

Please complete this form in **BLOCK CAPITALS** with a ballpoint pen. If you have any difficulties in completing the form or would like a large print version please contact Student Services (01793) 498106 Please return to: Student Services, North Star Avenue, Swindon, SN2 1DY.

**1. I would like to enrol on:** Please use course title and code shown in the course guide.

Course Title	Course Code	Day	Fee in the Course Guide

Official use only				
Planned Start Date	Planned End Date	Waiver	Planned Learning Hrs	Planned EEP Hrs

## 2. About Yourself

**Have you previously enrolled on a course at Swindon College?** Yes  No

ID Number: \_\_\_\_\_

Unique Learner Number: \_\_\_\_\_

Title (Mr/Mrs/Miss/Ms/Dr): \_\_\_\_\_

Gender: Male  Female

Surname: \_\_\_\_\_

Forename(s): \_\_\_\_\_

Home Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Years at Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Nationality: \_\_\_\_\_

Home contact number: \_\_\_\_\_

Work contact number: \_\_\_\_\_

Mobile contact number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Are you currently enrolled at another educational institution?**

Yes  No  If yes, please specify the educational institution:

**Have you been in full time education or training prior to this enrolment?** Yes  No

Do you have any unspent criminal convictions? Yes  No

If yes, please specify below:

ID verification type

Official use only

### Household situation - For 19+ Learners only

**Please tick the appropriate boxes:**

HHS1 - No household member is in employment and the household includes one or more dependent children

HHS2 - No household member is in employment and the household does not include any dependent children

HHS3 - Learner lives in a single adult household with dependent children

Prefer not to say

None of the above applies

## 4. First and Second Emergency Contact Details

1. Name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Relationship: \_\_\_\_\_

## 5. Employment/Unemployment Status

**National Insurance Number:** \_\_\_\_\_

(Please tick all relevant boxes)

**Not in Paid Employment:**

Looking for work and available to start work

Not looking for work and/or not available to start work

**Unemployed for:**

Less than 6 months  6-11 months

12-23 months  24-35 months

36 months or more

In receipt of JSA\*  In receipt of ESA (WRAG)\*

In receipt of UC\* because you are unemployed and are required to undertake skills training

In receipt of another state benefit other than JSA, ESA (WRAG) or UC. Please specify \_\_\_\_\_

**In Paid Employment:**

0-10 hours per week  11-20 hours per week

21-30 hours per week  31+ hours per week

Self-employed

If self-employed please also tick the relevant box to confirm your hours per week.

**In Paid Employment:** 0-3 months  4-6 months

7-12 months  More than 12 months

## 3. Residency

**Are you or your parent/guardian here on a student visa?**

Yes  No  If yes, Please specify country of residence:

(Country of Domicile) \_\_\_\_\_

**Have you been resident in the EEA\* for 3 years prior to this enrolment?**

Yes  No  If no, please specify country of residence:

(Country of Domicile) \_\_\_\_\_

**Are you an EEA Citizen?**

Yes  No  If no, please specify country of residence:

(Country of Domicile) \_\_\_\_\_

**If you are under 19 at the start of your programme, has your parent/guardian been resident in the EEA for 3 years prior to this enrolment?**

Yes  No  If no, please specify country of residence:

(Country of Domicile) \_\_\_\_\_

## 6. Previous Qualifications

**What is your highest current qualification?**  
(Please tick one box only). *Must be completed.*

**No qualifications**

**Entry Level** e.g. Basic Skills

**Other qualifications below Level 1.**

Please state \_\_\_\_\_

**Level 1** e.g. NVQ 1, 5 or more GCSEs D-G or 1-3, or fewer than 5 at grades A\*-C or 4-9, or Level 1 Diploma/Certificate/Award.

**Full Level 2** e.g. NVQ 2, 5 or more GCSEs A\*-C or 4-9, 2 or 3 AS levels, Level 2 Diploma/Certificate.

**Full Level 3** e.g. NVQ 3, 2 or more A levels or level 3 Diploma/Certificate.

**Level 4** e.g. NVQ 4 or HND or Professional Diploma.

**Level 5** e.g. Foundation Degree HND or NVQ 5.

**Level 6** e.g. Award, Certificate, Diploma Degree.

**Level 7** e.g. Award, Certificate, Diploma Masters Degree.

Other please state \_\_\_\_\_

What is your current Maths GCSE grade? \_\_\_\_\_

Was this achieved by the end of year 11? \_\_\_\_\_

What is your current English GCSE grade? \_\_\_\_\_

Was this achieved by the end of year 11? \_\_\_\_\_

## 7. Do you wish to claim a reduction in fees?

**This information is Private and Confidential.**

I wish to claim reduced fees and I receive the following benefit(s)

- Job Seeker's Allowance
- Employment Support Allowance
- Universal Credit - because you are unemployed and are required to undertake skills training
- Other State Benefit

### Important

**You must inform the College of any change which could affect your fee reduction**

## 8. How will your fees be paid?

I wish to pay fee(s) totalling £ \_\_\_\_\_  
(Please tick all relevant boxes)

**Full payment by Cash** (please do not send cash if enrolling by post)

**Full payment by Cheque** (please make payable to Swindon College)

**Full payment by Credit/Debit Card**

**Instalments by Credit/Debit Card** these can be agreed for fees over £100. You pay the first instalment on enrolment followed by monthly instalments. Balance is to be paid by February 2020.

**Invoice to Employer.** Please enclose a letter of authorisation from your employer if they are paying your course fees.

**I will claim my course fees back from my employer**

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

**Staff Development unit (Activity code)** \_\_\_\_\_

**Other, please specify:** \_\_\_\_\_

## 9. How did you hear about the course(s)?

**Please complete the following - It will help us with our future planning**

(Please tick all relevant boxes)

- |                           |                          |                                |                          |
|---------------------------|--------------------------|--------------------------------|--------------------------|
| Schools Careers           | <input type="checkbox"/> | Leaflet through door           | <input type="checkbox"/> |
| Radio Advert              | <input type="checkbox"/> | Leaflet in the local community | <input type="checkbox"/> |
| Press Advert              | <input type="checkbox"/> | Swindon College Open Event     | <input type="checkbox"/> |
| Friend/Relative/Colleague | <input type="checkbox"/> | Previous Course Tutor          | <input type="checkbox"/> |
| Visited the College       | <input type="checkbox"/> | Employer/Workplace             | <input type="checkbox"/> |
| Swindon College Facebook  | <input type="checkbox"/> | Twitter/Facebook               | <input type="checkbox"/> |
| Search Engine e.g. Google | <input type="checkbox"/> | Swindon College Website        | <input type="checkbox"/> |

Other, please state: \_\_\_\_\_

## 10. Support for Learning

Swindon College wishes to support you in your learning and recognises that some students have a disability or a learning difficulty or health problems. This information is completely confidential and does not affect your application to Swindon College. If you feel you may require support during your learning, please specify: e.g. Visual impairment, Dyslexia.

Please state: \_\_\_\_\_

If you have more than one disability, learning difficulty or health problem, please indicate which is your primary disability/learning difficulty/health problem.

Please state: \_\_\_\_\_

## 11. Equality of Opportunity

Please complete the following information accurately to help the College comply with the Equality Act 2010 and ensure that you are treated fairly. All information is confidential, seen by a limited number of staff and our reporting mechanisms guarantee data protection.

**Please indicate your ethnic group:**

**White:** English/Welsh/Scottish/Northern Irish/British   
Irish  Gypsy or Irish Traveller  Other White background

**Mixed/Multiple ethnic group:**

White & Black Caribbean  White & Black African   
White & Asian  Other Mixed/Multiple ethnic background

**Asian/Asian British:**

Indian  Pakistani  Bangladeshi  Chinese   
Other Asian background

**Black/African/Caribbean/Black British:**

African  Caribbean   
Other Black/African/Caribbean

**Other Ethnic group:** Arab  Other ethnic group

The following questions are not compulsory but we would appreciate you providing this information for equality monitoring purposes:

**Marital Status:** Are you married/in a civil partnership? Yes  No

**Sexual Orientation:** Homosexual/Gay/Lesbian  Bisexual   
Heterosexual  Other  (please state) \_\_\_\_\_

if you do not wish to specify, please tick here

**Faith or Belief:** \_\_\_\_\_

**Pregnancy and Maternity.** Are you currently pregnant or within any type of maternity leave? Yes  No

**Gender Reassignment.** Are you proposing to undergo, undergoing or have undergone gender reassignment? Yes  No

## 12. Data Protection Statement & Privacy Notice

### What Swindon College does with your Data

The personal information you provide on this form will be entered on to Swindon College's student record system. This will ensure we have correct personal details recorded. The personal details stored on Swindon College's student record system will be retained until 31 December 2030. Only Swindon College Staff have access to the student record system. To understand how your own personal information is processed, used, details of who we may share this information with, and your rights, please refer to the Privacy Notice, which can be accessed via <https://www.swindon.ac.uk/Privacy-Policy.aspx> and the Data Protection policy, which can be accessed via [https://www.swindon.ac.uk/SwindonCollege/media/images/standard/Data-Protection-Policy-2019\\_1.pdf](https://www.swindon.ac.uk/SwindonCollege/media/images/standard/Data-Protection-Policy-2019_1.pdf)

**Swindon College may occasionally send you information about courses, events and new developments.**

**Please tick the relevant boxes to confirm we may contact you about:**

**Courses**     **Events**     **New Developments**     **By post**     **By text**     **By e-mail**

**Please tick to confirm Swindon College may use your images in photography/videos for publicity purposes**

Under legal obligation, some of the information provided will be shared with the Government's Education and Skills Funding Agency. Please read the ESFA & Learning Records Service privacy notices below for information on how they use your personal data.

This form will be held in a locked filing/archive room until 31 December 2030 before being destroyed. Only the MIS Team and Estates will have access to the archives. If you require access to your records whilst at Swindon College, please contact the MIS Team on 01793 491591.

For learners under the age of 19 as at 31 August in the year of the start of your programme, your parents/guardian may be consulted with regard to your progress.

### ESFA Privacy Notice

#### 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 relevant data protection legislation, 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 to create and maintain a unique learning number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation.

**You can agree to be contacted by other third parties by ticking any of the following boxes:**

**About courses or learning opportunities**     **For surveys and research**   
**By post**     **By phone**     **By e-mail**

For further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit: <https://www.gov.uk/government/publications/esfa-privacy-notice>

### LRS Privacy Notice

The information you supply is used by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue you with a Unique Learner Number (ULN) and create your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notice>

### 13. Student Declaration

**Please read this section carefully. If there is anything that you do not understand, please contact Swindon College Admissions, Advice and Guidance before signing the declaration.**

I can confirm that I understand that my course is funded by the European Social Fund. I confirm that I have received information and advice about my choice of learning programme through the Part Time Course Guide and/or Swindon College Staff.

**As a result of this information and advice, I state that:**

I understand the implications of my choice of learning programme.

I understand the entry requirements of each learning aim within my chosen learning programme. The learning programme suits my needs, progression and personal ambitions. A check was carried out to see if previous experience or qualifications could be counted towards the course.

I know what additional support (practical, child care, tutor, financial) is available in order to help me complete the course.

I understand that refunds will only be given in exceptional circumstances.

If I withdraw from the course I am still liable for fees.

**Advice and Guidance assessment was provided by:**

**Staff Member:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

I confirm the information provided to Swindon College is correct. I agree to abide by Swindon College regulations, procedures and policies, which can be accessed via <https://www.swindon.ac.uk/About-Swindon-College/Policies-and-Procedures.aspx>

I understand that my student work is my responsibility at all times. I will always back up my work separately from college systems so it can be retrieved in the event of systems failure or other event. I will ensure I keep copies of all my assessed work at all times and for up to five years after the course ends. I agree to provide any course work if requested to do so by the college within five days.

I agree to inform the College in writing of the following:

- Any change in circumstances that may affect my fee status e.g. receiving benefit.
- Any medical condition which may affect my performance on the learning programme or in College activities.

I understand that all courses are subject to change in light of enrolments and patterns of attendance. It is my intention to complete the programme and register for qualifications if applicable.

I understand this form is a learning agreement between Swindon College and myself.

**Signature:** \_\_\_\_\_

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

**If you require your information to be altered please write to:  
Management Information Services, Swindon College, North Star Avenue, Swindon, SN2 1DY**



Official use only

Audited by:

Date audited:

Official use only

Receipt number:

Entered on to EBS by:

Date Processed: