen [ ]  Signed Click or tap here to enter text. Date Click or tap to enter a date.Benefit Reference number Click or tap here to enter text.  |
| **Eligible for the following fee waivers\*** |[ ]  A member of staff at Leicester College, fees being paid by Staff Development (Confirmation from Staff Development will need to be provided before enrolment) |
|[ ]  Aged 16 to 18 on 31 August 2021 |[ ]  HE Programme (LC-HELC) |
|[ ]  Aged 19 to 23\* on an Entry or level 1 with a first full level 2 entitlement |[ ]  Franchise HE (DMU) |
|[ ]  Aged 19 to 23\* on first full level 2 |[ ]  Aged 19 to 24 in receipt of ECHP |
|[ ]  Aged 19 to 23\* on first full level 3 |[ ]  Curriculum to manually invoice (INVO) For full-cost courses only |
|[ ]  Aged 19 to 23\* proceeding onto next year of the programme (aged 24 and must have had fee remission in year 2020/21) |[ ]  College agreed waiver (COLL) |
|[ ]  Aged 19 and started the study programme in 20120/21 aged 18 |[ ]  NSF – National Skills Fund – level 3 adult offer |
|[ ]  English and maths basic skills qualification for students who do not have a GCSE grade 9 to 4 in English and/or maths |[ ]  Other (please state)  |
|[ ]  Digital Skills entitlement |  | Click or tap here to enter text. |
| \* The age applies on the day you actually start the qualification, not your age at 31 August 2021. The qualification must also be eligible as part of the ESFA legal entitlements offer, this can be confirmed by the College. |

# 7 Privacy Notices

# Education and Skills Funding Agency (ESFA) Privacy Notice

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| The Education and Skills Funding Agency (ESFA) is an executive agency of the Department for Education (DfE). The ESFA:* is accountable for funding for the education and training sector, providing assurance that public funds are properly spent, achieves value for money for the tax payer and delivers the policies and priorities set by the Secretary of State
* regulates academies, further education and sixth-form colleges, and training providers, intervening where there is risk of failure or where there is evidence of mismanagement of public funds
* delivers major projects and operates key services in the education and skills sector, such as the National Careers Service, the National Apprenticeship Service and the Learning Records Service

This privacy notice explains how we use (process) any personal data you give to us, or any that we may collect about you.For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by ESFA. If you would like:* more information about how we process your personal data or your data protection rights
* to make a request about your information – for example to request a copy of your information or to ask for your information to be changed
* to contact our Data Protection Officer

You can contact us in the following ways: using our secure online contact form or in writing to: Emma Wharram, Data Protection Officer, Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD.The kinds of personal data we process about youWhen we ask you for personal data, we will:tell you the reasons we’re asking for itonly ask for the information we need | make sure we don’t keep it for longer than necessaryprotect it and make sure only the appropriate people have access to itlet you know if we’ll share it with other organisationskeep it up to date where necessaryconsider privacy risks when we’re planning to change the way we use or hold ittrain our staff to ensure we use and protect it properlyIn return, we ask you to:give us accurate informationtell us as soon as possible if there are any changesWe may process the following types of personal data about you:your personal contact detailsyour date of birthyour nationality/ethnicityequality, diversity and inclusion informationinformation about your career, workplace, employerdata and information about your learning, including courses and qualifications you are taking or have takenWe may also process images and recordings for the purposes of engaging and communicating with the general public. This is done in accordance with codes of practice and guidelines laid down by the Information Commissioner’s Office.More information about how the DfE handles personal data is published on GOV.UK.How and why we get personal informationWe collect your personal data where the law allows, or we have a legal duty to do so. We may also receive your personal data from third parties, including other government departments. Your personal data is collected to enable us to carry out our functions and the functions of the DfE. |

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| The lawful basis we often rely on for processing your personal data is to perform our public task. We may also rely on the following lawful bases:your consent – where this is relied upon, you can ask to remove your consent at any time. You can do this by using our online contact form.a contractual obligationa legal obligationto protect a person’s vital interestlegitimate interesta) Personal data collected from you directly We may collect information from you:face to face like when you fill in a form or survey at our careers fairs.over the telephone like when you contact our helpdesksin correspondence that you send to us, like emails, letters and social media postsWe may use personal data we collect directly from you to:send you information about our workimprove the services we offer to youoperate our complaints policycontact you for feedback on services we provide to youensure the protection of public fundsprevent and detect fraud.b) Personal data collected from ESFA websites and social media channelsWe may collect and process the following information:details of your visits to our website including the resources that you access, weblogs and other communication datasubscriptions to our mailing listsWe may use personal data we collect from websites and social media channels to:ensure that our website content is presented in the best way for youprovide you with information, products or services that you request from us or which we feel may interest you, where you have given us your consentallow you to participate in interactive features of our service, when you choose to do sonotify you about changes to our website or servicesc) Personal data about learners and apprenticesWe collect personal data about learners fromyou, and third parties, including other government departments/agencies and from organisations funded by ESFA to provide learning. We collect information about you and what you are studying.We collect and process the following information:Enrolment and achievements - this is collected from learning providers following their funding terms and conditions. Learning providers include further education colleges and private training companies where you undertake learning.Individualised Learner Record (ILR) - information about you and what you are studying is collected by the ILR. See the ILR privacy notice for more details.Learning Records Service (LRS) - information about you is used by ESFA to issue you with a Unique Learner Number (ULN), and to create and keep your Personal Learning Record. See the LRS privacy notice for more details.National Careers Service - ESFA encourages participation in further education and learning by providing careers information and advice services. See the National Careers Service privacy notice for more details.Bursary for Vulnerable Group Scheme - uses the information you give to your educational institution (e.g. your college) to decide if you are eligible for a bursary under the scheme eligibility criteria.If you start an apprenticeship - your information is supplied to us by your employer to enable DfE to carry out its functions. We collect information about you and what you are studying. See the Manage Apprenticeship service privacy notice and Apprenticeship website privacy notice for more details.Information is collected from and shared by third parties so ESFA can deliver its obligations to safeguard children and young people.c) Personal data about learners and apprenticesWe collect personal data about learners fromyou, and third parties, including other government departments/agencies and from organisations funded by ESFA to provide learning. We collect information about you and what you are studying. | We collect and process the following information:Enrolment and achievements - this is collected from learning providers following their funding terms and conditions. Learning providers include further education colleges and private training companies where you undertake learning.Individualised Learner Record (ILR) - information about you and what you are studying is collected by the ILR. See the ILR privacy notice for more details.Learning Records Service (LRS) - information about you is used by ESFA to issue you with a Unique Learner Number (ULN), and to create and keep your Personal Learning Record. See the LRS privacy notice for more details.National Careers Service - ESFA encourages participation in further education and learning by providing careers information and advice services. See the National Careers Service privacy notice for more details.Bursary for Vulnerable Group Scheme - uses the information you give to your educational institution (e.g. your college) to decide if you are eligible for a bursary under the scheme eligibility criteria.If you start an apprenticeship - your information is supplied to us by your employer to enable DfE to carry out its functions. We collect information about you and what you are studying. See the Manage Apprenticeship service privacy notice and Apprenticeship website privacy notice for more details.Information is collected from and shared by third parties so ESFA can deliver its obligations to safeguard children and young people.Sharing your personal dataWe share your personal data with other parts of ESFA and DfE, and third parties, including other government departments, agencies, local authorities and organisations, where the lawallows it or we have a legal duty to do this.These organisations can include:an organisation who is working for ESFA/DfE under contractorganisations who provide:administration servicescareers and other guidancestatistics and research about education, training, employment and well-beingorganisations that request information to help prevent and detect crimeWe may share your personal data with other organisations where:learning is funded by another public authority. This information is shared to help those organisations do their work. These include Department for Work and Pensions managing the European Social Fund, and combined authorities in city regions and the Greater London Authority managing devolved adult education budget funding.a further education college or other training provider can no longer deliver your training funded by ESFA. This may be where a training provider has stopped trading. To help you continue learning, ESFA will arrange to securely transfer your information from your last training provider to your next training provider or to ESFA if your learning does not continue straight away. To do this:the ESFA and training providers share data to make sure information held about you and your funded learning is accurate.ESFA and your training provider may need to share your information with another training provider (e.g. to confirm a claim for funding from ESFA) and with an Awarding Organisation (e.g. to confirm what stage your learning has reached).ESFA are notified of an issue regarding safeguarding of children and young people.Other people and organisations may also share personal data with ESFA, for example, when they make a complaint or raise a concern with us. This can include information shared in accordance with the statutory guidance ‘Working together to safeguard children’. This information will be used to investigate complaints and to ensure trusts and academies comply with the regulations (Education (Independent School Standards Regulations 2014) and their Funding Agreement. |

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| How long we will keep your personal dataWe will only keep your personal data for as long as we need it. ESFA has a disposal schedule for personal data based on the needs of the agency and the law. We may need to keep some of your personal data for 66 years for research and producing statistics.We will take necessary steps to keep your information safe. It will then be securely destroyed when it is no longer needed.If you want to know how long we keep your information, please write to ESFA Departmental Records Officer using our secure online contact form.Storing personal data outside the UKWhen ESFA stores personal data outside the UK, we will make sure we comply with the data protection law and take additional steps to keep your personal data safe, which can include additional technical/security arrangements, contractual agreements and data sharing agreements.Your data protection rightsUnder data protection law, you have rights including:Your right of access - You have the right to ask us for copies of your personal information.Your right to rectification - You have the right to ask us to rectify personal information you thinkis inaccurate. You also have the right to ask us to complete information you think is incomplete. | Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.How to complainIf you have any concerns about our use of your personal information, you can make a complaint to the Data Protection Officer at:Ministerial and Public Communications Division Department for EducationPiccadilly Gate. Store Street, Manchester. M1 2WDYou can also complain to the ICO if you are unhappy with how we have used your data by writing to:Information Commissioner’s OfficeWycliffe House. Water Lane. Wilmslow. Cheshire. SK9 5AF |

# 8 Learner Resords Service Privacy Notice

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| 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-notices |

# 9 For Higher Education Students – Office for Students (OFS) Privacy Notice

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| The OfS needs to collect and process personal data about people, including staff and individuals with whom it deals, to operate its daily business, exercise its responsibilities and duties of care as an employer, and to fulfil its statutory functions and duties.In doing so the OfS must comply with Data Protection legislation and give regard to associated guidance and codes of practice. Legislation requires the OfS to protect personal information and to control how it is used in accordance with the legal rights of individuals ('data subjects').The OfS is fully committed to ensuring that personal information is collected and handled fairly, lawfully | and in a transparent manner that also respects the rights of individuals. We recognise that being open and transparent with individuals about how we may use their information is a fundamental part of fulfilling that commitment.As an employer, the OfS undertakes to provide training for staff who handle personal data so that they can act confidently, consistently and in accordance with relevant legislation. To find full details about the data the Office for Students hold and the analysis work they do please go to their website to view their full Privacy Noticeofficeforstudents.org.uk/ofs-privacy/privacy-notice/ |

# 9 Leicester College Privacy Notice

|  |  |
| --- | --- |
| Leicester College will process your data in accordance with the Data Protection Act 2018, please visit leicestercollege.ac.uk for the full Data Protection Policy and privacy notices.We will not share your data with third parties for marketing purposes.What we do with your informationWe collect and use certain details about you to support your study, to provide learning support and to provide and monitor other information about the College.How we use your personal information We take our responsibility for looking after information seriously.We will keep this information about you confidential but in some instances we may need to share your data. We will share the information with government funding agencies (the Education and Skills Funding Agency, the Office for Students, the Student Loans Company) in order to comply with our legal duties. | We may also share the information with social services, the Police, exam boards, other regulatory bodies and national bodies for the purposes of monitoring and research and with host employers in the case of work experience/placements.Your information may also be shared with third parties for education, training, employment and well-being or safeguarding related purposes, including for research.We want to make sure that we keep you up to date with information about courses, events and activities which may be of interest to you while you are studying with us and after you have completed your studies.You can agree to be contacted by us by ticking any of the following boxes:[ ] By post[ ] By phone (including texts) [ ] By email. |

# 10 Use of photos

# Do you give permission for Leicester College and third parties photographing College activities and events to use your photo/image in print and online to promote the College or events? Yes [ ]  No [ ]

# I understand that the information provided in this form is necessary for Leicester College to carry out its role in providing further education and I give my consent to the College processing this data for the purpose of managing my enrolment, the provision of education, training and support, and to comply with the College’s legal obligations.

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| --- | --- | --- | --- |
| Student name | Click or tap here to enter text. | Date | Click or tap to enter a date. |

# 9 Student Declaration

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| --- | --- | --- |
| 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.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).I believe that all the information contained in this Addition form is correct to the best of my knowledge and I accept the Terms and Conditions [ ]  | 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 whichyou 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 learningprogramme 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 LoanTutor’s nameClick or tap here to enter text. | **Advanced Learner Loan Agreement** Students in receipt of an Advanced Learner Loan will become liablefor 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.Students SignatureClick or tap here to enter text.Enrolment staff signatureClick or tap here to enter text. |
| Date Click or tap to enter a date. | Date Click or tap to enter a date. | Date Click or tap to enter a date. |
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| **Fees** (to the nearest pound) | **Course 1** | **Course 2** | **LSF16-18** | **LSF19+** |
| Tuition |  |  |  |  |
| Material |  |  |  |  |
| Examination (X) |  |  |  |  |
| Exam Registration (E) |  |  |  |  |
| Residential |  |  |  |  |
| **Total Fees Due** |  |  |  |  |

For Office use only: |

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| --- | --- |
| Fees taken by | Date:Click or tap to enter a date. |
| EBS processed by | Date: Click or tap to enter a date. |
| EBS checked by | Date:Click or tap to enter a date. |
| Fee Remission Number |
| Welfare signature | Date: Click or tap to enter a date. |

Payment methodCheque [ ]  Card [ ]  Cash [ ]  Instalments [ ]  |