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| HE Enrolment Form 2021/22  *Complete all parts of the form. Ask College staff for help if you’re not sure how to answer any question.* | [Click here to go to a medium sized black and white logo with a white background](http://intranet.yorkcollege.ac.uk/yc/new/staff/marketing/logos/bw_logo_200.jpg)*student ref*  *ULN* |

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| **You:** | | | | | | | | | | | | Your main personal details. *You must give your* ***full legal name****.* | | |
| Title *(Ms, Mr etc.)* | | | | | | | Forename(s) *(First/given names.)* | | | | | | | Surname *(Family name)* |
| Legal Gender  🞏 Female  🞏 Male | | | | | Date of birth *(dd/mm/yyyy)*  / / | | | | | | Age on  31 Aug 2021 | | Previous name *(If your name has ever changed)* | |
| National Insurance number | | | | | | | | | | Nationality | | | Preferred name  *(If you do not want to be identified  by your legal name – please complete a preferred name declaration form)* | |
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| **Your contact details**: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Current postal address and postcode | For the past 3 years, what country have you normally lived in?  🞏 England 🞏 Other *(Say where.)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Phone |  |  |  |  |  |  |  |  |  |  |  | Mobile | | | | | |  |  |  |  |  |  |  |  |  |  |  |  | |
| Email |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| This address is: 🞏 my parental/guardian home 🞏 my own residence 🞏 rented accommodation 🞏 other *(Say what)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **Emergency contact:** | | | | | | | | *For all students – this person must be aged 18+ and must know they are your emergency contact.* | | | | | | | | | | | | | | | | |
| Full name | | | | | | | | | | | | | Relationship to you | | | | | | | | | | | |
| Phone |  |  |  |  |  |  |  | |  |  |  |  | Mobile |  |  |  |  |  |  |  |  |  |  |  |

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| **Employment status before start:** | *Fill in only* ***one*** *section, but answer all the questions in that box.* |
| *What was your employment status, either on the day you filled in this form, or on the* ***day before*** *your course started – whichever is earlier?* | |
| **People who are** **NOT in paid employment**. Unofficial cash-in-hand work does not count as employment.  Are you currently looking for work? *(Tick one and then answer the next question.)*  🞏 I am not looking for work and/or not available to start work *(Includes most* ***16-18 year-old full-time students*** *and people who are* ***retired****)*  🞏 I am looking for work and available to start work *(****Say what job you want to do****)*  How long have you been unemployed or retired? *(Tick one.)*  🞏 not applicable, I was in full-time education before this course started *(Includes most* ***16 year-old students****.)*  🞏 under 6 months 🞏 6-11 months 🞏 12-23 months 🞏 24-35 months 🞏 36 months or more | |
| **People who ARE** **in paid employment or self-employment**. Includes family businesses and government schemes, but not unofficial cash-in-hand work.  What type of employment? *(Tick one then answer the next question.)*  🞏 I am employed by somebody else  🞏 I am registered self-employed with HM Revenue and Customs  How many hours a week do you usually work? *(Tick one and then answer the next question.)*  🞏 under 10 hours 🞏 11-20 hours 🞏 21-30 hours 🞏 31 or more hours  How long have you been working? *(Count back to the last time your overall employment status changed, ignoring changes of employer.)*  🞏 up to 3 months 🞏 4-6 months 🞏 7-12 months 🞏 over 12 months | |

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| **Care LEAVER** | ***Are you a Care Leaver (Tick one box)*** |
| 🞏 Yes 🞏 No | |

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| **Benefits:** | *Tick* ***one*** *box to show whether you receive a state benefit.* |
| 🞏 I do not receive a state benefit 🞏 Job Seekers Allowance (JSA)  🞏 Learner is in receipt of Universal Credit 🞏 Employment and Support Allowance – (All categories)  🞏 Any other benefit *(Say what)* | |

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| **More about you:** | *For equality and diversity monitoring, and to pass to the Learning Support Team to assess the support we can give you.* | | |
| Ethnic origin *(Tick* ***one*** *box.)*  *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 and Asian  🞏 Any Other Mixed/multiple ethnic background | | *Asian/Asian British:*  🞏 Indian  🞏 Pakistani  🞏 Bangladeshi  🞏 Chinese  🞏 Any other Asian background | *Black/African/Caribbean/Black British:*  🞏 African  🞏 Caribbean  🞏 Any other Black/African/Caribbean background  *Other ethnic group:*  🞏 Arab  🞏 Any other ethnic group |

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| **More about you:** | *For equality and diversity monitoring, and to pass to the Learning Support Team to assess the support we can give you.* | |
| Do you have any special educational needs, learning difficulties, disabilities or health issues?  *Tick all that apply to you, and* ***circle one*** *that is the primary need – the one that is most important, significant, or has the most impact on your education.* | | |
| 🞏 I have no learning difficulties, disabilities or health issues  🞏 Help with English  🞏 Visual impairment   * Hearing impairment   🞏 Disability affecting mobility  🞏 Profound complex disabilities  🞏 Social and emotional difficulties  🞏 Mental health difficulty  🞏 Moderate learning difficulty  🞏 Severe learning difficulty  🞏 Dyslexia | | 🞏 Dyscalculia  🞏 Autism spectrum disorder  🞏 Asperger’s syndrome  🞏 Temporary disability after illness or accident *(say what) …………………………..*  🞏 Speech, Language and Communication needs *(say what)………………………….*  🞏 Other physical disability *(say what) ………………………………………………………….*  🞏 Other specific learning difficulty *(say what) ……………………………………………..*  🞏 Other medical condition *(say what) ………………………………………………………….*  🞏 Other learning difficulty *(say what) ………………………………………………………….*  🞏 Other disability *(say what) ……………………………………………………………………….*  🞏 Prefer not to say *(bear in mind we can’t support you if you don’t tell us)* |

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| **Education and training:** | | | | | | *All students. We will check this information and may ask you to provide proof.* | | | | | |
| What is the highest grade you have achieved for GCSE Maths? Grade: **OR** 🞏 I do not have GCSE Maths  What is the highest grade you have achieved for GCSE English Language? Grade: **OR** 🞏 I do not have GCSE English Language  What is the highest grade you have achieved for GCSE English Literature? Grade: **OR** 🞏 I do not have GCSE English Literature | | | | | | | | | | | |
| **What is your highest level of qualification?** *Refer to the separate list of example qualifications and tick the* ***first box***  *that applies to you.* | | | | | | | | | | | |
| 🞏 Level 7+ | 🞏 Level 6 | | 🞏 Level 5 | 🞏 Level 4 | | | 🞏 Full Level 3 | 🞏 Full Level 2 | 🞏 Level 1 | 🞏 Entry | 🞏 None |
| **Please give the full title and level of your highest qualification:** | | | | | | | | | | | |
| **Qual Type** | | **Qual Level** | | | **Qual Title** | | | | | | |
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| **OCCUPATION INFORMATION** |  | | | |
| **Occupation**: If you are **over 21**, what is your current occupation? If you are **under 21**, please give parent or guardians occupation? | | | | |
| Students Occupation: | | | Parent/Guardian Occupation: | |
| **Socio-Ecoomic Indicator- SEC:** |  | | | |
| Please choose one of the below categories that most fits with your current situation? | | | | |
| 🞏 Higher managerial and professional Occupations  🞏 Lower managerial and professional occupations  🞏 Intermediate occupations | | 🞏 Small employers and own-account workers  🞏 Lower supervisory and technical occupations  🞏 Semi-routine occupations | | 🞏 Routine occupation  🞏 Never worked and long term unemployed  🞏 Not classified |

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| **Your course:** | |  | | | | |
| **Will you be studying anywhere else at the same time as doing this course?** 🞏 No 🞏 Yes *Please say where and what course:* | | | | | | |
| **YC Course** | **Title** | | **Start** | **End** | **Fee** | **Prior** |
| / 21\_\_\_ |  | | / / | / / | £ | 🞏 |

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| **Residency Eligibility** | |  | |
| 1 | Are you a UK National with a British Passport/birth certificate/naturalisation certificate? | 🞏 Yes – Evidence needs to be seen  **Go to next section** | 🞏 No – go to question 2 |
| 2 | Do you require a Tier 4 Visa to study? | 🞏 Yes – Forward to International team | 🞏 No – Reason? |

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| **Payment**: | **Total fee for your programme after any discount: £…………………….** |
| 🞏 I am paying my own fee.  🞏 In Full 🞏 Instalments £……………… (today)  🞏 I am applying for a Loan. (*You must apply for the loan. If a loan is not granted you will have to pay the full cost.)*  🞏 HE SLC Loan – details match letter – SSN number input  🞏 My employer is paying my fee. *(You must give your employer’s details in ‘Your Job’ below and provide proof that they have agreed to pay.)*  🞏 Invoice to Employer (copy of letter to Finance)  🞏 I am a York College employee and HR is paying all or part of my fee. *(Provide proof of HR approval.)* | |

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| **Your job: *ONLY*** *complete this if your employer is* ***paying the fees****.* |  |
| Company name | Company contact name |
| Company address and postcode *(The main office)* | |
| Employer email | Employer phone |

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| **Privacy notice and contact preferences:** | *How the College and funding agencies use your personal information and contact you.* |
| **Please read this whole section carefully and answer both questions.** | |
| 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) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009.  The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well being purposes, including research. We retain ILR learner data for 3 years for operational purposes and 66 years for research purposes. For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr>  ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training. In these cases, it is part of our statutory duties and we do not need your consent.    Where sharing is not part of our statutory duties, you can give your consent to be contacted by other third parties about:  🞏 About courses or learning opportunities 🞏 For surveys and research 🞏 By post 🞏 By phone 🞏 SMS 🞏 By email  For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and the ESFA Privacy Notice (<https://www.gov.uk/government/publications/esfa-privacy-notice>)  If you would like to get in touch with us, you can contact the DfE in the following ways:   * Using our online contact form at <https://form.education.gov.uk/service/Contact_the_Department_for_Education> * By telephoning the DfE Helpline on 0370 000 2288 * Or in writing to – Data Protection Officer, Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD   If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner’s Office (ICO) at – Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit [https://www.ico.org.uk](https://www.ico.org.uk/)  York College policies regarding privacy can be found here - <http://www.yorkcollege.ac.uk/about-us/policies-and-procedures.html> | |
| The Learning Records Service The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE).For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notices> | |
| The Office for Students (OfS) surveys all HE students during and after their course, to monitor and improve the quality of provision. If you do not wish to take part, do not respond to the survey when you are contacted. By signing the enrolment form below you agree to abide by York Colleges Higher Education Student Terms and Conditions which are available via the website https://www.yorkcollege.ac.uk/about-us/policies-and-procedures.html | |
| I understand that York College and my previous school, Local Authority or Council, may share pastoral and academic information (such as my eligibility for Free School Meals, bursaries, details of my enrolments and qualifications, support provided etc.), to help establish my eligibility for bursary support, entry requirements for courses, support needs and so on, and to track pupil outcomes. | |
| York College reserves the right to communicate with parents/carers/guardians of any student who is under the age of 18 or who is deemed to be a vulnerable adult, regarding absence from College and associated activities, academic progress and any matters of concern. By signing this enrolment form you are giving your consent to this. However, in accordance with the Data Protection Act 2018 you may withdraw your consent for the College to contact your parents/carers/guardians, by following the procedure in the College’s Data Protection Policy which is posted in the Student Options area of the College Intranet. Apart from the organisations listed above in this section of the form, we will usually only provide information to people you have already named as your parent/guardian/carer, emergency contact or work supervisor (for Apprentices and people whose employers are paying fees), and will contact you for permission to provide information to anyone else; however we may provide information to the Police at their request. | |
| York College will hold information about you (including your image) and your enrolments in internal electronic and paper systems, which our teaching and support staff across the organisation will use to support your learning. For more information see the College’s Data Protection Policy which is posted in the Student Options area of the College Intranet. | |

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| **Learning agreement:** | *Please read this section carefully, then sign and date.* | | |
| This form is a contract between the signatories and York College. By signing this form you are enrolling to the programme specified on this enrolment form. You have 14 days from your first expected attendance to cancel your enrolment; after this period all fees are payable and non-refundable if you cannot continue your studies. If you have arranged to pay by instalments you agree to be liable for the full fee even if you do not complete your programme. It is a condition of enrolment for any student, of any age, that they recognise the College’s power to search and that they will co-operate with College staff in the implementation of this policy. Further information is available in the College’s Policy and Guidance on the Power to Search Students. | | | |
| **Student:** I declare that the information given on this form is correct to the best of my knowledge. I agree to abide by the College Code of Conduct and the Student Charter. I am aware of the implications and the entry requirements of the Learning Programme specified on this enrolment form. I am aware of the College’s policies relating to the charging and payment of fees and agree to be bound by them. I am aware that I must inform the College of any change in my circumstances affecting my eligibility for funding subsidy or other support. I have read and understand the Privacy Notice. | | | |
| **Student’s signature** | | | **Date** |
| **College staff:** I confirm that guidance has been provided as required. The student has been supported as required to complete this enrolment form. I have checked the course enrolment details given, and they are complete and correct. | | | |
| **Staff signature** | | **Name** | **Date** |



**York College, Sim Balk Lane,** Main Reception: 01904 770200 www.yorkcollege.ac.uk

**York, YO23 2BB**

This activity may have been directly or indirectly part-financed by the European Union through European Social Fund.

**Equality and Diversity Policy:** York College is committed to creating an environment where there is mutual respect and equality of opportunity.

**Safeguarding Statement:** The safeguarding of young people and vulnerable adults is fully embraced by all York College staff and underpins the College’s values.

**Confidentiality Statement:** Confidentiality is the holding of private information without disclosing it to another person or organisation. Information offered and/or disclosed by a student or member of staff which is of a personal or sensitive nature will be treated as confidential and as such will not be disclosed, without the written consent of the student concerned.

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| ***College use*** | ID Evidence seen: 🞏 Driving licence 🞏 Passport 🞏 NI card 🞏 Bank card 🞏 Birth Certificate 🞏 Certificates 🞏 Student ID 🞏 Other: | | | |
| Enrolment by (date/initial): | | Biodata by (if different): |  |  |
| Any other notes: | | | | |