

Community Learning MK Enrolment Form and Learning Agreement 2018/19

Learner No.: (for internal use only):	Collected by:	Completed by:
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We need this information as the government provides the funding to pay for or subsidise our courses.
Please refer to our Terms and Conditions and Privacy notice before completing this form.

Personal details – Please write clearly in BLOCK CAPITALS, using official name eg. from passport

Title:	Mr Miss Mrs Ms Other:	Female <input type="checkbox"/>	Male <input type="checkbox"/>	Transgender <input type="checkbox"/>	
First name:					
Middle name:					
Surname:					
Address:				Postcode:	
Date of Birth:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	National Insurance no.:	<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"/>		
Email address:					
Mobile phone:		Home phone:			

Residency

	Please tick	YES	NO
Are you a UK/EU national?		<input type="checkbox"/>	<input type="checkbox"/>
If no, has your spouse lived in the UK for more than 3 years?		<input type="checkbox"/>	<input type="checkbox"/>
Is your spouse a UK/EU citizen?		<input type="checkbox"/>	<input type="checkbox"/>
Are you an asylum seeker? (If yes, you will need to show us your ARC (Application Registration Card) or your Home Office Section 4 letter)		<input type="checkbox"/>	<input type="checkbox"/>

Ethnicity/Equality monitoring - please tick one box

<input type="checkbox"/> White	<input type="checkbox"/> White and Asian ⁽³⁷⁾	<input type="checkbox"/> Black/African/Caribbean/Black British
<input type="checkbox"/> British (English/Welsh/Scottish/Northern Irish) ⁽³¹⁾	<input type="checkbox"/> Any other mixed/multiple ethnic background ⁽³⁸⁾	<input type="checkbox"/> African ⁽⁴⁴⁾
<input type="checkbox"/> Irish ⁽³²⁾	<input type="checkbox"/> Asian/Asian British	<input type="checkbox"/> Caribbean ⁽⁴⁵⁾
<input type="checkbox"/> Gypsy or Irish Traveller ⁽³³⁾	<input type="checkbox"/> Indian ⁽³⁹⁾	<input type="checkbox"/> Any other Black/African/Caribbean background ⁽⁴⁶⁾
<input type="checkbox"/> Any other White background ⁽³⁴⁾	<input type="checkbox"/> Pakistani ⁽⁴⁰⁾	<input type="checkbox"/> Other
<input type="checkbox"/> Mixed/multiple ethnic group:	<input type="checkbox"/> Bangladeshi ⁽⁴¹⁾	<input type="checkbox"/> Arab ⁽⁴⁷⁾
<input type="checkbox"/> White and Black Caribbean ⁽³⁵⁾	<input type="checkbox"/> Chinese ⁽⁴²⁾	<input type="checkbox"/> Any other ethnic group ⁽⁹⁸⁾
<input type="checkbox"/> White and Black African ⁽³⁶⁾	<input type="checkbox"/> Any other Asian background ⁽⁴³⁾	

Additional support for people with disabilities and/or learning difficulties

We want you to get the best from your course, so please let us know if you have any disability or learning difficulty which may affect your learning experience and/or access to our venues.

Disability/health problems (please tick)	Learning difficulty (please tick)
<input type="checkbox"/> None ⁽⁹¹⁾	<input type="checkbox"/> None ⁽⁹¹⁾
<input type="checkbox"/> Visual impairment ⁽⁰⁴⁾	<input type="checkbox"/> Moderate learning difficulty ⁽¹⁰⁾
<input type="checkbox"/> Hearing impairment ⁽⁰⁵⁾	<input type="checkbox"/> Severe learning difficulty ⁽¹¹⁾
<input type="checkbox"/> Disability affecting mobility ⁽⁰⁶⁾	<input type="checkbox"/> Dyslexia ⁽¹²⁾
<input type="checkbox"/> Other physical disability ⁽⁹³⁾	<input type="checkbox"/> Dyscalculia ⁽¹³⁾
<input type="checkbox"/> Other medical condition (eg. epilepsy, asthma, diabetes) ⁽⁹⁵⁾	<input type="checkbox"/> Other specific learning difficulty (eg. dyspraxia) ⁽⁹⁴⁾
<input type="checkbox"/> Mental health difficulty ⁽⁰⁹⁾	<input type="checkbox"/> Autistic spectrum disorder ⁽¹⁴⁾
<input type="checkbox"/> Temporary disability after illness or accident ⁽¹⁶⁾	<input type="checkbox"/> Social and emotional difficulties ⁽⁰⁸⁾
<input type="checkbox"/> Profound complex disabilities ⁽⁰⁷⁾	<input type="checkbox"/> Speech and communication needs ⁽¹⁷⁾
<input type="checkbox"/> Aspergers syndrome ⁽¹⁵⁾	<input type="checkbox"/> Other learning difficulty ⁽⁹⁶⁾
<input type="checkbox"/> Other disability ⁽⁹⁷⁾	<input type="checkbox"/> Prefer not to say ⁽⁹⁸⁾

Which one affects you most?

	Please tick	YES	NO
Would you like our Student Support Facilitator to contact you to discuss your needs?		<input type="checkbox"/>	<input type="checkbox"/>
May we tell your tutor so you can get the best from your course?		<input type="checkbox"/>	<input type="checkbox"/>

Please tick the highest level of qualification you have attained

- | | |
|---|---|
| <input type="checkbox"/> Entry Level (eg. Entry Level Functional Skills English and Maths or ESOL Entry Level) ⁽⁰⁹⁾ | <input type="checkbox"/> Level 6 (eg. Bachelor Degree with Honours;) ⁽¹²⁾ |
| <input type="checkbox"/> Level 1 (eg. GCSE/O Level grades D-E; AS Level; Functional Skills Level 1 English or Maths; ESOL Level 1) ⁽⁰¹⁾ | <input type="checkbox"/> Level 7 (eg. Masters Degree; Doctorate) ⁽¹³⁾ |
| <input type="checkbox"/> Full Level 2 (eg. 5 GCSE/O Level grades A-C; 2 AS Levels; A Level; NVQ 2) ⁽⁰²⁾ | <input type="checkbox"/> Other, level not known ⁽⁹⁷⁾ |
| <input type="checkbox"/> Full Level 3 (eg. 2 or more A Levels; 4 or more AS Levels; NVQ3) ⁽⁰³⁾ | <input type="checkbox"/> Not known ⁽⁹⁸⁾ |
| <input type="checkbox"/> Level 4 (eg. HNC; Certificate of Higher Education) ⁽¹⁰⁾ | <input type="checkbox"/> No qualifications ⁽⁹⁹⁾ |
| <input type="checkbox"/> Level 5 (eg. HND, Foundation Degree,) ⁽¹¹⁾ | |

If you are over 16 and under 19 on 31 August 2018, or enrolling on a GCSE course, you must complete the following:

- | | |
|---|------------------------------------|
| <input type="checkbox"/> I have Maths GCSE grade A* - C / 9 - 4 | Actual grade: <input type="text"/> |
| <input type="checkbox"/> I have English GCSE grade A* - C / 9 - 4 | Actual grade: <input type="text"/> |

Employment status (please complete all relevant boxes)

In paid work:

- | | | |
|-----------------------------------|--|---|
| <input type="checkbox"/> Employed | <input type="checkbox"/> Self employed | How many hours do you work per week? <input type="text"/> |
|-----------------------------------|--|---|

Not in paid work:

- | | |
|---|--|
| <input type="checkbox"/> Actively seeking a job | <input type="checkbox"/> Not seeking a job eg. retired |
|---|--|

How long have you not been in paid work?

- | | | | | |
|---|--------------------------------------|---------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Less than 6 months | <input type="checkbox"/> 6-11 months | <input type="checkbox"/> 12-23 months | <input type="checkbox"/> 24-35 months | <input type="checkbox"/> Over 36 months |
|---|--------------------------------------|---------------------------------------|---------------------------------------|---|

Concessions/remissions

Learners receiving any of the benefits below may be eligible for fee remission/reduction, dependent upon employment status and course funding. Evidence may be required.

Please tick any benefits you receive:

- | | |
|---|---|
| <input type="checkbox"/> Council Tax Benefit | <input type="checkbox"/> Income Support |
| <input type="checkbox"/> Disability Allowance/Personal Independence Payment | <input type="checkbox"/> Jobseeker's Allowance |
| <input type="checkbox"/> Employment Support Allowance (ESA) | <input type="checkbox"/> Pension Guarantee Credit |
| <input type="checkbox"/> Housing Benefit | <input type="checkbox"/> Universal Credit |
| <input type="checkbox"/> Incapacity Benefit | |

Further funding requirements

Have you been in full time education/training (540+ hours per year) in the last 12 months? Please tick YES NO

Household situation:

I'd describe my household (including myself) as having:

- | |
|--|
| <input type="checkbox"/> No adults in work and one or more dependent children (aged 0-17 years or 18-24 years if full time student or unemployed) ⁽¹⁾ |
| <input type="checkbox"/> No adults in work and no dependent children ⁽²⁾ |
| <input type="checkbox"/> Only one adult and one or more dependent children ⁽³⁾ |
| <input type="checkbox"/> None of the above ⁽⁹⁹⁾ |
| <input type="checkbox"/> Prefer not to say ⁽⁹⁸⁾ |

Course enrolments

Please enrol me on the following courses (please see the course list for fees or check with staff)

Code:	Title:	Start date:	Fee:

Student declaration

I declare that all the information I have given is true and accurate and I have read and agree to the terms and conditions of booking. I have received, where requested, information and advice on my choice of course(s) and am satisfied with my course choice. I understand the entry requirements, the work needed and the requirements of any formal assessment or examination. I understand my personal details will be kept secure and I have read and understood the Privacy notice below.

Signed:	Date:
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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 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 and to create and maintain a unique learner 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 shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

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.

We will use your details to:

- inform you of course changes or cancellations, and to provide you with any information relating to your course
- contact you for an impact survey within 18 months of your course finishing

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

- About courses or learning opportunities
 By post By phone By email

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>

To see the Milton Keynes Council Privacy Notice, please visit the website: www.milton-keynes.gov.uk

This section will be destroyed as soon as your payment has been processed

Method of payment

Payment by (please tick) Cash Debit/Credit card Chip & Pin

Reference No:

Signed:	Name as on card:
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Cardholder's address if different from above:

Valid from:	Valid to:	Security code:	Card no.
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Essential enrolment information

Please read before completing your enrolment:

Have you:

- Spoken to an advisor about your choice of course?
- Read the detailed course description online by clicking on the course title?
- Checked where the course is and how you will get there?
- Noted whether there are any additional costs eg. for materials?
- Read our terms and conditions of booking?

If your course leads to a qualification, have you:

- Completed a skills check or interview?

If you are applying for a concessionary fee, have you:

- Checked how you evidence your eligibility?
- Given us evidence of your eligibility?

If you have a disability, learning difficulty or health problem, have you declared it?

If you can answer yes to all the relevant questions above, you are now ready to complete your enrolment.

How to enrol

Complete and sign the enrolment form and:

- Post it to: **Community Learning MK, Rivers Centre, Trent Road, Bletchley, Milton Keynes MK3 7BB**
- Or bring it to us at Rivers Centre. Please contact us for details of opening hours

Or

- Complete our online enrolment application at **www.milton-keynes.gov.uk/courses**
- Phone us on **01908 556700** to make payment where appropriate. Please note that phone lines can be busy at peak times.

Please note, some courses may need a skills check prior to enrolment.

Enquiries can be emailed to:

communitylearning.mk@milton-keynes.gov.uk

If you apply for a reduced fee or free place you will need to tell us the reason and sign a declaration to confirm eligibility.

Evidence of your eligibility may be needed to complete your enrolment.

Terms and conditions of booking

- Payment is needed at enrolment to secure a place.
- Payment in instalments may be possible where course fees are £1000 or more. You are liable for the full fee, even if you withdraw before the end of the course.
- A limited amount of Advanced Learning Loans and Bursary funds may be available to support the cost of studying Level 3 and 4 Certificate and Diploma courses for students aged 19+. Application must be made 1 month prior to the course starting.
- Learners who do not meet the residency requirements for ESFA subsidy may enrol on courses at full cost. The charge will be double the standard fee plus any awarding body registration and certification fees.
- To comply with statutory requirements Community Learning MK may need to collect additional information from you during and after your course.
- Please inform Community Learning MK of any change to your contact details or benefit status.
- Fees for certain courses are based on an intended minimum enrolment of 8 learners.
- Examination fees are included in the course fee except where otherwise stated in the course description.
- Corrections to exam certificates need to be notified within 14 days, otherwise the learner is liable for a correction fee.
- Course fees do not include materials, equipment, book or crèche costs, except where otherwise stated.
- It is inadvisable to buy materials for your course until you are certain it is running.
- It may occasionally be necessary for reasons beyond the control of Community Learning MK to change the content, timing, venue or tutor of a programme.
- We are unable to accept responsibility for any damage to or loss of student property. Any valuable items should be covered by your own insurance policy.
- Cars and cycles are parked at the owner's risk.
- If your course involves physical activity you should be medically fit or have your doctor's approval.
- Smoking is not permitted at any of our venues.
- Community Learning MK expects all learners and staff to play an active part in promoting mutual respect and challenging any form of discrimination or abuse. Community Learning MK reserves the right to exclude any learner who does not uphold this policy.
- Community Learning MK will admit learners to one GCSE course only per academic year due to the amount of work required.
- Where a course is cancelled, enrolled learners should normally be refunded within 7 to 10 days of cancellation. If you have not received a refund once 10 days have passed, please contact our Reception office on 01908 556700

Cancellation and refund policy

We may, regretfully, have to cancel courses if we do not receive enough enrolments, or close them if there is a high level of non-attendance or withdrawal. In these circumstances you will be informed as soon as possible by phone/text or email and a refund will be made by crediting your credit/debit card or by bank transfer. It is not possible for us to make refunds in cash.

Note: fees paid by chip and pin can only be refunded if you present the original payment card at the Rivers reception.

To avoid disappointing learners who enrol on courses which do not attract quite enough learners to be fully viable, Community Learning MK reserves the right to adjust the course length. For example a course may be delivered more intensively and end a week early. Under these circumstances no refunds or partial refunds are possible.

Session cancellation due to extreme weather

Wherever possible we will offer replacement or extended sessions to make up for sessions cancelled due to extreme weather, tutor illness or other unforeseen reason. In the unusual event that this is not possible, we will recompense learners by issuing a pro-rata refund or credit against a future course.

Cancellation or transfer by the learner

If you need to withdraw from a course and inform us in writing at least 10 working days before the course is due to start, you will be eligible for a refund of all fees minus a £30 administration charge. If you withdraw from a course at any other time, you will not be eligible for a refund. However, in exceptional circumstances and at our discretion, we may be able to offer some credit against a future course.

Requests to transfer courses may also incur a £30 administration charge unless recommended by your tutor or a member of Community Learning MK staff because a course at a different level will better meet your needs.

For more information, contact us or access our policies via the website: www.milton-keynes.gov.uk/clmk