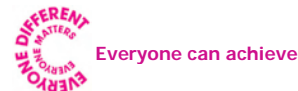


Calderdale Adult Learning ENROLMENT FORM 2011/12



PLEASE PRINT CLEARLY AND COMPLETE ALL SECTIONS

1 COURSE(S) FOR WHICH YOU ARE APPLYING

| Course Code | Course Title |
|-------------|--------------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |

2 PERSONAL DETAILS

| | | | | | |
|--|--|--------------|---|--------------------------------------|--|
| Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____ | | Family Name: | First Name(s): | Date of Birth: ____ / ____ / ____ | <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Address: | | | | Postcode: | |
| Tel. (Work): | | Tel. (Home): | | Mobile: | |
| Emergency Contact (Name/Tel.): | | | Email: | | |
| Nationality: | | | National Insurance No.: ____ | | |
| a) Have you lived in the UK/EU for less than 3 years? | | | <input type="checkbox"/> Yes* <input type="checkbox"/> No | | } If YES we will need to see your Passport and Home Office documentation, please refer to Admin. Team |
| b) Are there any immigration restrictions on how long you can stay in the UK? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| c) Are you an Asylum Seeker? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| d) Are you on a Student Visa? | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| *Date of arrival in the UK (if resident less than 3 years): ____ / ____ / ____ | | | | | |
| Employment Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Student <input type="checkbox"/> Unwaged | | | | | |

3 EQUAL OPPORTUNITIES

| | |
|--|---|
| <p>To which ethnic group do you belong? (please tick one only)</p> <p>White:</p> <p><input type="checkbox"/> English / Welsh / Scottish / Northern Irish / British</p> <p><input type="checkbox"/> Irish</p> <p><input type="checkbox"/> Gypsy or Irish Traveller</p> <p><input type="checkbox"/> Any other White background</p> <p>Mixed / multiple ethnic group:</p> <p><input type="checkbox"/> White and Black Caribbean</p> <p><input type="checkbox"/> White and Black African</p> <p><input type="checkbox"/> White and Asian</p> <p><input type="checkbox"/> Any other Mixed / multiple ethnic background</p> <p>Asian / Asian British:</p> <p><input type="checkbox"/> Indian</p> <p><input type="checkbox"/> Pakistani</p> <p><input type="checkbox"/> Bangladeshi</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Any other Asian background</p> <p>Black / African / Caribbean / Black British:</p> <p><input type="checkbox"/> African</p> <p><input type="checkbox"/> Caribbean</p> <p><input type="checkbox"/> Any other Black / African / Caribbean background</p> <p>Other ethnic group:</p> <p><input type="checkbox"/> Arab</p> <p><input type="checkbox"/> Any other ethnic group</p> <p><input type="checkbox"/> Not known / not provided</p> | <p>Please let us know if you consider yourself to have a disability or learning difficulty:</p> <p>Do you have a disability or health problem? (e.g. diabetes)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – please state: _____</p> <p>Do you have a learning difficulty? (e.g. dyslexia, Asperger's)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – please state: _____</p> <p>Do you need any additional support/assistance/equipment in class?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – please state: _____</p> <p>In the event of an emergency evacuation are you able to leave the building unaided?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> |
|--|---|

4 QUALIFICATIONS

Please tell us your highest level of qualification:

- | | | |
|--|---|--|
| <input type="checkbox"/> No qualifications | <input type="checkbox"/> Entry level (e.g. ESOL) | <input type="checkbox"/> Level 1 (e.g. NVQ Level 1) |
| <input type="checkbox"/> Level 2 (e.g. NVQ L2, 5 GCSEs at A-C) | <input type="checkbox"/> Level 3 (e.g. NVQ L3, 2 A levels, 4 AS levels) | <input type="checkbox"/> Level 4 (e.g. degree, HND, NVQ 4) |
| <input type="checkbox"/> Level 5 or above (e.g. MA, PhD) | <input type="checkbox"/> Other qualification, level unknown | |

5 APPLICATION FOR FEE REMISSION

The Skills Funding Agency (SFA) funding requirements are that only learners on *Job Seekers Allowance* and *Employment Support Allowance in the Work Related Activity Group* are entitled to fee remission. If you are entitled to claim course fee remission, please complete the section below and you must **attach the relevant proof documents to your completed Enrolment Form** (photocopies will be accepted). Your proof documents, e.g. letter from JobCentre, must be valid and should be dated no older than 6 months.

I wish to claim course fee remission and confirm that I am in receipt of the following benefit: (please tick)


- Job Seekers Allowance
- Employment Support Allowance (Work Related Activity Group)

6 DECLARATION & DATA PROTECTION

The information I have provided is correct, and I acknowledge that my enrolment is conditional on sufficient learners enrolling to make the course viable. I will advise Calderdale Adult Learning if there are any changes regarding my information or circumstances.

Signature of applicant _____ Date _____

- Tick this box if you *do not* want us to take photographs which include you for our promotional purposes, e.g. brochures, web/social media site or display. To comply with the Data Protection Act 1998 we need your permission before we take any photographs which include you.
- Tick this box if you *do not* wish to be contacted by the Skills Funding Agency or its partners in respect of surveys and research by mail or phone.
- Tick this box if you do not wish to be contacted by the Skills Funding Agency or its partners about courses or learning opportunities by post.

 All details on this form are subject to the terms of the Data Protection Act 1998. Information supplied by you will be held on computer and used for statistical and monitoring purposes. By signing this form you agree to share your data with Calderdale Adult Learning service and relevant government departments.

7 FEES DUE

| Course Code | Course Title | AMOUNT |
|--|--------------|--------|
| 1 | | £ |
| 2 | | £ |
| 3 | | £ |
| 4 | | £ |
| 5 | | £ |
| Administration Fee(s) due - £5.00 per course: | | £ |
| TOTAL | | £ |



PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

Fee payment (tick one only):

- My fee(s) due total over £20 – I understand that I will be **invoiced directly by CALDERDALE MBC** (please **DO NOT** send any payments with this form)
- My fee(s) due total under £20 – i.e. Administration Fee only, and I wish to pay by Cash or Cheque (*made payable to CALDERDALE MBC*)

If an individual course fee is over £100 you may pay the balance in 2 equal instalments, the second instalment will be due approximately half way through the course. Please tick this box if you wish to pay in instalments to be invoiced by CMBC

FOR OFFICE USE ONLY (*Staff initial and date)

AQUA ID:

| | | | | | | | |
|-----------|-------------|--------------------|----------|-----------------|------------------|------------------|------------------|
| FE9 input | *AQUA input | Receipt/Invoice No | *Cashier | Full Amount (£) | Instalment 1 (£) | Instalment 2 (£) | *Receipt to AQUA |
|-----------|-------------|--------------------|----------|-----------------|------------------|------------------|------------------|