

Have you lived in England for the past three years? Yes No

If No, please give details (country and dates) of where you have been living:

Nationality: (e.g. English, Indian, Pakistani, Scottish)

Are you in the UK on a visa? Yes Visa Type: No

What is the highest qualification you have achieved (tick relevant box)?

Entry level	<input type="checkbox"/>	Other qualification below level 1	<input type="checkbox"/>
Level 1 (e.g. NVQ 1 or GCSEs grades D-G)	<input type="checkbox"/>	Full level 2 (e.g. NVQ 2 or 5 GCSEs grades A-C)	<input type="checkbox"/>
Full level 3 (e.g. NVQ 3 or 2 A levels)	<input type="checkbox"/>	Level 4 (e.g. NVQ 4, HNC/HND or first degree)	<input type="checkbox"/>
Level 5 or above (e.g. masters degree, NVQ 5 or higher)	<input type="checkbox"/>	Other qualification, level unknown	<input type="checkbox"/>

Where did you first hear about the College /Course?

Family/Friend Employer Advert Prospectus College Website Open Day Other (please specify): _____

The College of West Anglia can offer a wide range of support to help students succeed on their course. We welcome students with disabilities and learning difficulties (including, for example, dyslexia, epilepsy, mobility difficulties and mental health problems). If you consider that you may need some additional support, please complete the following questions:

Do you consider yourself to have a learning difficulty, disability or medical condition? Yes No

If YES, please specify the nature of your condition: *This will help us to best assess any support requirements you may have.*

I agree for relevant details above to be passed to appropriate college staff in order to assess possible support requirements.

Signed: _____ Date: _____

Do you have any previous criminal convictions (excluding traffic offences)? Yes No

If Yes, please give details (we may contact you to discuss further):

Employment Status (before starting the course):

Employed – full time Employed – part time Unemployed (through redundancy)
Unemployed (for other reason) Economically inactive (eg. Retired, full time student)

If unemployed, length of unemployment:

Less than 6 months 6-11 months 12-23 months 24-35 months Over 36 months

If your employer is paying your fees, please complete the details below (additional written confirmation from your employer is required on enrolment)

Company Name & Address: _____

Postcode: _____

Tel Number: _____

PAYMENT DETAILS

Are you in receipt of:

Income Support Job Seekers Allowance Working Tax Credit Housing Benefit Council Tax Benefit
 Employment & Support Allowance Pension Guarantee Credit **Proof of benefit is required where a reduced fee is being paid.**

If you wish to pay by credit/debit card, please complete card details:

Card Type: _____

Card No:

Start Date: End Date: Issue Number: (Switch and Solo) Security Number:

Would you like to pay by installments (if fee is more than £150): Yes No

For further info on payment & fees contact student services

How We Use Your Personal Information

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Young People's Learning Agency for England ("the YPLA") to meet legal duties under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training.

At no time will your personal information be passed to organisations for marketing or sales purposes. Further information about use of and access to your personal data, and details of partner organisations are available at:

<http://skillsfundingagency.bis.gov.uk/privacy.htm>

<http://www.ypla.gov.uk/privacy.htm>

<http://learningrecordsservice.org.uk/privacy-copyright.htm>

Tick this box if you do not wish to be contacted in respect of surveys and research by post email telephone

The College may wish to contact you about other courses or learning opportunities.

Please tick this box if you do not wish to be contacted by post email telephone

I have read the above information and **DO** give consent for data sharing

I have read the above information and **DO NOT** give consent for data sharing

Learner Agreement: We ask you to check these details and to sign below to confirm that as part of initial guidance, enrolment and any interview activities you:

- identified your primary learning goals and the most suitable programme of study (including details of any qualifications and number of taught hours, if your course is part-time)
- met the the appropriate entry requirements for this programme of study
- understood what your programme of study involved, including any fees liability and additional costs for essential equipment, awarding body fees, books and vists etc.
- were aware of the financial support you may be entitled to.
- were aware of the learning, language and academic support which may be available to you.

Declaration by Learner: (Please read carefully)

I confirm that the details on this form are accurate and complete and that I have been offered information and advice on my course and the support services available to me. I accept that I am liable for the full payment of fees and there is no automatic refund of fees. I agree to comply with the college policies and procedures when using college facilities and understand that full copies of these policies and procedures are available from student services. I understand that all enrolments are subject to successful completion of a six week probationary period.

Signed: _____

Date: _____

ADMIN USE ONLY

Overseas Student? Yes No

Evidence seen: Signed _____ Ref. No.

ADMIN USE ONLY

ULN Verification re Third Party ID (Please tick against relevant box)

Re-enrolling Student Passport Driving Licence ID card/other national ID National Insurance Card Benefits Documentation
 Examination Results Slip/Certificate Bank Credit/Debit Card Other (please specify) _____ None

ADMIN USE ONLY

Assessed	Entered	Account No:	VAT:	Analysis:	Invoice No. SL
Date Initials	Date Initials	Department:	Account Code:		

USEFUL INFORMATION

- This enrolment form must be completed in full.
- Please complete all shaded boxes by printing in ink or by ticking the box as appropriate. Otherwise we may not be able to enrol you.
- If you are unsure how to complete a box, please ask.
- We need to verify your identity. If you are unable to supply us with your national insurance number we will need to see proof of identity before you start the course. For more details please contact Student Services.
- Payment is needed before we can process your enrolment. If your fees are more than £150.00 and you would like to pay by instalments please contact Student Services.
- If you are in receipt of an income-based benefit you may be eligible for a reduced fee. Proof of benefit is required on enrolment. Please contact Student Services.
- If you are a non-UK national we may require proof of residency. Please contact Student Services.

CONTACT NUMBER- STUDENT SERVICES

King's Lynn Campus 01553 815271

Isle Campus 01945 582561

Cambridge Campus 01223 860701

Wisbech Campus 01945 581024

Once completed, please post the enrolment form to student services at the campus where your chosen course will be held.

King's Lynn campus:

Admissions department,
College of West Anglia,
King's Lynn campus,
Tennyson Avenue,
King's Lynn,
PE30 2QW

Isle campus:

Admissions department,
College of West Anglia,
Isle campus,
Ramnoth Road,
Wisbech,
Cambridgeshire,
PE13 2JE

Cambridge campus:

Admissions department,
College of West Anglia,
Cambridge campus,
Landbeach Road,
Milton,
Cambridgeshire,
CB24 6DB