

Enrolment Form 2010-2011

JPC COLLEGE USE ONLY		
	Name	Date
Enrolment
Fees/Receipt
ILR Detail
Learner ID No.	

If you require this form in an alternative format please contact Joseph Priestley College on 0113 3076 111. Joseph Priestley College welcomes applications from students with disabilities and learning difficulties.

Please complete **ALL** sections on all 4 pages, using BLOCK CAPITALS and return this form to: Central Enrolments Office, Joseph Priestley College, FREEPOST LS6408, Morley, Leeds, LS27 8YY.

Please enrol as early as possible as courses can fill up quickly.

1. Personal Details

Unique Learner Number:

Title (eg. Ms/Mrs/Miss/Mr/Dr) First name(s)

Surname (Family Name)

Date of Birth: (DD/MM/YYYY) Male Female Age on 31st August 2010:

Home address

Postcode

Home Telephone (inc. STD code) Work

Mobile Telephone

Email

Person to contact in an emergency (if you are under 18 please give parent/guardian details)

Name Relationship

Telephone (day) (eve)

2. Your Choice Of Course(s)

Course Title	Course Code	Venue	Days	Time	Start Date	End Date	Tuition Hours	Tuition Cost	Exam/Reg Fees	Total Cost
	/									
	/									
	/									
	/									

Notes or calculations about payment:	Total Course Fees: (see 5 for reason for concession)			
	Total Course Fees Payable:			
	Administration Charge: (where applicable)			
	Total Payable:			
	Less: Paid (50% paid at enrolment if paying by instalments)			
	Balance Outstanding:			

3. Payment By Employer / Instalment

My EMPLOYER has agreed to pay, A letter is attached for direct invoice.

I would like to pay the Balance Outstanding over the next 2 months by debit/credit card.

Please charge my debit/credit card with 2 instalments of £. to be charged on 1st or 15th of each month.

Card Number:

Card Validation (CV) Code (3 digits on the reverse of the card)

Name of card holder:

Expires: Issue No: Valid From:

Signature: _____

4. Qualifications already held: Please place a cross next to your **highest** level of qualification:

- | | | |
|--------------------------|----|---|
| <input type="checkbox"/> | 99 | No qualifications |
| <input type="checkbox"/> | 09 | Entry Level Below NVQ Level 1 |
| <input type="checkbox"/> | 01 | Level 1 NVQ 1, GNVQ Foundation, GCSEs Grades D-G |
| <input type="checkbox"/> | 02 | Level 2 NVQ 2, GNVQ Intermediate, BTEC First Diploma, 5 or more GCSEs Grades A-C |
| <input type="checkbox"/> | 03 | Level 3 NVQ 3, Vocational A Levels (AVCE), GNVQ Advanced, BTEC National Diploma, A/AS/A2 Levels, Access Programme |
| <input type="checkbox"/> | 04 | Level 4 NVQ 4, HND / Degree |
| <input type="checkbox"/> | 05 | Level 5 Post Graduate qualifications |

5. Am I Entitled To A Discount?

The following tuition fee concessions are available, however Exam and Registration fees may still be charged. Please tick where appropriate, if you:

- | | | |
|--------------------------|----|---|
| <input type="checkbox"/> | 01 | Are aged over 16 but under 19 years on 31/08/10 - FREE |
| <input type="checkbox"/> | 22 | Are over 19 on first full level 2 qualification - FREE TUITION FEES |
| <input type="checkbox"/> | 24 | Are aged 19-24 on first full level 3 qualification (inc. Level 3 jumpers) - FREE TUITION FEES |
| <input type="checkbox"/> | 04 | Receive Income Support, Housing or Council Tax Benefit - FREE TUITION FEES |
| <input type="checkbox"/> | 04 | Are in receipt of income-related Employment and Support Allowance (ESA) - FREE TUITION FEES |
| <input type="checkbox"/> | 14 | Are an Asylum Seeker receiving income based benefits - FREE TUITION FEES |
| <input type="checkbox"/> | 15 | Are an unemployed person in receipt of income based Jobseekers Allowance - FREE TUITION FEES |
| <input type="checkbox"/> | 15 | Receive contribution-based Jobseekers Allowance - FREE TUITION FEES |
| <input type="checkbox"/> | 21 | Receive Working Tax Credit with a household income of less than £15,276 - FREE TUITION FEES |
| <input type="checkbox"/> | 23 | Receive Pension Guarantee Credit - FREE TUITION FEES |
| <input type="checkbox"/> | 08 | Are the unwaged dependants of those listed above - FREE TUITION FEES |
| <input type="checkbox"/> | 09 | Skills for Life (excluding ESOL) - FREE |
| <input type="checkbox"/> | 10 | Receipt of Disabled Persons Tax Credit - FREE TUITION FEES |
| <input type="checkbox"/> | 99 | Receive Disability Living Allowance - PAY 50% TUITION FEES |
| <input type="checkbox"/> | 99 | Are a pensioner not working and in receipt of state pension - PAY 50% TUITION FEES |

Current evidence for eligibility to fee concessions must be provided and recorded here.

Documents Seen (✓): Name: _____ Date: _____
Evidence Type: _____ Evidence Reference No: _____

6. Nationality

Have you been resident in the UK or EU for more than 3 years: Yes No

Learners who are not of British Nationality must complete the 'Overseas Learners - Statement of Circumstances' form - Learners will be required to supply evidence to support their declaration e.g. passport, marriage certificate etc

Please state Nationality e.g. Irish, British In which country do you normally live?

Date of entry into UK → Are there any restrictions on the length of your stay in the UK? Yes No

Are you a refugee? Yes No Are you an Asylum Seeker? Yes No

7. Equal Opportunities

We are committed to equal opportunities. To help us monitor our policy please indicate your ethnic origin:

- | | | |
|---|---|--|
| <input type="checkbox"/> 11 Asian or Asian British - Bangaldeshi | <input type="checkbox"/> 16 Black or Black British - Caribbean | <input type="checkbox"/> 21 Mixed - White and Asian |
| <input type="checkbox"/> 12 Asian or Asian British - Indian | <input type="checkbox"/> 17 Black or Black British | <input type="checkbox"/> 22 Mixed - any other mixed background |
| <input type="checkbox"/> 13 Asian or Asian British - Pakistani | <input type="checkbox"/> 18 Chinese | <input type="checkbox"/> 23 White - British |
| <input type="checkbox"/> 14 Asian or Asian British - any other Asian background | <input type="checkbox"/> 19 Mixed - White and Asian and | <input type="checkbox"/> 24 - White - Irish |
| <input type="checkbox"/> 15 Black or Black British - African | <input type="checkbox"/> 20 Mixed - White and Black African | <input type="checkbox"/> 25 White - any other White background |
| | <input type="checkbox"/> 98 Any Other (please state) <input type="text"/> | |

8. Learning Difficulties, Disabilities and Additional Learning Support

In order for us to fully support you during your studies, please complete the following - Do you have any kind of: Disability and/or difficulty, e.g. dyslexia, dyspraxia, hearing, sight Yes No

If you think you may require any additional help and support with your learning and would like the opportunity to discuss your needs please cross: Yes No

9. Criminal Offence Declaration

The college welcomes applications from ex-offenders, and we consider them on their merit. However, you are required to tell us about any convictions under the Rehabilitation of Offenders Act.

Do you have unspent criminal convictions Yes No

10. Employment Status

Employment status on day before start of course: employed unemployed

If unemployed, length of unemployment before start: months

11. How Did You Hear About The College/Course?

Please cross one.

- | | | |
|-----|--------------------------|--|
| ACB | <input type="checkbox"/> | Attended College Before |
| BUS | <input type="checkbox"/> | Bus Advertising |
| EOD | <input type="checkbox"/> | Community Event or Exhibition / Open Day |
| CLP | <input type="checkbox"/> | College Leaflet or Prospectus |
| CS | <input type="checkbox"/> | Careers or Connexions |
| CW | <input type="checkbox"/> | College Web Site |
| DM | <input type="checkbox"/> | Direct Mail Home |
| DW | <input type="checkbox"/> | Development Worker |
| LIB | <input type="checkbox"/> | Library |
| AN | <input type="checkbox"/> | Newspaper Advertisement |
| OTH | <input type="checkbox"/> | Other |
| SCH | <input type="checkbox"/> | School |
| WOM | <input type="checkbox"/> | Word of Mouth |

12. Data Protection Act 1998.

For details see. <http://www.joseph-priestley.ac.uk/>
The information you provide will be passed to the Skills Funding Agency (SFA) and the Young Peoples Learning Agency (YPLA) via The Data Service. The SFA and the YPLA are responsible for funding, planning and encouraging education and training for young people and adults in England. It will be passed to the Learning Records Service for the purpose of obtaining a Unique Learner Number (ULN) and maintaining registration details with awarding bodies. These organisations are registered under the Data Protection Act 1998, information on their data protection policies can be found on their web sites.

<http://www.bis.gov.uk/policies/further-education-skills/sfa>
<http://www.ypla.gov.uk/privacy.htm>
<http://www.thedataservice.org.uk/About/dataprotection/>
www.learningrecordsservice.org.uk

The information you provide will also be shared with other organisations for the purpose of administration; careers; law enforcement; other guidance; statistical and research purposes. Other organisations with which we will share information include, local authorities, the Department for Education, the Department for Business, Innovation and Skills, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, and organisations performing research and statistical work on behalf of the SFA, the YPLA or their partners.

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, phone and e-mail, which are aimed at enabling the YPLA, the SFA and their partners to monitor performance, improve quality and plan future provision.

Please cross below if you DO NOT wish to be contacted regarding:

- Surveys or research by the YPLA, the SFA and their partners
- Relevant courses and learning opportunities by the YPLA, the SFA and their partners
- Further information from the College inc. post, telephone. email and text messaging to mobile phones.

13. Refunds, Instalments and other fees

Refunds - All fees are payable on enrolment. Fees will only be refunded if the College closes a course. If you wish to request a refund for some other reason please apply in writing to the Director of Finance.

NOTE: Full fees are due even if you withdraw from the course. For the full Fees Policy, please see: www.joseph-priestley.ac.uk

Instalments - Instalments are available for total fees costing £120 or more. 50% is payable on enrolment, then 25% each month following. For a total between £120 and £300 the administrative charge will be £10. Over £300 the administrative charge will be £20.

NOTE: If you leave your course early the remaining instalments will still be taken.

Fees - Please note that the course fees do not include the fees required to register direct with professional bodies and certain courses incur extra costs, such as kits and uniforms.

Fees - Home learners

Learners aged 16 to 18 at the start of their programme are exempt from course fees. Learners on their first full level 2 qualification and those aged 19 to 24 on their first full level 3 qualification are exempt from tuition fees. For all other learners course fees apply, unless current evidence of eligibility to fee remission can be provided at the start of the course or renewal of enrolment for courses longer than one year.

This is a summary of our terms and conditions. Full details are available in our Prospectus.

What To Do Next

If the course(s) you have chosen does not require an interview before enrolment you can enrol in the following ways:

By Post: Post this completed enrolment form to: **Joseph Priestley College, FREEPOST, LS6408, Morley, Leeds, LS27 8YY.**
Please do not send original documentation or cash in the post.

In Person: You can call into Joseph Priestley College during one of our enrolment sessions (see the course guide or web site for dates). Please bring your completed enrolment form plus any required supporting documentation.

Learning Agreement

I understand that:

- The level of the course I have chosen suits my qualifications and/or prior experience.
- I am entitled to any practical or educational help I need to complete the course and know how to access it.
- I have been advised of all the costs and any additional study associated with the course.
- I am personally liable for all costs associated with the course.
- I shall not receive any certificates until all fees are paid.
- I shall become a beneficiary of the ESF if any course I am following is part of a project co-financed by the YPLA or SFA.
- I consent to the data contained in this form being stored in a computerised database, shared with organisations listed under 12. Data Protection as appropriate and in accordance with the provisions of the Data Protection Act 1998.
- I must obey all College rules and regulations.

By signing this form, I am agreeing to let Joseph Priestley College process information regarding my prior attainment levels and to share that information with organisations listed under 12. Data Protection.

I certify that the information given on this form is correct and understand that the college has the right to claim any funds if I am found to have provided incorrect information. This form must be signed to validate your enrolment.

Learner Signature:

Date:

ID Document Checked:

Signed on behalf of College:

Date:

