

# FE Enrolment Form 2020/2021 v2



**COMPLETE THIS FORM and send to [ahed@psc.ac.uk](mailto:ahed@psc.ac.uk)**

## Section 1: Personal Information

**Personal Details (As they appear on your passport, birth certificate, driver's licence or other official ID):**

Title:  Surname:  Other names:

Any previous official Surnames or names changed by Deed Poll?

Date of Birth:  /  /  Gender:  M / F National Insurance Number:

Address:

Postcode:

Tel No:  Mobile:

Email Address:

Name of Previous School

Emergency Contact Name:  Emergency Contact Number:

Please specify how best for us to contact you (please tick): Post  Email  Phone

## Section 2: Under 19s ONLY (Under 19 on 31 August in the academic year that you are enrolling in) The College may need to contact this person(s) regarding your programme of study

**Please complete this section about who has parental responsibility for you (this is a legal requirement):**

Name of Parent(s) / Guardian(s) with Parental Responsibility:

**First contact (1):**

1.	
Relationship to yourself (Mother/Father/Stepmum/Guardian, etc):	
1.	
Address (if different to yours):	
1.	
<input type="text"/>	
<input type="text"/>	
Tel No:	Mobile No:
1.	1.
Email Address:	
1.	

**Second contact (2):**

2.	
Relationship to yourself (Mother/Father/Stepmum/Guardian, etc):	
2.	
Address (if different to yours):	
2.	
<input type="text"/>	
<input type="text"/>	
Tel No:	Mobile No:
2.	2.
Email Address:	
2.	

## Section 3: Residency

Have you lived in this country for 3 years prior to your course starting? Yes / No I have lived here  Years,  Months

If No, please state country:

Please state the date of entry to the UK/EEA:

*If you have lived outside of the UK/EEA for the past 3 years of more, please answer the following:*

As we are currently unable to take International Students please answer the following so that we comply with Regulations:

Do you currently have a visa to enter the UK?  Yes / No

If YES, enter type, expiry date and Visa number:

Have you been granted Indefinite Leave to Remain? If YES, enter date:

**If you have a Visa, you will need to show this to Registry on enrolment**

**PTO**

Please select an option from the list below which best describes your <b>ethnic origin:</b>	
<b>White</b> English/Welsh/Scottish/Northern Irish British: <input type="checkbox"/> Irish: <input type="checkbox"/> Gypsy or Irish Traveller: <input type="checkbox"/> Any other White background: <input type="checkbox"/>	<b>Asian / Asian British</b> Indian: <input type="checkbox"/> Pakistani: <input type="checkbox"/> Bangladeshi: <input type="checkbox"/> Chinese: <input type="checkbox"/> Any other Asian background: <input type="checkbox"/>
<b>Mixed / Multiple ethnic groups</b> White & Black Caribbean: <input type="checkbox"/> White & Black African: <input type="checkbox"/> White & Asian: <input type="checkbox"/> Any other mixed / multiple ethnic background: <input type="checkbox"/>	<b>Black / African / Caribbean / Black British</b> African: <input type="checkbox"/> Caribbean: <input type="checkbox"/> Any other Black / African / Caribbean background: <input type="checkbox"/>
<b>Other ethnic group</b> Arab: <input type="checkbox"/> Any other ethnic group: <input type="checkbox"/>	<b>Not known / Not provided:</b> <input type="checkbox"/>

## Section 4: Study Support

The College encourages you to disclose any disability/medical condition, which could disadvantage your ability to study. All offers are made on academic grounds only and the information you supply will enable us to establish your support needs:

Do you have or have you ever had a Statement of Educational Need or an EHCP (Educational Health & Care Plan)?	*Yes / No
*If "Yes", please contact your Local Authority for the correct process to be followed	
<b>Failure to follow the correct procedure or to disclose this information, may deem any subsequent enrolment with us void as we may not be able to comply with all the stipulations of the Plan</b>	

Do you have a disability or learning difficulty? (including such things as dyslexia, etc)	Yes / No
If "Yes", what is your <b>primary</b> disability or learning difficulty? <input style="width: 100%;" type="text"/>	

Please also state any other disability or learning difficulties: <input style="width: 100%;" type="text"/>
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Did you receive additional help at school or college and/or have extra time in exams, use a word processor or scribe?	Yes / No
<b>If you had exam arrangements at school or college, please bring the relevant supporting evidence with you to interview, so that any necessary arrangements can be put in place here in plenty of time!</b>	

Do you have a physical or sensory disability? (visual/hearing impaired)	Yes / No
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Do you have a medical or mental health condition?	Yes / No
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<b>If you have answered YES to any of the questions above or if you have not previously but would still like to disclose any disability/medical condition which could disadvantage your ability to study, please give further information below OR if you wish to discuss this, please contact Adult Study Support either on 01962 889537 or via <a href="mailto:melinda.cripps@psc.ac.uk">melinda.cripps@psc.ac.uk</a></b>

## Section 5: Qualifications

**Existing qualifications:** Please enter the **number** of all the qualifications you have achieved:

No qualification:	<input type="text"/>	Certificate of Higher Education (1 <sup>st</sup> year of degree course):	<input type="text"/>
Functional Skills Entry Level:	<input type="text"/>	Foundation Degree Level 5 (2 <sup>nd</sup> year of degree course):	<input type="text"/>
GCSEs at D-G:	<input type="text"/>	HND:	<input type="text"/>
GCSEs at A*-C, 1 A level, BTEC First Dip:	<input type="text"/>	Diploma in Higher Education:	<input type="text"/>
AS Level:	<input type="text"/>	First Degree Level 6:	<input type="text"/>
BTEC First Dip:	<input type="text"/>	PGCE:	<input type="text"/>
A Level:	<input type="text"/>	Masters Level 7:	<input type="text"/>
BTEC National Certificate:	<input type="text"/>	Doctorate Level 8:	<input type="text"/>
NVQ Level 3:	<input type="text"/>	Any other qualifications ( <i>please state level</i> ):	<input type="text"/>
BTEC National Diploma:	<input type="text"/>		<input type="text"/>
NVQ Level 4:	<input type="text"/>		<input type="text"/>

Do you have 5 GCSEs or more at A\*-C / 4-9, 1 A Level or a BTEC First Dip? This equates to a FULL Level 2  Yes / No

**Please Note:** If you are 19-23 and applying for a Level 2 course, it **must** be a Full Level 2 course if you have not already achieved your first Full Level 2 in order to obtain your course Free of Charge

Do you have 2 or more A Levels, 4 or more AS Levels or a BTEC Nat Cert/Dip? This equates to a FULL Level 3  Yes / No

*Please note that there may be other combinations of qualifications that may equate to a FULL Level 2 or FULL Level 3*

Please confirm whether or not you have achieved a grade C / 4 or above in GCSE Maths and English:

Maths grade:  English grade:  *Please state both grades you have achieved*

Would you like to receive information on how to obtain help with your Maths and/or English skills?  Yes / No

If you are aged under 19 on 31 August of the academic year you are enrolling in and you do not already have a grade C / 4 in English and/or Maths, you agree to attend the relevant level class of Maths and/or English alongside your course, even if classes are on a separate day to your course. This is a Government condition of funding.  Yes / No

Proof of qualification seen (*Tutor Signature*):  Date:  /  /

## Section 6: Course you are enrolling on:

Course Code	Course Title & Level (req. for mixed classes)	Entry Year / Level	Day	Time	Student Start Date	Student End Date	Fee	Other Fee
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I accept this student onto this course or courses (*Tutor Signature*):  Date:  /  /

**You may be required to attend extra-curricular activities in connection with your course to achieve your qualification. These activities may be held on different days and times to the normal class timetable, eg, preparation for student Hair Show, Beauty Events, Trips, etc**

## Section 7: Achievement and attendance at alternative providers

Have you previously achieved the qualification(s) for the course(s) you are enrolling on?  Yes / No (*please delete as appropriate*)

If Yes, please provide details of the course and where you achieved it:

Are you or do you intend to study any course at another Educational Establishment?  Yes / No (*please delete as appropriate*)

If Yes, please provide details:

I accept this student onto this course or courses (*Tutor Signature*):  Date:  /  /

**PTO**

## Section 8: Funding, Employment Details & Household Situation

### Funding (NB Fees & Funding may be subject to change according to Government regulations)

Who will be responsible for paying for your tuition fees? *Please provide details of how you intend to pay your tuition fees:*

- Are you under 19 on 31 August in the academic year you are enrolling in and enrolling onto an ESFA (qualification) funded course?  Yes / No

(If Yes, your tuition fees will be free. Please go to **Employment Details** section.

If No, please complete the details below)

You may not have to pay any tuition fees if you are

- 19-23 on 31 August in the academic year you are enrolling in, and entitled to Legal Entitlement Level 2 or 3, for your eligible ESFA funded course?  Yes / No

5 GCSEs or more at A\*-C / 4-9, 1 A Level or a BTEC First Dip equate to a FULL Level 2 OR } There may be other combinations that may  
2 or more A Levels, 4 or more AS Levels or a BTEC Nat Cert/Dip equate to a FULL Level 3 } equate to a Full Level 2 or Full Level 3

(If Yes, your tuition fees may be free. Please go to **Employment Details** section.

If No, please complete the **Who/How** details below)

- For GCSE English, have you already achieved a grade C / 4 or above?  Yes / No

If Yes, you will need to pay the course fee – please complete the **Who/How** details below.

If No, the course may be free and no payment required – please go to **Employment Details** section.

- For GCSE Maths, have you already achieved a grade C / 4 or above?  Yes / No

If Yes, you will need to pay the course fee - please complete the **Who/How** details below.

If No, the course may be free and no payment required – please go to **Employment Details** section.

- If you are not eligible for Fee Remission, please indicate how you will pay your fees:

**Who:** Self-funded:  Yes / No  If Yes, please tick: Pay in Full  Instalment Plan  Adv Learner Loan

**Employer:**  Yes / No  If Employer, please provide a contact name & telephone number:

**Contact Name & Title:**  **Employer:**  **Contact Number:**

**How:** Pay in full:  Student Loan:  Instalment Plan (only available to students paying their own fees):

### Employment Details

The following information is now required in order for the College to obtain funding for your chosen course:

In paid employment?  Yes / No  If Yes, is this self-employment?  Yes / No

If in employment, please state the number of hours you work per week:

Looking for work?  Yes / No  Available to start work?  Yes / No

Length of time since last in paid employment (months):

Type of benefit in receipt of (if appropriate):

#### These questions additionally for Apprenticeships Only:

Please state how many months you have been with your employer:  months

Please indicate if you believe you may be eligible for a care leavers bursary  Yes / No

If "Yes", someone from the College will contact you regarding this

Head of Curriculum to state how many "off-the-job-training" hours:  Signed:

## Section 8: Funding, Employment Details & Household Situation continued ...

### Household Situation

The following information is now required in order for the College to obtain funding for your chosen course

**Not required if you are aged Under 19 on 31 August in the academic year you are enrolling in**

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

- No household member is in employment and the household includes one or more dependent children aged 0-17 or full time students aged 18-24 years:
- No household member is in employment and the household does not include any dependent children:
- Learner lives in a single adult household with dependent children aged 0-17 or full time students aged 18-24 years:
- None of these statements apply:

OR

- I confirm that I wish to withhold this information:

## Section 9: Payment

### Payment Options & Discounts

**YOUR ACCEPTANCE OF OFFER AND ENROLMENT CANNOT BE CONFIRMED OR FINALISED UNTIL A PAYMENT METHOD IS IN PLACE**

- For credit or debit card payment please contact Registry on 01962 889547
- Cheque payments should be made payable to 'Peter Symonds College'
- If your course costs more than £100 and longer than 12 weeks, you may be able to pay your course fees by instalments. Please contact Registry on 01962 889547 for an Instalment Plan to be sent to you for completion and return with your initial payment and subsequent method of payment. A £25 admin fee will apply
- Organisations may be invoiced where an Employer Invoice Authorisation form or Purchase Order is provided stating the name of the student, course to be studied and maximum amount of the charge.  
(Please note on this form if you would like an Employer Invoice Authorisation form to be sent or emailed to you by Registry)
- If you are intending to pay by Advanced Learner Loan and have started your application, please supply the following information:

Customer Reference Number:

*Please be aware that if you are aged 19-23 entitled to Legal Entitlement 3 (LE3) [see 2<sup>nd</sup> box, page 4, Section 8] but have chosen to take an Advanced Learner Loan instead of exercising your right to use LE3, you may give up the right to use your Legal Entitlement in future, if still applicable*

**Please Note:** If your loan is not finalised within 4 weeks of the course start date, you need to keep the Student Support team (via AHED Reception) up to date. You may need to set up an Instalment Plan until loan approval. Once your loan is approved, and loan payments to the College have commenced, we will refund any relevant tuition fees minus £25 admin fee (to set up Instalment Plan).

If your loan application is unsuccessful you will need to arrange to pay your course fees including any exam/ registration fee as soon as possible either in full or by instalments.

- **If you subsequently withdraw or are withdrawn from your course you will become personally liable for any fees outstanding for the remainder of the course.**
- **If you are undertaking a two year Access to HE course but do not return for the second year, the Advanced Learner Loan will NOT cover all of your first year fees and there will be a shortfall which you will need to pay yourself.**
- **If you transfer in the first year from a full time course to a part time course and subsequently fail to attend and withdraw within two months of transfer, you will be charged the full time course fees.**

**You will need to pay the outstanding balance within 7 days of your withdrawal. If this is not possible, please speak to the Business Manager on 01962 889542 to make alternative arrangements.**

**PTO**

## Section 9: Payment continued ...

### STUDENTS SEEKING FEE REMISSION

Please Note: *Completion of this section does NOT guarantee fee remission (other criteria may apply)*

*Fees & Funding may be subject to change according to Government regulations*

For possible fee remission, please supply your National Insurance Number:

I declare that I am aged 19 to 23 on 31 August in the academic year I am enrolling in:

Yes / No

I declare that I am aged 24 or over on 31 August in the academic year I am enrolling in:

Yes / No

### EITHER

I declare that

- I am unemployed

Yes / No

**AND** in receipt of one of the following state benefits:

- JobSeekers Allowance (JSA) including National Insurance Credits only
- Employment & Support Allowance (ESA)
- Universal Credit (UC)

Yes / No

**AND**

- my take-home pay is less than (disregarding benefits) £338 a month (individual claim) or £541 a month (joint benefit claim with your partner)

Yes / No

### OR

I declare that

- I am unemployed or on a low income (see below)

Yes / No

**AND** in receipt of one of the following state benefits:

- Housing Benefit
- Income Support

Yes / No

**AND**

- my take-home pay is less than (disregarding benefits) £338 a month (individual claim) or £541 a month (joint benefit claim with your partner)

Yes / No

**AND**

- agreed with the College that you want to be employed and need training directly relevant to your employment prospects or to progress into more sustainable employment dependent on local labour market needs

Yes / No

**OR** if enrolling on a Level 2 course

I declare that

- I am eligible for the Subsidised Fee
- I earn less than £17,004.00 gross annual salary

Yes / No

Yes / No

*Registry will contact you for evidence of your income (for at least the last 3 months) and benefits dated within a month of the course start date if you enrol before that time*

### Students enrolling on Biology GCSE

The Government may fund the course fees of this programme of study (Biology GCSE) providing you can declare "Yes" against each of the following:

I declare that I am aged 19 to 23 on 31 August in the academic year I am enrolling in:

Yes / No

This GCSE will give me a total of 5 GCSEs or equivalent:

Yes / No

## Section 10: Declaration of Criminal Record

### IMPORTANT

In an effort to help the College reduce the risk of harm or injury to their staff and students caused by the criminal behaviour of other students we must know about any criminal convictions you have.

#### Criminal Conviction Declaration:

Have you ever been convicted of a criminal offence?  Yes /  No (You do not need to disclose speeding tickets)

If you have responded YES to this question, you will be sent a declaration to complete and sign disclosing your conviction; please note this information will be kept confidential.

## Section 11: Marketing/Contact

How did you hear about this course?  Previous learner:  Facebook:  College webpage   
Internet search:  Newspaper:  Word of Mouth:  Library:  Other:

**Contact Options:** Tick the box if you **DO NOT** wish to be contacted about courses or learning opportunities  and/or:

Surveys and research  And prefer not to be contacted by: Post  Telephone  Email

### How we use your Personal Information

This information will be maintained in computerised and manual systems for administrative purposes including analysis for management requirements and statutory returns, subject to the General Data Protection Regulation (GDPR) 2018. The College takes great care as to how it collects, stores and uses your personal data. Please refer to the staff/student privacy notice for further information available on our webpage via [www.psc.ac.uk/ahed](http://www.psc.ac.uk/ahed)

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 course may be co-financed by the European Social Fund (ESF). The ESF aims to improve employment opportunities in the European Union (EU). It supports Member States' employment and skills policies and contributes to the Europe 2020 strategy for jobs and growth. 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.

You may **opt out of being contacted** by ticking the relevant boxes in **Section 11. Marketing/Contact** above.

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>

**PTO**



## Section 12: Student Declaration

I understand that fees and funding may be subject to change dependent upon Government regulations

I accept that if I withdraw from my programme I will remain liable for the FULL course fees including Registration fee, materials, etc.

I understand the Handbook and Policies & Procedures can be accessed via the website <https://ahed.psc.ac.uk> under "Student Zone".

I agree to abide by the rules and regulations of the College and I confirm that I am aware of the College fees and charging policy.

I agree to Peter Symonds College processing the personal data collected about me concerning and directly related to my attendance at this College and any other appropriate data that the College may obtain from me or others whilst I am a student in the College. I agree to the processing of such data for any purposes connected with my studies, the administration of the College, health and safety or for any other legitimate reason.

I consent to the storage of this data by Peter Symonds College under the provision of the General Data Protection Regulation (GDPR) 2018.

I agree to provide any relevant documentation requested to evidence the responses I have made within this Enrolment Form.

I confirm that the information given on this form is true, complete and accurate. No information requested or other materials have been omitted. I understand that if I have declared false information, the College may take action against me to reclaim the tuition fees and any support costs provided.

I understand that the College reserves the right to refuse admission to me if I

- currently have outstanding fees from a previous academic year/enrolment;
- am unable to demonstrate that I hold the minimum entry requirements;
- am seeking to undertake a programme where there is no realistic chance of success;
- have a criminal conviction which bars me from certain areas of work and therefore some courses will not be available to me.

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Registry staff processed by: \_\_\_\_\_

Date: \_\_\_\_\_

**Completed Enrolment Form and Payment should be returned to:**

**Registry, Peter Symonds College, Adult & Higher Education Division, Stoney Lane, Weeke, Winchester SO22 6DR**