

Enrolment Form and Learning Agreement

Please use **BLOCK CAPITALS**

Have you previously studied at BCA? Yes No

Personal details

Surname

First Name

Title

If you have previously enrolled under another name please state name:

Date of birth

National Insurance Number

Unique learner Number (if known)

Address

Town

County

Postcode

Tel (home)

Tel (work)

Tel (mobile)**

Email

Are you currently in full time education? Yes No

If yes, name of school

Please tell us your employment status, please tick one
 Employed Full time training
 Self employed Economically inactive (retired/not working through choice)
 Unemployed

If this changes before you start your course, please notify us.

Person to contact in an emergency

Surname

First Name

Contact Tel

Relationship to you

Residency status Please state your nationality (e.g. English, Polish etc)

Have you always been a permanent resident in the UK or other EEA country? Yes No

If no, which country have you resided in for the last 3 years?

Ethnic Origin: (please tick)

Asian or Asian British:

- Bangladeshi
- Indian
- Pakistani
- other Asian background

Black or Black British:

- African
- Caribbean
- other Black background
- Chinese

Mixed:

- White and Asian
- White and African
- White and Black Caribbean
- Other mixed background

White:

- British
- Irish
- Other White background
- Other

Learning difficulties or disabilities:

In order to support you please answer the following questions:

Do you have a disability Yes No

Disabilities:

- Visual impairment
- Hearing impairment
- Disability affecting mobility
- Other physical disability
- Other medical condition
- Emotional/behavioural difficulties
- Mental ill health
- Temporary disability after illness
- Profound complex disabilities
- Aspergers Syndrome
- Multiple disabilities

Learning difficulties:

- Moderate learning difficulties
- Severe learning difficulties
- Dyslexia
- Dyscalculia
- Autistic Spectrum Disorder
- Multiple learning difficulty
- Other specific learning difficulty
- Other

Qualifications already held

(please tick the highest level of your existing qualifications)

- Entry Level
- Other below Level 1
- Level 1
- Level 2 (5 GCSEs A-C)
- Level 3 (2 or more A levels or 4 AS levels)
- Level 4 (degree/teaching qualification)
- Level 5
- Other qualifications (unknown level)
- No qualifications

Learner Support

We aim to help you in any way we can, to help us do so, please answer the following questions:

- Are you homeless or living in temporary accommodation? Yes No
- Are you a traveller? Yes No
- Are you an asylum seeker or refugee? Yes No
- Are you a full time carer for a dependant? Yes No
- Are you living in a hostel or residential care? Yes No

How did you hear about the programme/BCA

- BCA website (please specify)
- Library Search engine _____
- Friends/Family Local Paper _____
- Current Student Magazine _____
- Connexions Other website _____
- Nextstep Other _____
- School

Course details

Course code	Course title	Start date	Time	Fee
				£
				£
				£
				£
				£
Total payable				£

Course fees and reductions

This section is only for those in receipt of income based benefit or an unwaged dependant as defined by Jobcentre Plus or a family in receipt of one of the following: (please tick the relevant benefit applicable to you; you must produce benefit evidence in person.

- | | |
|---|---|
| <input type="checkbox"/> Job Seeker's Allowance | <input type="checkbox"/> Income Support |
| <input type="checkbox"/> Working Tax Credit | <input type="checkbox"/> Housing/Council Tax benefit |
| <input type="checkbox"/> Pension credit (guarantee) | <input type="checkbox"/> Asylum seeker receiving assistance |

Proof of the above required, please bring one of the following to Registry:

- Letter from Social Services
- Award Notice
- Letter from Jobcentre Plus

OFFICE USE ONLY

Type of benefit evidence/proof:

Verified by staff:

Copy attached: Y / N

I do not pay full tuition fees because I am:

- Under 19 (except HND/Degree students)
- Aged 14-16, fees paid by school or LEA direct

Eligible for entitlement to: Full Level 2 Full Level 3 Train to Gain

Who is paying your fees

- | | |
|--|--|
| <input type="checkbox"/> You, but will be reimbursed by your employer * | <input type="checkbox"/> You/your family |
| <input type="checkbox"/> Employer (we require a letter of confirmation from them)* | <input type="checkbox"/> Other |

Occupation

Employer Details*

Company Name

Contact Name

Company Address

Postcode

Email

Tel

Payment details

I enclose cheque for the sum of £

Please charge my credit/debit card for the sum of

£

Cardholder name

Card type:

- Visa Mastercard Switch

Card number

Security number (last 3 digits on reverse)

Valid from date

Expiry Date

Issue No

Declaration please read the section below before signing

- I declare that the information I have provided is accurate and I have read and understood the Fair Processing Notice and statement relating to Data Protection (as shown on page 7 of the part time prospectus).
- Once enrolled on a programme at BCA, I undertake to observe all College regulations and accept responsibility to pay all fees for which I will liable.
- I agree to the College processing personal data contained in this form and other data which the College obtains from me whilst I am a student.
- I agree to the processing of such data for purposes connected with my studies or my health and safety whilst on the premises.

Tick this box if you do not wish to be contacted by the LSC or its partners in respect of surveys and research. The LSC values your views on the education or training which you receive, and will use these to help bring about improvements for learners aged over 16 in England.

The LSC or its partners may wish to contact you from time to time about courses, or learning opportunities relevant to you. Please tick here if you do not wish to be contacted about courses or learning opportunities by post.

From time to time, we may choose to send you information on BCA services and programmes, please tick here if you do not wish to receive such information

Photographs may be taken by authorised personnel and used for College promotional material.

** BCA uses a text messaging service to provide you with support and advice see page 5 for further information

Signed

Date