

Part-Time Course Enrolment Form 2009-10



Student Ref: (Office use only):

Mr / Mrs / Miss / Ms Last Name:	Date of birth:
First Name(s):	Day tel:
Address:	Eve tel:
	Mobile tel:
Postcode:	Emergency contact name:
Email:	Emergency contact tel:

Do you consider yourself to have a learning difficulty? Yes / No If yes please state:

Do you consider yourself to have a disability? Yes / No If yes please state:

If you feel we may be of assistance, please let us know in confidence so we can discuss the support you need to achieve your goals successfully. Please contact Learning Services on 01329 815 179.

Are you employed? Yes / No

Skills Accounts: If you do not already have a Skills Account and are eligible to be registered for one, we will automatically complete your registration.

We are required to collect the following information for government statistical purposes - Please complete all appropriate details.

Nationality (as on passport): **Country of residence for the last 3 years:**

- | | |
|---|--|
| <input type="checkbox"/> 11 Asian or Asian British - Bangladeshi | <input type="checkbox"/> 19 Mixed - White and Asian |
| <input type="checkbox"/> 12 Asian or Asian British - Indian | <input type="checkbox"/> 20 Mixed - White and Black African |
| <input type="checkbox"/> 13 Asian or Asian British - Pakistani | <input type="checkbox"/> 21 Mixed - White and Black Caribbean |
| <input type="checkbox"/> 14 Asian or Asian British - Any other Asian background | <input type="checkbox"/> 22 Mixed - Any other Mixed background |
| <input type="checkbox"/> 15 Black or Black British - African | <input type="checkbox"/> 23 White - British |
| <input type="checkbox"/> 16 Black or Black British - Caribbean | <input type="checkbox"/> 24 White - Irish |
| <input type="checkbox"/> 17 Black or Black British - Any other Black background | <input type="checkbox"/> 25 White - Any other White background |
| <input type="checkbox"/> 18 Chinese | <input type="checkbox"/> 98 Any other |
| | <input type="checkbox"/> 99 Not known/not provided |

Course Details												
Course title	Day	Time	Start date	Course code								

If your **employer is paying your fees**, or you are on a Modern Apprenticeship you must complete an **Employer's Authorisation Form** (available from the College Enrolment Office)

I have read, understood and agree to the College Regulations and Declaration as shown on the reverse of this document. I agree that I have been offered advice and guidance about my programme of study:

Student Signature: _____ **Date:** _____

Staff Signature: _____ **Date:** _____

Payment Details

Amount payable including exam fees (due at the time of enrolment): £

If your fees exceed £600 you may opt to pay over 3 instalments. You must complete an instalment plan application form and pay 33% on enrolment.

Cheques payable to **Fareham College**, please write your name, address and course on the reverse of the cheque.

Card number: **Start date:** **Expiry date:**

Access/Visa/Debit card cardholders name: _____ **Switch issue no.** _____

Security Code (last 3 digits on signature block on reverse of card): _____

Please note for data protection purposes your card details will be destroyed after initial payment has been collected.

Declaration

The information you provide on this enrolment form will be passed to the Learning & Skills Council (LSC). The LSC is responsible for funding and planning education and training for young people and adults in England, and is registered under the Data Protection Act 1998. The information you provide will be shared with other organisations for the purpose of administration, careers and other guidance and statistical and research purposes. Other organisations with which we will share information will include; The Department of Education and Skills; Connexions; Higher Education Statistics Agency; Higher Education Funding Council for England; educational institutions and organisations performing research and statistical work on behalf of the LSC or its partners. The LSC is also a co-financing organisation and uses European Social Funds from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. Further information about partner organisations and what they do, may be found at www.lsc.gov.uk/National/Partners/Data/ and by following the links to data protection.

At no time will your personal information be passed to organisations for marketing or sales purposes. From time to time, students are approached to take part in surveys by mail and by telephone, which are aimed at enabling the LSC and its partners to monitor performance, improve quality and plan future provision.

Do you have a criminal record, or any pending criminal cases? Yes No
(If you have ticked 'YES' box, a meeting will be arranged with the Assistant Head of Student Services to discuss your record.)
Failure to disclose information relating to a criminal conviction could result in exclusion from College.

Data Protection

The Data Protection Act 1998 is concerned with the electronic use and storage of personal data and information and the College and its staff are bound by the requirements of this act. The Act requires that data provided by students of the College, must only be used for the purposes for which it was originally collected and that data no longer required must be destroyed.

Staff will ensure that all information is held securely and treated in confidence, with access rights for relevant individuals only. Students must ensure that all the information that the College holds about them is accurate and up to date.

Students have the right to request access to all information held about them using the "Access to Information" form, available at Reception, for which there is a discretionary charge.

Further information can be obtained from Reception, or from Faculty Offices.

Photographs and Websites

"I give my express consent for Fareham College to use my photograph for ID and security purposes, and any additional photography for it to be used in some instances for marketing and publicity material where it is directly related to promoting the College (for example, our Marketing Team take photographs of events and class activities.) I understand that this material may appear in both printed and electronic form."

Welfare

If you are in receipt of any Income-Based Benefit, or are on a low income, you may be entitled to additional support with your course costs including equipment and kits. Please make an appointment to discuss your requirements with the Welfare Officer. **Call 01329 815 292.**

Please tick this box if you do not wish to be contacted by the LSC or its partners in respect of surveys and research.

Please tick this box if you do not wish to be contacted about courses or learning opportunities by post.

I confirm that I **DO NOT** have a full Level 2 (or higher) qualification (some examples of full Level 2 qualifications are:

5 GCSEs (grade A*-C)/ AS Levels/NVQ2/GNVQ Intermediate or First Diploma.

How did you hear about us? (Please tick)

Newspaper/Magazine Advert <input type="checkbox"/>	College Website <input type="checkbox"/>	Prospectus <input type="checkbox"/>	Word of mouth <input type="checkbox"/>
Radio <input type="checkbox"/>	Shopping Centre <input type="checkbox"/>	Cinema <input type="checkbox"/>	School <input type="checkbox"/>

Important notice

Fareham College reserves the right, without notice, to withdraw, merge or vary any course provision or facilities deemed necessary.

College Regulations - Please note the following:

1. An Examination Board fee is required by all students who undertake an exam/assessed course - This is not always included in the published fee.
2. You must notify your tutor if you choose to withdraw from your course.
3. Refunds are made strictly in accordance with the policy in this publication.
4. The College cannot accept responsibility for a student's property. Valuables should not be left unattended.
5. Cars, motor cycles and bicycles may be parked, at their owners risk, in designated areas.
6. Safety procedures must be followed at all times.
7. There is a NO SMOKING policy in the Fareham College buildings.
8. All members of College Community are asked to avoid dropping litter.
9. You must inform the tutor of your class if you have any disability, illness or condition which may affect your safety in class.
10. You should note that some information on this form will be electronically processed and sent to the Department of Education and Skills and your local Council Tax Manager.