



ENROLMENT FORM

Working Men's College
44 Crowndale Road, London NW1 1TR
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StudentServices@wmcollege.ac.uk • www.wmcollege.ac.uk



STUDENT REFERENCE NUMBER: _____
UNIQUE LEARNER NUMBER if known: _____

PLEASE READ THE PROSPECTUS BEFORE YOU COMPLETE THIS ENROLMENT FORM
The prospectus has conditions of enrolment. If you need advice see Student Services.

1. PERSONAL DETAILS

Have you enrolled with us before? No Yes which year _____

FAMILY NAME: _____

FIRST NAME: _____

Male: Female: DATE OF BIRTH _____

ADDRESS: _____ Phone Mobile _____
Day _____
Evening _____
Emergency _____
POSTCODE _____

EMAIL please use capital letters, one in each box. It is important that we have your email.

COUNTRY OF DOMICILE: In which country have you been resident for the last 3 years? UK Other please specify _____

2. HOW DID YOU HEAR ABOUT US?

- I have enrolled with WMC before
- WMC Prospectus Word of mouth Newspaper advert - please specify _____
- WMC Leaflet delivery Hotcourses Magazine Floodlight Magazine Job Centre Plus
- WMC Website Hotcourses website Other - please specify _____

3. LEARNING PROGRAMME

Your course may require advice & guidance or personal interview. Check the the course description on the website or at Student Services.

COURSE CODE	COURSE TITLE	START DATE	Adviser's Initials if advice required
1			
2			
3			

For students on NVQ and Access programmes : Please tick the box if this is your FIRST full Level 2 or full Level 3 programme

4. DISABILITY AND ADDITIONAL LEARNER SUPPORT

We want to give you all the support you may need on your course. If you need any help with this section, please ask.

Do you consider yourself to be disabled or to have a learning difficulty? If you do, please tick each box that applies to you: **This information is confidential**, but we may be able to help you better if we can tell your tutor: If you agree, please tick here

- Visual impairment, eg difficulty seeing Emotional or behavioural difficulties Moderate learning difficulty
- Hearing impairment, eg difficulty hearing Mental ill health, e.g. depression, schizophrenia, anxiety Severe learning difficulty
- Wheelchair user or other disability affecting mobility Other physical disability Other (give details): _____
- Other medical condition, e.g. asthma, epilepsy, diabetes Other (give details): _____

Do you need additional support and/or extra help with your learning? No Yes

Please tell us here if you need specific help: e.g. hearing loop, large print, audio recordings

5. FEES

A) If you are claiming concessionary fees please tick concessionary fee category that applies to you.

Your enrolment will not be accepted if you do not provide current evidence (see prospectus or ask our staff) of concessionary fee entitlement at the time of enrolment.

- Unemployed, receiving contribution based JSA (under 16 hrs study a week) Asylum Seeker, eligible for SFA/YPLA funding and getting income-based benefit/assistance (under 1999 IAA) or their dependant
- Income based benefit recipient: Council Tax Benefit Housing Benefit Income Support JSA income based Income related ESA 16-18 years old
- Working Tax Credit recipient, or partner of one Adult on Maths or English Essential Skills (for those courses only)
- Pension Credit (Credit Guarantee only) recipient Studying for FIRST full Level 2 qualification
- Unwaged Dependant (as defined by Jobcentre Plus) of those listed above 19-25 years old and studying for FIRST full Level 3 qualification

B) If you are not paying course fees and would like help with exam fees, please tick here

C) Who is paying your fees? Please tick the box that applies to you

- a) You
- b) Your employer **Attach, to your application, a letter from your employer on headed notepaper.**

6. YOUR PAYMENT AND HOW TO MAKE IT

My Total Fees payable (college fees + course fees + any materials fees + any exam fees payable) are £ _____

My donation I also wish to donate to the college hardship fund the sum of: (please tick amount) £10 £30 £50

Gift Aid I am a UK tax payer and I wish to Gift Aid my donation so WMC can claim tax back (please tick)

MY TOTAL PAYMENT The total payment I am making (ie total fees payable and any donation) is £ _____

BY CREDIT/DEBIT CARD please only fill out this section if you are enrolling by post.

I authorise WMC to debit My Total Payment from Mastercard/Visa/Switch/Delta/Solo card No.: _____

Valid from date ____/____/____ Expiry date ____/____/____ Switch card issue no ____ Security code - the 3 digits on back of card ____

Name as on card _____

Address if not person enrolling _____

Signature _____

BY CHEQUE I enclose a signed cheque payable to 'Working Men's College' and crossed 'A/c payee only' for the Amount of My Total Payment

7. DIVERSITY MONITORING

Please tick the ethnicity box, which describes you.

Asian or Asian British

- 11 Bangladeshi
 12 Indian
 13 Pakistani
 18 Chinese
 14 Other Asian background

Black or Black British

- 15 African
 16 Caribbean
 17 Other Black background

Mixed

- 19 White and Asian
 20 White and Black African
 21 White and Black Caribbean
 22 Other Mixed background

White

- 23 British
 24 Irish
 25 Other White background

Other

- 98 Any Other
 99 Not known or prefer not to say

8. PREVIOUS QUALIFICATIONS *It is important to complete this section*

Please tick the box / Level which is opposite your highest vocational or academic qualification.

Level	Example qualifications equivalent to that Level
09 <input type="checkbox"/> Entry Level	Word power / Number power
01 <input type="checkbox"/> Level 1	GCSE or O level, fewer than 5 grades A to C / Grades D to G; CSE below grade 1; 1 AS Level
02 <input type="checkbox"/> Level 2	GCSE or O Level, 5 or more grades at A to C; 1 A Level, 2 or 3 AS Levels
03 <input type="checkbox"/> Level 3	2 or more A Levels; 4 or more AS Levels
04 <input type="checkbox"/> Level 4	First Degree; teaching qualifications
05 <input type="checkbox"/> Level 5	Higher Degree (MA, MSc, PhD etc); Other high level professional qualifications
97 <input type="checkbox"/> Other	Other qualifications, eg overseas or vocational qualifications. (Please discuss with Student Services)
99 <input type="checkbox"/> None	No qualifications

9. EMPLOYMENT STATUS

1. Your employment status (A66)

- Employed
 Full time education or training
 Self employed
 Unemployed (complete sections 2 & 3)
 Economically inactive*

- 01
 02
 03
 04
 06

2. Reasons for unemployment (L37)

- Through redundancy
 For reasons other than redundancy
 Reason unknown/not provided

- 03
 04
 05

3. Length of your unemployment (A67)

- Less than 6 months
 6-11 months
 12-23 months
 24-35 months
 over 36 months

- 01
 02
 03
 04
 05

* Economically inactive means you are of working age **AND** not employed **AND** not self employed **AND** not in full time education **AND** not actively seeking work

10. DATA PROTECTION / PRIVACY STATEMENT

The personal information you provide is passed to the Chief Executive of the Skills Funding Agency (SFA) and, where required, to the Young People's Learning Agency for England (YPLA) to enable those organisations to fulfil their statutory obligations, principally under the Apprenticeships, Skills, Children and Learning Act 2009. Both organisations are registered as data controllers with the UK Information Commissioner's Office.

The SFA funds adult further education and skills training, including apprenticeships, in England. The YPLA is responsible for arranging the provision of funding for the education and training of young people in England. The SFA processes learner data on behalf of the YPLA.

The information you provide may be shared with other organisations for the purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education or training. Other organisations with which we will share information include, the Department for Children, Schools & Families, the DBIS, Local Authorities, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the SFA, the YPLA, or partners of those organisations.

The SFA also administers the learner registration service (LRS) which uses your learner information to create and maintain a unique learner number (ULN).

Further information about use of and access to your information is available at:
 SFA (Skills Funding Agency): <http://skillsfundingagency.bis.gov.uk/foi.htm>
 YPLA (Young People's Learning Agency): <http://www.ypla.gov.uk/foi.htm>

At no time will your personal information be passed to any other organisations for marketing or sales purposes

The YPLA, the Chief Executive of the Skills Funding Agency and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you. Then as before

Tick this box if you do NOT wish to be contacted these organisations in respect of surveys and research by mail or phone 0A

Tick this box if you do NOT wish to be contacted about courses or learning opportunities by post. 0B

11. LEARNING AGREEMENT AND DECLARATIONS

I have read the above Data Protection Statement.

I agree to WMC processing personal data contained in this form, or other data, which WMC may obtain from me or other people whilst I am a student.

I agree to the processing of such data for purposes connected with my studies, health & safety whilst on the premises, the claiming of funding, marketing or other legitimate reasons.

I understand the college accepts no responsibility for safekeeping of student property, including bicycles, in or around the college premises.

I agree to abide by WMC's current & future rules & policies, including refund and transfer policies and WMC's courtesy code - as mentioned or available in the student handbook, prospectus, enrolment information, Student Services, notices, student newsletters or information and requests from WMC teachers/staff.

I have received appropriate advice and guidance to help me find the right course. I have also had basic information about the course aims, length and timetable.

I understand I will receive further advice through the induction process, and that additional support may be available from Student Services or my teacher.

Senior Fees Please read the following statement: Please note the government does not provide any automatic concessions for retired people. On some courses WMC provides some financial support, aimed at older learners (over 60), who rely on a state pension or whose household income is below £15,726 pa.

If you wish to claim the senior fee please tick below.

Aged 60 or more and claiming a senior fee.

STUDENT Signature: _____ Date _____

FOR OFFICE USE ONLY

The student has been provided with information and appropriate advice and guidance about their learning programme, and has been notified how further advice and guidance can be obtained from Student Services and from their teacher.

I have seen the evidence required in order to satisfy me that the student is entitled to public funding

Staff Signature: _____ Date _____

Data Loaded: Name _____ Date _____

Quality Checked: Name _____ Date _____



The College for Women and Men