

# Enrolment / Learning Agreement form 2009-2010

If your course does not require an interview and you are paying by debit or credit card, you can enrol over the phone by calling our Direct Enrolment line on: 01225 35 00 35



1 Personal details	
Title: Mr/Mrs/Miss/Ms/other (delete as applicable)	
Surname _____	
Previous surname (if applicable) _____	
Forenames _____	
Date of birth dd mm yy	
Permanent address _____ _____ _____	
Postcode _____	
Term address (if different from above) _____ _____ _____	
Postcode _____	
Are you resident in the College's Halls of Residence? <b>Yes/No</b>	
Daytime telephone _____	
Evening telephone _____	
Mobile phone _____	
Email address _____	
Preferred method of contact: day/evening/mobile phone/email	
<b>Residency</b>	Home <input type="checkbox"/> Overseas <input type="checkbox"/>
Nationality _____	
Country of permanent residence _____	
1. Have you been resident in the UK or the European Economic Area for the last three years? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered 'No' to 1 please answer the following two supplementary questions:	
A. When did you arrive in the UK/European Economic Area? _____	
B. Are there any immigration restrictions on how long you can stay in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No	
The European Economic Area consists of all members of the EU and Iceland, Liechtenstein, Switzerland and Norway	

2 Ethnic Origin	
We are committed to providing equal opportunities to all. To help us check that we are achieving this, please tick the appropriate box:	
Asian or Asian British:	Mixed:
Bangladeshi <input type="checkbox"/> 11	White and Asian <input type="checkbox"/> 19
Indian <input type="checkbox"/> 12	White and Black African <input type="checkbox"/> 20
Pakistani <input type="checkbox"/> 13	White and Black Caribbean <input type="checkbox"/> 21
other Asian background <input type="checkbox"/> 14	other Mixed background <input type="checkbox"/> 22
Black or Black British:	White:
African <input type="checkbox"/> 15	British <input type="checkbox"/> 23
Caribbean <input type="checkbox"/> 16	Irish <input type="checkbox"/> 24
other Black background <input type="checkbox"/> 17	other White background <input type="checkbox"/> 25
Chinese <input type="checkbox"/> 18	any other <input type="checkbox"/> 98

3 Special Support Assistance	
I have a visual impairment	<input type="checkbox"/> 01
I have a hearing impairment	<input type="checkbox"/> 02
I have a disability affecting mobility	<input type="checkbox"/> 03
I have an unseen disability (diabetes, asthma, epilepsy)	<input type="checkbox"/> 05
I have a mental health difficulty	<input type="checkbox"/> 07
I have aspergers syndrome	<input type="checkbox"/> 10
I have no disability	<input type="checkbox"/> 98
I have moderate learning difficulty (may need help with reading or writing)	<input type="checkbox"/> 01
I have a severe learning difficulty	<input type="checkbox"/> 02
I have dyslexia	<input type="checkbox"/> 10
I have dyscalculia	<input type="checkbox"/> 11
I have autism spectrum disorder	<input type="checkbox"/> 20
I have no learning difficulties	<input type="checkbox"/> 98
I wish to discuss my needs before the start of the course (if you tick this box you will be contacted by Additional Learning Support)	<input type="checkbox"/>

Please complete your course details below

4 Course for which you are enrolling					Office use only									
Course codes	Course title (s)	start date	waiver code	expected end date	glh 09/10	glh total	total fee							
					Initials				Date					
Student reference number														
					ULN									

**5 Payment information please complete either 5a or 5b****5a I am paying by:**

- Cheque in person or by post made payable to **Wiltshire College**
- Cash only if enrolling in person
- Credit / debit card only if enrolling in person or by phone
- Instalment application only if enrolling in person

**Now please go to section 7****5b I do not have to pay tuition fees now because:**

(please tick any boxes that apply and sign if claiming Level 2 or Level 3 entitlement)

- I am studying a vocational course and aged 16, 17 or 18 on 31 August 2009 (or the previous year if continuing on the same course) and I am not an Apprentice or on any other funded scheme.

**Now please go to section 7**

- I am undertaking an apprenticeship programme (eg JTL/CSkills etc)

**Now please go to section 6**

- I am in receipt of one of the following income based benefits and I understand I have to pay a £20 administration fee per course for vocational courses or 50% of the published fee for leisure courses. Please attach proof of one of the following to this enrolment form. \* For Jobseekers' Allowance or ESA please complete the benefit form in the Directory

\*Jobseekers' Allowance (income or contribution based)

Income Support                      Working Tax Credit (income limit £15,276)

Housing Benefit                      Council Tax benefit

Pensions Credit (guarantee credit only)

\*Employment and Support Allowance (income related only)

**Now please go to section 7**

- I am claiming Level 2 entitlement 19+ students only I confirm that all the information on this form is correct and I declare that I do not already have a full Level 2 qualification or above. 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.

I understand I have to pay a £20 administration fee per course

Signed (Learner)                      Date

Signed (Learning Provider)                      Date

**Now please go to section 7**

- I am claiming Level 3 entitlement 19-25 years only I confirm that all the information on this form is correct and I declare that I do not already have a full Level 3 qualification or above. 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. I understand I have to pay a £20 administration fee per course.

Signed (Learner)                      Date

Signed (Learning Provider)                      Date

**Now please go to section 7**

- My employer is funding my course

**Now please go to section 6**

- I am undertaking a Train to Gain course

**Now please go to section 6**

- Some of my assessment will take place outside the College

**Now please go to section 6****6 Employer/Placement details: Where you are undertaking some or all work-based elements of your course**

Your National Insurance number:

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Your age at start of course:

The date you will start your course:

*Your company/organisation details:*

Name:

Address:

Postcode:

Your employer's telephone number:

Your employer's contact name:

Number of employees:

Are you?:

Employed  Voluntary  Self employed 

Your employment status on day prior to learning:

- 01 I am employed
- 03 I am on the caseload of a personal adviser, but not E2E
- 04 I am on New Deal Gateway
- 05 I am continuing on NVQ learning
- 06 I am an apprentice or on an employer based programme
- 07 I am not in employment, training or education
- 97 None of the above *please specify*

Your employment status on the first day of learning:

- 01 I am employed
- 02 I am not employed
- 98 Not known/not provided

Your length of unemployment prior to learning if applicable:

- 01 less than 6 months
- 02 6-11 months
- 03 12-23 months
- 04 24-35 months
- 05 over 36 months
- 98 not known/not provided
- 99 not unemployed

Payment of tuition fees by employers:

If your employer is accepting responsibility for the fees, then please attach the completed and signed Employer's Undertaking form (available in the part time Directory or at [www.wiltshire.ac.uk](http://www.wiltshire.ac.uk)). Your employer will then be invoiced.

**Now please go to section 7**



## 10 Your signature

Your signature (or if appropriate, that of your guardian or authorised representative)

date

If your course requires an interview, your tutor will need to sign below:

### Tutor's signature

**Full time courses**  The student has met the academic entry requirements for this course  
 Exceptional circumstances apply

### Part time courses where interview required

Interview symbol  If enrolling on a course for which a discussion with a tutor is necessary, the tutor must be sign below to indicate that this has taken place. The place is still subject to availability

Train to Gain  Broker referred

Tutor's name

Tutor's signature

Date

If enrolling by post, please send the completed form to:

**Enrolment Office  
Wiltshire College Trowbridge  
College Road  
Trowbridge  
BA14 0ES**



### Notification by text

If you do not want Wiltshire College to contact you by text, tick the box.  
(Please make sure you have entered your mobile phone number on the front page of the form)

Admin use

Initials

Date