



Farnborough College
of Technology

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Enrolment Form Part-time courses (from Aug 2019)

About you

Student Ref																			Address																		
First Name(s)																																					
Surname																		Postcode																			
Title (Mr/Mrs/Miss Ms...)																		Telephone (home)																			
Date of Birth																		Telephone (mobile)																			
Nationality																		Email Address																			
Sex																		Male <input type="checkbox"/>	Female <input type="checkbox"/>	Emergency Contact Number																	
NI Number																				Emergency Contact Name																	
Car Registration Number																				Emergency Contact Relationship																	

Please tell us of any changes to your personal details as we use these, for example, to keep in touch with you and generate certificates

About your course

Course Ref	Start Date	End Date	Tuition Fees	Exam Asses s Fee	Other Fee	Total Fee

Course Title

If student's start date differs from course start date, please specify

___/___/___

Residency

Have you always been a permanent resident in the UK or other EU country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are there any restrictions on the length of your stay in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If No please state your date of entry into the UK/EU	___/___/___	Are you a refugee?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Are you an asylum seeker?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you have not always resided in the UK/EU, we will need to see your passport and immigration documents at enrolment.



Your ethnic origin									
English/Welsh/ 31 Scottish/Northern Irish/British	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/> 35	Indian	<input type="checkbox"/> 39	Any other Asian Background	<input type="checkbox"/> 43	Arab	<input type="checkbox"/> 47
Irish 32	<input type="checkbox"/>	White and Black African	<input type="checkbox"/> 36	Pakistani	<input type="checkbox"/> 40	African	<input type="checkbox"/> 44	Nepali	<input type="checkbox"/> 90
Gypsy or Irish Traveller	<input type="checkbox"/> 33	White and Asian	<input type="checkbox"/> 37	Bangladeshi	<input type="checkbox"/> 41	Caribbean	<input type="checkbox"/> 45	Any other Ethnic group	<input type="checkbox"/> 98
Any other white Background	<input type="checkbox"/> 34	Any other Mixed/ Multiple ethnic Background	<input type="checkbox"/> 38	Chinese	<input type="checkbox"/> 42	Any other Black/ African/Caribbean Background	<input type="checkbox"/> 46		

Gender: Which of the following describes how you think of yourself?

Female Male Prefer not to say In another way

Please write in

Sexual orientation: Please tick as appropriate

Bi Gay man Gay woman / Lesbian

Heterosexual/straight Prefer not to say Prefer to self describe

Use this space to self describe

Religion: Please tick as appropriate

No religion Christian Buddhist Hindu

Jewish Muslim Sikh Prefer not to say

Any other religion

Please write in

Learning difficulties and health problems

Do you consider yourself to have a learning difficulty or disability Yes No

Please tick as many from the list below as apply

Visual impairment	<input type="checkbox"/> 4	Autism spectrum disorder	<input type="checkbox"/> 14
Hearing impairment	<input type="checkbox"/> 5	Asperger syndrome	<input type="checkbox"/> 15
Disability affecting mobility	<input type="checkbox"/> 6	Temporary disability after illness or accident	<input type="checkbox"/> 16
Profound complex disabilities	<input type="checkbox"/> 7	Speech, Language and Communication Needs	<input type="checkbox"/> 17
Social and emotional difficulties	<input type="checkbox"/> 8	Other physical disability	<input type="checkbox"/> 93
Mental health difficulty	<input type="checkbox"/> 9	Other specific learning difficulty (eg Dyspraxia)	<input type="checkbox"/> 94
Moderate learning difficulty	<input type="checkbox"/> 10	Other medical conditions (eg epilepsy, asthma, diabetes)	<input type="checkbox"/> 95
Severe learning difficulty	<input type="checkbox"/> 11	Other learning difficulty	<input type="checkbox"/> 96
Dyslexia	<input type="checkbox"/> 12	Other disability	<input type="checkbox"/> 97
Dyscalculia	<input type="checkbox"/> 13	Prefer not to say	<input type="checkbox"/> 98

Please let your tutor know if there is any support you will need to help you study and succeed at college

What is the highest previous qualification you have achieved?

Entry Level eg Basic skills entry level, word power, number power	<input type="checkbox"/> 9	Level 5 eg NVQ5 Foundation Degree, HND	<input type="checkbox"/> 11
Other qualifications below level 1 eg pre-entry	<input type="checkbox"/> 7	Level 6 eg Bachelors Degree, Graduate Certificates and Diplomas	<input type="checkbox"/> 12
Level 1 eg less than 5 GCSE A-C, NVQ 1, GNVQ Foundation, Clait, basic skills	<input type="checkbox"/> 1	Level 7 and above eg Doctorates, Masters Degree	<input type="checkbox"/> 13
Level 2 eg 5 or more GCSE A-C, NVQ2, GNVQ Intermediate, Clait+, 1 A Level	<input type="checkbox"/> 2	Other qualification, level unknown	<input type="checkbox"/> 97
Level 3 eg 2 or more A Level, 4 or more AS, BTEC National, AVCE, NVQ3	<input type="checkbox"/> 3	No qualifications	<input type="checkbox"/> 99
Level 4 eg NVQ4, Cert of HE, HNC	<input type="checkbox"/> 10		

English and maths qualifications

I have GCSE English at A* to C / Grade 9 to 4 Yes No I have GCSE Maths at A* to C / Grade 9 to 4 Yes No

What is your current employment status?		
Employed	Self Employed	Unemployed
Employed less than 10 hours per week <input type="checkbox"/>	Self Employed less than 10 hours per week <input type="checkbox"/>	Not in paid employment - looking for work <input type="checkbox"/>
Employed 11-20 hours per week <input type="checkbox"/>	Self Employed 11-20 hours per week <input type="checkbox"/>	Not in paid employment - not looking for work <input type="checkbox"/>
Employed 21-30 hours per week <input type="checkbox"/>	Self Employed 21 - 30 hours or more per week <input type="checkbox"/>	
Employed 31 hours or more per week <input type="checkbox"/>	Self Employed 31 hours or more per week <input type="checkbox"/>	
If you are unemployed how long have you been unemployed?		
Less than 6 months <input type="checkbox"/>	6-11 months <input type="checkbox"/>	12-23 months <input type="checkbox"/>
		24-36 months <input type="checkbox"/>
		Over 36 months <input type="checkbox"/>
Please tick any of the following statements that apply to your household (one or more may apply)		
No household member is in employment and the household includes one or more dependent children		<input type="checkbox"/>
No household member is in employment and the household does not include any dependent children		<input type="checkbox"/>
I live in a single adult household with dependent children		<input type="checkbox"/>
None of these statements apply		<input type="checkbox"/>
I confirm that I wish to withhold this information		<input type="checkbox"/>
Please tick either of the following statements if they apply to you		
I am a member of the armed forces <input type="checkbox"/>		I am a dependent of a member of the armed forces <input type="checkbox"/>
Do you have a criminal record		
		YES <input type="checkbox"/> NO <input type="checkbox"/>
Why am I being asked this		
<p>The College has a Duty of Care to all its users - students, staff and visitors to ensure their safety and wellbeing. It also has a duty to safeguard and protect any of its users who are under the age of 18. To meet these responsibilities, it is necessary to require all learners to declare any relevant convictions to enable the college to make a judgement on any potential risks posed by their enrolment on a course. Having a criminal record will not necessarily prevent you from enrolling on a college course. It will depend on the nature of the course and the circumstances and background of your offences. If relevant, undisclosed information comes to light during your studies, disciplinary action may be considered and your place at College may be jeopardised. Relevant Convictions are those for: - Offences against the person, whether of a violent or sexual nature; - Offences involving the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.</p>		
Eligibility for Fee Reduction (Please check the College website to see if Fee remission is available on your course)		
I am applying for fee remission as I am (please tick)		
<input type="checkbox"/> Aged under 19 on 31/8/19 <input type="checkbox"/> Aged 19+ on 31/8/19 enrolling on a GCSE English/Maths course as I do not already have a GCSE English/Maths qualification at Grade A*-C or Grade 4-9 <input type="checkbox"/> Aged 19-23 on 31/8/19 studying an Entry Level or Level 1 course in order to meet the entry criteria to enrol on a Level 2 course which would result in achieving my first full Level 2 qualification prior to the age of 24. <input type="checkbox"/> Aged 19-23 on 31/8/19 studying my first full Level 2 qualification. <input type="checkbox"/> Aged 19-23 on 31/8/19, studying my first full Level 3 qualification. <input type="checkbox"/> Aged 19+ on 31/8/19, studying an Entry, Level 1 or Level 2 qualification and in receipt of Jobseekers Allowance (JSA) – income/contribution based- Please provide evidence. <input type="checkbox"/> Aged 19+ on 31/8/19 studying an Entry, Level 1 or Level 2 qualification and in receipt of Employment Support Allowance (ESA) income related/ESA WRAG- Please provide evidence. <input type="checkbox"/> Aged 19+ on 31/8/19, studying an Entry, Level 1 or Level 2 qualification, earning less than £338/month (individual) or £541/month (household) and in receipt of a relevant state benefit/Universal Credit- Please provide evidence. <input type="checkbox"/> Aged 19+ on 31/8/18, studying an Entry, Level 1 or Level 2 qualification and earning less than £16009.50/per annum - Please provide evidence.		
Evidence seen		
FMIS Staff Name	FMIS Staff Signature	

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

- About courses or learning opportunities.
- For surveys and research.
- By post.
- By phone.
- By e-mail.

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>

Learning Agreement

Advice and Guidance should satisfy you in the following key areas: the implications of doing your course; the entry requirements for your course; a check to see that the course is suitable for your requirements; a check to see if you had any previous experience or qualifications that could be counted towards the course; a check to see whether you require any additional support in order to help you access and complete the course.

By signing this form, you agree with the following:

- I have read the College’s Student Privacy Notice and agree that the College can process my personal data
- I have received adequate advice and guidance to choose my course
- I will abide by the College’s rules and regulations, including those relating to the use of Turnitin, and pay all fees due
- I have read the College Withdrawal and Refund policy on the college website
- Information about my support needs can be shared with relevant members of staff
- If I am sponsored by an employer, the College will maintain regular contact with my employer regarding my progress
- For students under the age of 18 at the start of the course, college staff can maintain regular contact with your parents/guardians throughout the course – they have agreed to share their details with the College
- For students over 18 - I am aware that I should notify the College of any changes to my personal details and how my personal data is stored and used and my emergency contact has agreed to share their details with the College.
- I am aware that some courses for adults are jointly funded by the Education and Skills Funding Agency (ESFA) and the European Social Fund (ESF)



Student Signature	Date
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Tutors: check the student’s details and suitability for this course and sign

Tutor Signature	Tutor Name and EXT No	Date (If different)
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For College use only:

Proof of ID – specify proof of ID seen – e.g. birth certificate, passport, driving licence.

ID	Signature
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