

# Enrolment Form 2023/24

Enrolments can also be completed via our website  
[acreslearning.org.uk](https://acreslearning.org.uk)



Course Title(s)	Course Code(s)	Course Fee(s)
	A A 1 1 A 1 1 A	£
	A A 1 1 A 1 1 A	£

Title  Forename

Surname

Gender  Nationality  Date of birth

Telephone: Landline (incl. code)

Telephone: Mobile

Email (Course confirmation documents will be emailed to you)

National Insurance Number

Student Ref. No. (if known)

Unique Learner No. (if known)\*

Address

Postcode

Previous postcode (if less than 4 years at current address)

Country of normal residence: England  Scotland  Wales  N Ireland  Other  (please specify)

Have you lived outside the UK in the past 3 years? If 'yes' which country?

Have you taken part in any learning in the past 3 years? Yes  No

## Please let us know how you found out about the course

## Please select from the list below the description that matches most closely the reason you are choosing to enrol on your course(s)

1 Engaging and/or building confidence <input type="checkbox"/>	5 Equipping parents/carers to support children's learning <input type="checkbox"/>
2 Preparation for further learning <input type="checkbox"/>	6 Health and well-being <input type="checkbox"/>
3 Preparation for employment <input type="checkbox"/>	7 Developing stronger communities <input type="checkbox"/>
4 Improving essential skills including English, ESOL, Maths and Digital <input type="checkbox"/>	

\*All learners are issued with a ULN which enables educational achievements to be tracked. This can be shared with other learning organisations. It will never be used for marketing purposes.'

## Ethnic origin

### White

- English/Welsh/Scottish/Northern Irish/British
- Irish
- Gypsy or Irish Traveller
- Any other White background

### Mixed/Multiple Ethnic group

- White and Black Caribbean
- White and Black African
- White Asian
- Any other Mixed/Multiple ethnic background

### Arab

### Asian/Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian Background

### Black/African/Caribbean/Black British

- African
- Caribbean
- Any other Black/African/Caribbean background

### Any other ethnic group

## Disability, health issues and learning difficulties

Do you have a disability or health issue? 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

- |  |   |
|--|---|
| Vision impairment <input type="checkbox"/>                 | Temporary disability (after illness, e.g. post-viral, or accident) <input type="checkbox"/>               |
| Hearing impairment <input type="checkbox"/>                | Speech, language and communication needs <input type="checkbox"/>   |
| Disability affecting mobility <input type="checkbox"/>     | Other physical disability <input type="checkbox"/>  |
| Profound complex disabilities <input type="checkbox"/>     | Other specific learning difficulty (e.g. Dyspraxia) <input type="checkbox"/>                              |
| Social and emotional difficulties <input type="checkbox"/> | Other medical condition (e.g. epilepsy, asthma, diabetes) <input type="checkbox"/>                        |
| Mental health difficulty <input type="checkbox"/>          | Other learning difficulty <input type="checkbox"/>  |
| Moderate learning difficulty <input type="checkbox"/>      | Other disability <input type="checkbox"/>   |
| Severe learning difficulty <input type="checkbox"/>        | Prefer not to say <input type="checkbox"/>  |
| Dyslexia <input type="checkbox"/>                          | Please state if you have any other specific needs you wish to be supported with: <input type="checkbox"/> |
| Dyscalculia <input type="checkbox"/>                       |   |
| Autism Spectrum Disorder <input type="checkbox"/>          |   |
| Asperger's Syndrome <input type="checkbox"/>               |   |

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.

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

## Employment status

Please indicate if you are

- |   |                          |
|---|--------------------------|
| Not in paid employment, looking for work and available to start work                    | <input type="checkbox"/> |
| Not in paid employment, not looking for work and/or not available to start work/retired | <input type="checkbox"/> |
| In paid employment  | <input type="checkbox"/> |
| Self-employed   | <input type="checkbox"/> |
| In receipt of other state benefits  | <input type="checkbox"/> |
| On a Skills Bootcamp  | <input type="checkbox"/> |
| Other (e.g. redundancy)   | <input type="checkbox"/> |

If employed or self-employed

How many hours do you work per week 0-10  11-20  21-30  31+

How long have you been employed/self-employed Up to 3 months  4-6 months  7-12 months  12 months +

If unemployed

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

Please indicate which state benefit you receive

- |  |  |
|--|--|
| Jobseeker's Allowance (JSA) <input type="checkbox"/> | Employment and Support Allowance (all categories) <input type="checkbox"/> |
| Universal Credit <input type="checkbox"/>            | Other <input type="checkbox"/>   |

## 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

- |   |  |
|---|--|
| <input type="checkbox"/> Entry Level  | <input type="checkbox"/> Level 3 - 'A' Level or equivalent e.g Access to HE Diploma, Advanced Apprenticeship, Applied General, 'AS' Level or international Baccalaureate Diploma |
| <input type="checkbox"/> Level 1 - GCSE Grade D-G / 1-3 or Level 1 Award, Certificate, Diploma, NVQ, ESOL, Functional Skills or Essential Skills  | <input type="checkbox"/> Full Level 3 - Advanced Technical Certificate or Diploma or 2 'A' Levels  |
| <input type="checkbox"/> Level 2 - GCSE Grade A*-C / 4-9 or CSE Grade 1, Level 2 Award, Certificate, Diploma, NVQ, ESOL, Functional Skills, Essential Skills, National Certificate, National Diploma, Intermediate Apprenticeship | <input type="checkbox"/> Skills Bootcamp   |
| <input type="checkbox"/> Full Level 2 - GCSE in 5 subjects Grade 4 / C or above or Technical Certificate at Level 2   | <input type="checkbox"/> Other qualification   |
|   | <input type="checkbox"/> I have no qualifications  |

## How to pay

Course fees can be paid in one single payment at enrolment or in instalments by standing order if the total fee exceeds £136.

Please indicate how you wish to pay for your course(s)

In full  In instalments by standing order

- Cheque**  
Please make cheques payable to East Sussex County Council and write your name and course code on the back.
- Debit/Credit Card**  
A member of the ACRES' team will contact you by phone to take payment.
- Cash**  
Cash payments are accepted at ACRES' House during office hours.

Reduced fees are available on courses which receive funding from the Education and Skills Funding Agency (ESFA) for those in receipt of certain income-based benefits.

Further details on how to enrol, pay, and claim a reduced fee can be found at the end of this form, on the Financial Support page on our website or from the ACRES' team on 01825 761820.

## Declaration

I understand that the information I have provided will be kept on a computerised information system and will be processed in accordance with Data Protection legislation. I agree that having enrolled on the above courses(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 should I be unable to attend the course, or withdraw from a course before all sessions have taken place, the place and fees are non-transferable to another student. I understand that a course may be cancelled if insufficient students enrol and a full refund will be given in these circumstances. Application for a refund will only be considered if I withdraw from the course(s) on certified medical grounds, on the production of medical evidence, or in exceptional circumstances at management discretion.

Signature

Date

D	D	M	M	Y	Y
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From time to time ACRES would like to email you about new learning opportunities.

Please tick here if you would like to join our mailing list.

Unsubscribe at any time by contacting [adultlearning@acres.org.uk](mailto:adultlearning@acres.org.uk)

For further information about the use of and access to your personal data please refer to the Privacy Notices referred to below.

### Privacy Notices - How we use your Personal Information

The privacy notice explains how the Department for Education (DfE) uses (processes) any personal data you give to us, or any that we may collect about you in relation to adult education. For full details please either click this link [Privacy notice for Key Stage 5 and adult education - GOV.UK \(www.gov.uk\)](#), or please refer to this web page in your browser.

As a training provider, we need to ensure that all our learners have seen this Individualised Learner Record (ILR) privacy notice as part of your enrolment process, in addition to the DfE privacy notice referred to above. Please also either click this link: [ILR Privacy Notice 2023 to 2024 version 1 May 2023 \(submit-learner-data.service.gov.uk\)](#) or access this web page on your browser for further information about the Individualised Learner Record (ILR) and how your personal information is used within this.

Please return  
your completed  
enrolment form:

**By post:** ACRES' House, Uckfield College,  
Downsview Crescent, Uckfield,  
East Sussex TN22 3DJ

**By email:** [adultlearning@acres.org.uk](mailto:adultlearning@acres.org.uk)

# General Information

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## Course fees and how to pay?

- Cheque - please make cheques payable to East Sussex County Council quoting the course code and your name on the reverse.
- Credit/Debit card - for all enrolments by phone
- Cash - in person
- In full or by instalments  
Instalment payments will be structured as follows:
  - fees between £136 and £272 - 50 % of the fee to be paid on enrolment followed by 2 monthly payments of 25 %
  - fees £273 and over - four equal instalments

Learners electing to pay by standing order will be liable for the full cost of the course. Should they withdraw from the course for any reason other than medical, they will be liable to pay the course fee in full.

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## Are you entitled to pay the reduced fee?

Reduced fees are available on courses in receipt of funding from the Education and Skills Funding Agency (ESFA). Eligibility for a reduced fee will be checked at the start of a course. Students will be asked to provide proof of being in receipt of certain means-tested benefits and/or meeting certain specified qualification criteria.

Further financial support may be given from ACRES Discretionary Student Support fund for students experiencing financial hardship.

Further information about reduced fees and which benefits are eligible, is available on the Financial Support page of the website or telephone the ACRES' office.

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## Refunds

### **Cooling Off Period**

If you enrol on a course, you are entitled to cancel your enrolment within 14 days and you will be refunded. If you wish to cancel your enrolment within this period, you must notify us of your cancellation, in writing or by email. If, however, you wish to enrol on a course which starts within the 14-day cooling off period, you will waive your right to receive a refund in the event of a cancellation. Please note the cooling off period does not apply if enrolling in person at the ACRES' Office.

### **Courses Cancelled by ACRES**

Students are refunded fees in full if ACRES cancel their course. A course may be cancelled if minimum numbers are not achieved. Should this happen, you will be offered

the choice of a transfer to another course or a refund of the fee paid.

### **Withdrawing from a Course**

After a course has been confirmed as running, all course fees are payable and no refunds will be made. By enrolling on a course, students agree to pay the course fee, and accept that changes to their personal circumstances, which may prevent them from attending the now arranged course, will not be grounds for requesting a refund. Should a student be unable to attend a course or withdraw from a course before all sessions have taken place, the place and fees are not transferable to another student, or course.

If students withdraw from a course we will only consider refunding fees for the remaining part of the course if the withdrawal is on certified medical grounds (not casual illness/sickness) or in exceptional, extenuating circumstances at the discretion of ACRES' senior management team. Applications for refund of fees should be supported by medical evidence (e.g. hospital/doctor's appointment card, letter or medical certificate) or a rationale for consideration for exceptional circumstances and an administration charge of £10 will be deducted from any refund given.

### **Changes to Advertised Course**

From time to time it may be necessary to change the advertised venue of a course or there may be a change of tutor to the one advertised. Neither of these circumstances would normally give grounds for refund of fees.

### **Class Cancellation**

If ACRES needs to cancel a class you will be contacted and notified of the date for the make-up class. In cases of severe weather, information will be available on our website.

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## Support for students with additional support needs

Students attend all courses at their own risk. Students should notify us at enrolment of any additional support needs or relevant medical conditions and we will do our best to support students in their learning.

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Full terms and conditions can be found on the Student Information pages of our website. All information and details are correct at the time of going to print.