

# ACRES Enrolment Form 2021/22

If filling this form in electronically, please download it onto your computer, fill it in and email back to [adultlearning@acres.org.uk](mailto:adultlearning@acres.org.uk)

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

Title	Forename
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Surname

Gender M <input type="checkbox"/> F <input type="checkbox"/>	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"/>
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Telephone nos.	Landline <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"/> <input type="text"/>
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	Mobile <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"/> <input type="text"/>
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Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode

\_\_\_\_\_

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

\_\_\_\_\_

Email

\_\_\_\_\_

Student Ref. No. (if known)	Unique Learner No. (if known)
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Country of normal residence	Nationality
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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 how you found out about us**

Existing learner <input type="checkbox"/>	Brochure delivered through the door <input type="checkbox"/>	Poster <input type="checkbox"/>
ACRES' website <input type="checkbox"/>	Through school/college <input type="checkbox"/>	Social Media e.g. Facebook <input type="checkbox"/>
Contacted us for a brochure <input type="checkbox"/>	Promotional event <input type="checkbox"/>	Other (Please state) <input type="checkbox"/>
Another website <input type="checkbox"/>	Word of mouth <input type="checkbox"/>	_____

If there is a course not included in our programme that you would like to see offered, please let us know below:

\_\_\_\_\_

**Privacy Statement - 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 other successor bodies to these organisations. For the purposes of the 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. For 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> At no time will your personal information be passed to organisations for marketing or sales purposes.

## 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

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**

## Ethnic origin

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

## 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

## 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"/> |
| 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"/> Full Level 2 - GCSE in 5 subjects Grade 4 / C or above or Technical Certificate at Level 2  |
| <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"/> 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 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"/> Full Level 3 - Advanced Technical Certificate or Diploma or 2 'A' Levels  |
|   | <input type="checkbox"/> Other qualification   |
|   | <input type="checkbox"/> I have no qualifications  |

## How to pay

**Reduced Fees** You may be eligible to pay a reduced fee on courses marked **£** if you are in receipt of an income based benefit. Further information can be found in our General Information sheet or for full details please see the Financial Support page on our website

**Payment** Details of how to enrol and pay can be found in our General Information sheet and on the Financial Support and Contact Us pages of our website. 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.

If you have any questions call ACRES' House on 01825 761820.

**Cheque**

Full payment  instalments  (tick as appropriate) enclosed for:

£

**Debit/Credit card**

(You will be contacted within a few days by a member of the ACRES team who will take payment over the phone)

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.

## Declaration

I understand that the information I have provided will be kept on a computerised information system and will be processed in accordance with relevant Data Protection legislation. (Please see Privacy Notice for full details). 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 certified medical grounds, on production of medical evidence, or in exceptional circumstances at management discretion.

Signature

Date

If form has been completed electronically please click this box in place of your signature

**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:**

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

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



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

**Nature of contact** About other courses or learning opportunities  For surveys and research

**Method of contact (select your preferred option(s)):** By phone  By e-mail  By post

For 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>

# 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 on the reverse of the cheque.
- Credit/Debit card (with form or by phone)
- Cash (in person)
- By Instalments by standing order
  - Fees between £133 and £260 - 50 % of the fee is paid on enrolment followed by 2 monthly payments of 25 % of the fee.
  - Fees between £261 and £324 - option of three equal monthly instalments, the first payable on enrolment.
  - Fees over £325 - option of 4 equal monthly instalments, the first payable on enrolment.

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 only available on courses which receive funding from the Education and Skills Funding Agency (ESFA) and students who apply for reduced fees will be checked for eligibility at the start of their course.

Eligibility for free examination courses or reduced course fees on non-examination funded courses will be subject to the student providing proof of being in receipt of certain means tested benefits.

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

For further information about reduced fees and which benefits are eligible, please refer to 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.

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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.