

# ENROLMENT FORM 2017/2018

	Course(s) you wish to enrol on	Course Code(s)	Course Fee £
1			
2			

Title		Date of Birth	
Forename		Gender	Male / Female
Surname		Contact No.	
Address		Postcode	
		Previous Postcode (if less than 4 years at current address)	
Email			
Student Ref. Number (If known)		Unique Learner Number (If known)	
Country of normal residence		Nationality	
Have you lived outside the EU in the past 3 years? If 'yes' which country?			
Have you taken part in any learning in the past 3 years?	Yes / No		
National Insurance Number			

**Please help us to monitor the impact of our marketing by indicating below how you found out about the Adult College for Rural East Sussex**

Existing learner	ACRES' website	
Contacted us for a brochure	Another website	
Brochure delivered through the door	Through school/college	
Promotional event	Word of mouth	
Poster	Other (Please state)	
If there is a course not included in our programme that you would like to see offered, please let us know below:		

**Privacy Notice – How we use your personal information** The personal information you provide is passed to the Education and Skills Funding Agency and the Department for Business, Energy and Industrial Strategy (DBEIS July 2016). Where necessary it is also shared with the Department for Education. The information is used for the exercise of functions of these government departments and to meet statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and an Individual Learning Record (ILR). The information you provide may be shared with other organisations for education, training, employment and well-being related purposes, including for research. You may be contacted after you have completed your programme of learning to establish whether you have progressed into employment or further training/education. You may also be contacted by the English European Social Fund (ESF) Managing Authority, or its agents, to carry out research and evaluation to inform the effectiveness of the programme.

## Disability, Health Issues and Learning Difficulties

Do you have a disability or health problem?	YES		NO	
Do you have a learning difficulty?	YES		NO	

If 'YES' please indicate the nature of your disability, learning difficulty and/or health problem below

Visual impairment		Temporary disability (after illness, e.g post-viral, or accident)	
Hearing impairment		Speech, language and communication needs	
Disability affecting mobility		Other physical disability	
Profound complex disabilities		Other specific learning difficulty (e.g Dyspraxia)	
Social and emotional difficulties		Other medical condition (e.g epilepsy, asthma, diabetes)	
Mental health difficulty		Other learning difficulty	
Moderate learning difficulty		Other disability	
Severe learning difficulty		Prefer not to say	
Dyslexia		Please state if you have any other specific needs you wish to be supported with:	
Dyscalculia			
Autism Spectrum Disorder			
Asperger's Syndrome		Would you like our Student Support Officer to contact you to discuss your needs? YES/NO	

Please note that any contact will be made in the strictest confidence.

## Ethnic Origin

<b>White</b>		<b>Asian/Asian British</b>	
English/Welsh/Scottish/Northern Irish/British		Indian	
Irish		Pakistani	
Gypsy or Irish Traveller		Bangladeshi	
Any other white background		Chinese	
<b>Mixed/Multiple Ethnic group</b>		Any other Asian Background	
White and Black Caribbean		<b>Black/African/Caribbean/Black British</b>	
White and Black African		African	
White Asian		Caribbean	
Any other mixed/multiple ethnic background		Any other Black/African/Caribbean background	
<b>Arab</b>		<b>Any other ethnic group</b>	

Please note that a health questionnaire must be completed by all students prior to attending a physical activity course.

## Unique Learner Number (ULN)

All learners are issued with a ULN which enables their educational achievements to be tracked. This is not used for marketing purposes but can be shared with other learning organisations.

Do you give permission for this data to be shared?	YES		NO	
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**Exam Course Applicants Only** Enrolment on an exam course requires completion of additional information. Please complete the further detail requested below. If you are unemployed or eligible for a free course, you will also be required to complete a further declaration form, which will be sent to you once you have enrolled.

**Evidence of ID** If you are taking an accredited course we are required to see evidence of ID. Please supply two of the following: Passport, Driving Licence, ID card or other form of identification, benefits documentation, examination certificates or bank card, as well as providing us with your National Insurance number. Existing students need only supply one form of ID. We appreciate that existing students will have supplied ID in previous years, however, it is a condition of funding that ID is seen each year.

**Your highest qualification – Please tick one box that applies to you**

<b>Entry Level</b>	
<b>Level 1</b> – e.g GCSE/'O' Level (5 or more at grade D-G or fewer than 5 at grades A-C), CSE below grade 1, 1 AS Level, Functional Skills, Certificate in Adult Literacy, Numeracy, ESOL at Level 1, GNVQ Foundation, NVQ Level 1, Level 1 Key Skills	
<b>Full Level 2</b> – e.g GCSE/'O' Level (5 or more GCSEs grades A*-C), 2 or 3 AS Levels, CSE Grade 1 (5 or more), 1 A Level, NVQ Level 2, GNVQ Intermediate	
<b>Full Level 3</b> – e.g A Levels (2 or more advanced level passes), 4 or more AS Levels, GNVQ Advanced, NVQ Level 3, Level 3 Apprenticeship	
<b>Level 4 or above</b> – e.g Certificate of Higher Education, Foundation Degree, Bachelor's Degree (graduate certificates and diplomas), Doctorates, Masters Degrees (postgraduate certificates and diplomas) Please specify:	
<b>Other qualification</b>	
<b>I have no qualifications</b>	

**Employment Status – (All learners) Please indicate if you are**

Not in paid employment, looking for work and available to start work		
Not in paid employment, not looking for work and/or not available to start work/retired		
In paid employment	Self Employed	
<b>If employed or Self Employed</b>		
How many hours do you work per week?	1-15 hours	16-19 hours
How long have you been employed?	Up to 3 months	4-6 months
		7-12 months
		20+ hours
		12 months
<b>If unemployed:</b>		
How long have you been unemployed?		
Less than 6 months	6-11 months	12-23 months
		24-35 months
		36 months or more
You were previously in full time education or training		
<b>Please indicate which state benefit you receive</b>		
Job Seekers Allowance (JSA)	Universal Credit	Employment and Support Allowance – Work
Have you been mandated for training? Yes / No		
Related Activity Group (ESA WRAG)		

## How To Pay

**Reduced Fees** You may be eligible to pay a reduced fee or join a course free of charge if you are in receipt of an income based benefit. Further details can be found on the inside back cover of this brochure, on our website [www.acreslearning.org.uk](http://www.acreslearning.org.uk) under the 'Students' tab - Frequently Asked Questions – 'Am I entitled to pay reduced fees?' or by telephoning the **ACRES'** office on **01825 761820**.

**Payment** Details of how to enrol and pay can be found on the inside back cover of this brochure, or by telephoning the **ACRES'** office on **01825 761820**. You can also visit our website at [www.acreslearning.org.uk](http://www.acreslearning.org.uk) and search 'How to Enrol' when clicking on the 'Students' tab.

Postal enrolments can be made by cheque or card. Please make cheques payable to **East Sussex County Council** and write the Course Code and your name on the back or enter your card details below.

Full payment/staged payment (delete as appropriate) enclosed for £  
Paid by cheque/debit card/credit card

Payment enclosed		Security Code (last three numbers on reverse of card)			
Cardholder's Name		Credit/Debit Card no			
Expiry Date		Valid From		Issue No. (If Applicable)	
If you have given us your email address, your course confirmation documents will be emailed to you. If you wish to receive them by post please tick here. <input type="checkbox"/>					

## Declaration

I understand that the information I have provided will be kept on a computerised information system and will be processed in accordance with the Data Protection Act 1998 and 2003. Please see Privacy Notice above. I agree that having enrolled on the above course(s), I am liable to pay the course fee in full, subject to the cooling off criteria as described in the terms and conditions. I understand that a course may be cancelled if insufficient students enrol and a full refund will be given in these circumstances. Applications for a refund will also be considered if withdrawing from a course on medical grounds, on production of medical evidence.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Please note that should a student be unable to attend the course or withdraw from a course before all sessions have taken place, the place and fees are not transferable to another student.**

Please return your completed enrolment form to:

ACRES Office  
Uckfield Community Technology College  
Downsview Crescent  
Uckfield  
East Sussex TN22 3DJ



If you **do not** wish to be contacted for any other purposes you can opt out by ticking any of the following boxes below:

About courses or learning opportunities	<input type="checkbox"/>	By phone	<input type="checkbox"/>
For surveys and research	<input type="checkbox"/>	By e-mail	<input type="checkbox"/>
	<input type="checkbox"/>	By post	<input type="checkbox"/>

Further information about use of and access to your personal data and details of organisations with whom we regularly share data are available at: <https://www.gov.uk/government/publications/sfa-privacy-notice>