



Learner Responsive and Full-Cost Enrolment & Learning Agreement 2017/18

Your enrolment is confirmed when this box is received.
RECEIPT

STUDENT CODE

ENTERED

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

Section 1: Personal Details

Please complete this form in BLOCK CAPITALS. The form should be completed FULLY and then SIGNED ON THE FINAL PAGE. Please note fields marked with * are mandatory fields and must be completed.

*Date of Birth Female Male

*National Insurance No.

*Title *First Name(s)

*Family Name/Surname

*Address

*Postcode

*Telephone (home)

*Telephone (mobile)

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)

Residence

*1. Have you been a resident in the UK/EEA for the last 3 years? (you MUST tick a box): - If not, or you have declared a Nationality other than British, we may need to see your original passport/visa prior to enrolment. Yes No

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

3. Are there any immigration restrictions on how long you can stay in the UK? Yes No

4. Was your main purpose for entering the UK/EEA 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.

Please tick which of the following statements apply (one or more may apply):

No member of the household in which I live (including myself) is employed

The household that I live in includes only one adult (aged 18 or over)

There are one or more dependent children (aged 0-17 years or 18-24 years if full-time or inactive) in the household

None of these statements apply Or I confirm that I wish to withhold this information

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

Please tick one box

Participation is voluntary and information supplied will be used only for statistical purposes and will be treated as confidential. Please tick box to which you think you belong.

<input type="checkbox"/> White	<input type="checkbox"/> Mixed/Multiple Ethnic Group	<input type="checkbox"/> Asian/Asian British	<input type="checkbox"/> Black/African/Caribbean/Black British	<input type="checkbox"/> 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

Please complete

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

Visual impairment Hearing impairment Disability affecting mobility Profound complex disabilities

Social and emotional difficulties Mental health difficulty Moderate learning difficulty Severe learning difficulty Dyslexia

Dyscalculia Autism spectrum disorder Asperger's syndrome Temporary disability after illness (for example post-viral) or accident Speech, language and communication

Other physical disability Other specific learning difficulty (e.g. Dyspraxia) please state:

Other medical condition (for example epilepsy, asthma, diabetes) please state: Other learning difficulty Other disability 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

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"/> Level 1 (GNVQ, NVQ, 1 AS Level, GCSE grades D - E)	<input type="checkbox"/> Full Level 2 (NVQ, 2/3 AS Levels, BTEC 1st Diploma, 5 GCSE grades A* - C)	<input type="checkbox"/> Full Level 3 (NVQ, 2 x A Levels, 4 or more AS Levels, BTEC National Diploma)	<input type="checkbox"/> Level 7 & above (QCF Level 7 or 8, Doctorates, Masters Degrees, postgrad certs and diplomas)
<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 (QCF Level 6, Bachelor's Degrees, graduate certs and diplomas)	

Section 5: Employment Status

Please complete

Are 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)

Not known

EMPLOYED:

Employed (i.e more than 20 hours per week)

Employed (16-19 hours per week)

Employed (less than 16 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 Employment and Support Allowance - Work Related Activity Group (ESA WRAG)

Learner is in receipt of another state benefit other than JSA, Universal Credit or ESA (WRAG)

Learner is in receipt of Universal Credit

LENGTH OF TIME UNEMPLOYED OR RETIRED:

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

Course Title:

Course Code:

Learning Aim Ref:

Fee:

Venue:

Day:

Start Date:

End Date:

Course Title:

Course Code:

Learning Aim Ref:

Fee:

Venue:

Day:

Start Date:

End Date:

Course Title:

Course Code:

Learning Aim Ref:

Fee:

Venue:

Day:

Start Date:

End Date:

Course Title:

Course Code:

Learning Aim Ref:

Fee:

Venue:

Day:

Start Date:

End Date:

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

Please Note: your place on the course is not 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 either, Cheque (made payable to South Gloucestershire & Stroud College), Cash (only in person at one of our campuses at the addresses shown at the end of this form) or by Credit/Debit Card either in person at one of our campuses or over the telephone.

- I am being sponsored to study this qualification. Please ensure you complete Section 7
- I intend to pay using an Advanced Learner Loan and I have read and understood the College and Student Loan Company terms and conditions. I understand I am liable for the course fees until my loan is approved.

In certain circumstances fees may be waived. Please tick one of the boxes below if you feel you meet one of these categories:

- I am NOT paying tuition fees because I am under 19 on the first day of learning. NB: other fees will be payable
- I am NOT paying fees for a full Level 2 qualification defined within the ESFA legal entitlement because I am aged between 19 & 23 on the first day of learning and I DO NOT already hold a full Level 2 qualification. You will need to complete a Level 2 Entitlement Declaration Form
- I am NOT paying fees for a full Level 3 qualification defined within the ESFA legal entitlement because I am aged between 19 & 23 on the first day of learning and I DO NOT already hold a full Level 3 qualification. You will need to complete a Level 3 Entitlement Declaration Form
- I am NOT paying fees because I am in receipt of one of the following and wish to enrol on a qualification that is eligible for ESFA fee remission. NB: you must be able to provide evidence of your claim (dated within the last 3 months) along with your National Insurance Number at the time of enrolment
- Job Seekers Allowance (JSA) including National Insurance credits only
- Employment Support Allowance (ESA) and are in the work related activity group (WRAG)
- Universal Credit and earn less than £330 a month and are determined by Job Centre Plus (JCP) as being in the all work-related requirement groups, work preparation group or work-focussed interview group.

OR

I am unemployed and in receipt of other state benefits, earn less than £330 a month and want to use the course(s)
I am enrolling on to help me gain employment

Your attention is drawn to the Refunds & Cancellations policy at the end of this enrolment form

Section 9: Declaration

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 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 and I declare that I am not enrolled at any other educational institution. 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.

Privacy Notice 2017/18

How We Use Your Personal Information

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). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of the Data Protection Act 1998, the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR).

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with the Data Protection Act 1998.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Please tick boxes below if you want to be contacted:

About courses or learning opportunities.

For surveys and research.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at:

<https://www.gov.uk/government/publications/esfa-privacy-notice>

Data Protection Act 1998

The College abides by the Data Protection Act 1998. The personal information you have provided will be providing educational and related services. The information may be disclosed to specific third parties such as the Learning Partnership West and examination boards if relevant.

SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE
LEARNER IT CODE OF CONDUCT 2017 – 2018

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.

Refunds and Cancellations: Once a student enrolls onto or starts a course and 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.

Photography / Video Opt Out Service SGS College - Photography / Videoing of Learners

On occasion SGS College will take photographs / videos of learners to positively showcase the skills they are learning and highlight academic achievements; these will potentially be posted on our official social media channels and in College promotional materials.

If you do not wish to be photographed / videoed during the academic year, please use the link below to submit your student details and opt out.

<http://bookings.sgscol.ac.uk/publicityoptout>

Please note we never distribute or sell any photograph / video to a third-party or to make a profit

Please tick if you do not want to be contacted by:

Telephone
 Email
 Post
 SMS

Please note, aside from this, if there is an issue with your enrolment, payment or the course running, the College may need to contact you

Signed (Learner) Date

Signed (Learning Provider) Date



How did you find out about the course?

Facebook	<input type="checkbox"/>	Radio KISS FM	<input type="checkbox"/>	Careers Event	<input type="checkbox"/>
Twitter	<input type="checkbox"/>	Radio HEART FM	<input type="checkbox"/>	SGS College Open Event	<input type="checkbox"/>
SGS College Website	<input type="checkbox"/>	Newspaper Advert	<input type="checkbox"/>	Direct Mail Flyer	<input type="checkbox"/>
Other Website	<input type="checkbox"/>	Billboard Poster	<input type="checkbox"/>	Prospectus	<input type="checkbox"/>
SGS Electronic Newsletter	<input type="checkbox"/>	Text Message	<input type="checkbox"/>	Word of Mouth	<input type="checkbox"/>

How easily did you find the information you were seeking?

Easily	<input type="checkbox"/>	It took a little bit of effort	<input type="checkbox"/>	It was difficult	<input type="checkbox"/>
--------	--------------------------	--------------------------------	--------------------------	------------------	--------------------------

How could we help make information easier for you to find in future?

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