

Enrolment 2011/12

Unique learner no: (ULN) if known

Student no: if known

If you need help with this form please ask at reception.

! Please complete all sections shaded in blue using **BLOCK CAPITALS** in black ink. If the course requires an interview **i** the form must be signed by the interviewer before we can enrol you.

Have you ever studied with us before?

No Yes – If yes, please enter your student number or unique learner number above (if known)

PERSONAL DETAILS

Mr Ms Miss Mrs Other

Family (last) name

First name

(Note: the name you give on this form will appear on any exam certificate issued through HF ALSS)

Date of birth

(You must provide your date of birth to be enrolled on a course)

Male Female

Home tel

Your permanent UK address

Country of domicile (*ie, the country where you have lived for the last 3 years*)

Emergency contact details

Name

Phone no:

Relationship to you

CONTACT DETAILS

PLEASE ENTER ONE CHARACTER PER SPACE.

Mobile no:

Email

From time to time we may send you information about new courses and events.

EMPLOYMENT DETAILS

What was your employment status on the last working day before you started this course?

Please tick any of the following that apply to you:

- (1) Employed* (2) Full time education or training (3) Self employed
 (4) Unemployed (6) Economically inactive** (7) 14-19 Not in full time education or training
 (98) Not known/not provided

* If you ticked '(1) Employed', are you employed full-time or part-time? Full-time Part-time

** See page 4 for explanation.

Form continues overleaf

RESIDENTIAL STATUS

I have been resident in the UK or other EU country for at least **three years**

Please tick if you are here for any of the following reasons:

- Refugee Asylum seeker
 Right of abode Student visa
 Visitors/working visa
 Exceptional/indefinite leave to enter/remain
 Other (please specify)

ETHNIC MONITORING

Please tick the box appropriate to you:

White

- (31) English/Welsh/Scottish/Northern Irish/British
 (32) Irish
 (33) Gypsy or Irish Traveller
 (34) Any other White background

Mixed/multiple ethnic group

- (35) White and Black Caribbean
 (36) Black or British – African
 (37) White and Asian
 (38) Any other Asian background

Asian/Asian British

- (39) Indian
 (40) Pakistani
 (41) Bangladeshi
 (42) Chinese
 (43) Any other Asian background

Black/African/Caribbean/ Black British

- (44) African
 (45) Caribbean
 (46) Any other Black/African/Caribbean background

Other

- (47) Arab
 (98) Any other ethnic group
 (99) Not known/not provided

PRIOR ATTAINMENTS/QUALIFICATIONS

Please tick your highest qualification/attainment prior to starting the course.

For a full explanation of levels please see our **Guide to levels** poster which can be found on page 13 of the prospectus or at **www.hfals.co.uk**

- Entry level Level 1 Level 2 (GCSE)
 Level 3 (A levels) Level 4 (Degree)

Other

DISABILITY OR LEARNING DIFFICULTY

We endeavour to provide support to students with any disability or learning difficulty. You can contact the learning support team, in confidence, on **0845 839 7912** or email **sean.buckley@lbhf.gov.uk**

Do you have a disability?

- Yes No

Do you have a learning disability?

- Yes No

Do you require assistance:

Leaving the building in case of emergency? Yes No

In class? Yes No

If yes, please tick below any which apply to you:

- (01) visual impairment
 (02) hearing impairment
 (03) disability affecting mobility
 (04) other physical disability
 (05) other medical condition
 (06) emotional/behavioural difficulties
 (07) mental health difficulty
 (08) temporary disability after illness
 (09) profound complex disabilities
 (10) asperger's syndrome
 (90) multiple disabilities
 (97) other
 (99) not known/information not provided

Do you have a learning difficulty?

- Yes No

If yes, please tick below any which apply to you:

- (01) moderate learning difficulty
 (02) severe learning difficulty
 (10) dyslexia
 (11) dyscalculia
 (19) other specific learning disability
 (20) autism spectrum disorder
 (90) multiple learning difficulties
 (97) other
 (99) not known/information not provided

If you have a disability but do not require any assistance please tick this box

ENROLMENT DETAILS Please give details of the course(s) you wish to attend:

Course no: <i>(as in prospectus)</i>	Course title	Start date	Day	Time	Tutor signature <i>(if interview required)</i>	Fee (£)

Receipt number

TOTAL FEE £

CONCESSIONARY ENTITLEMENT

The Skills Funding Agency will only fund tuition fees for those on Active Benefits in 2011/2012. However, Hammersmith & Fulham Adult Learning and Skills Service will still continue to help you financially if you are claiming income-related/means-tested benefit, such as Income Support.

For full information see pages 6 and 7 of the prospectus or visit www.hfals.co.uk

You will still need to pay the published concessionary fee as this represents a registration and exam fee.

ACTIVE BENEFITS (GUARANTEED CONC. FEE)

If you are claiming Active Benefits and are enrolling on a qualification course, please let us know as we will be able to claim most of your fees from the funding body. We will also need your National Insurance number. Additional financial help for those on Active Benefits may be available to help with exam and materials fees. Active Benefits are:

- Job Seekers Allowance (JSA)
- Employment and Support Allowance – Work Related Activity Group

Your National Insurance number:

For those claiming ESA Support Group, please see the other benefit categories opposite.

OTHER BENEFITS (MAY BE ACCEPTED)

We may also accept the following benefits:

- Income Related Employment and Support Allowance (ESA Support Group) which replaces Incapacity Benefit
- Income Support
- Council Tax Benefit (not single occupancy)
- Housing Benefit
- Guaranteed Pension Credits
- Unwaged dependent of someone in receipt of benefits
- Working Tax Credit – household income of less than £15,276

OTHER CLAIMANTS

You may still claim a concessionary fee if you are:

- 19 or older and studying for your first full level 2 qualification, although you will need to pay for exams and materials. The concession fee may still apply even if you are not completing the full qualification in a single year.
- Between 19 and 24 years old and studying for your first full level 3 qualification.

PROOF OF ENTITLEMENT

Proof of entitlement must be current, a letter, no more than three months before date of enrolment.

The JSA booklet is not acceptable proof.

Students under 19

Must present proof of age with a birth certificate, passport or driving licence.

STUDENT LEARNING AGREEMENT

You must sign so we can process the application. I declare that:

- I have received sufficient information and guidance about the course I am going to do and believe it is at the right level for me
- I know how I can get more help and advice with childcare if I need it
- I know the cost of the course and the policy on refunds and transfers
- I know that HF ALSS can close the course or combine it with another
- I will inform HF ALSS of any changes that might affect my right to a concessionary fee
- The information I have given is true and accurate
- I agree to abide by the terms of the student charter (available from centres and on the website www.hfals.co.uk)
- I understand that the information I have given is held by HF ALSS in its original, electronic and other formats and that it will be used by HF ALSS staff for enrolment and reporting purposes.

Applicant signature

Date

DD / MM / YY

WHY DO WE ASK SO MANY QUESTIONS?

The Skills Funding Agency funds our courses, and condition of this funding is to supply learner data that demonstrates that we are using the money correctly. We also need to know who our learners are so we can plan our programme to suit the needs of everyone.

For a large print version of this form please call 0845 839 7912

FOR OFFICE USE ONLY – NOTES:

Enrolment signature Date

Eligible for SFA funding Proof recorded on EBS Proof copied and retained on file with this enrolment

Quality Check - performed by Date

CHILDCARE

Do you require help with childcare?:

Yes No

If yes, see page 9 of the prospectus for details.

REFUNDS

For more information on refunds please see the prospectus or visit the website www.hfals.co.uk

DATA PROTECTION

We pass your personal information to the Skills Funding Agency (SFA) who administer adult skills funding. The SFA is registered under the Data Protection Act and will not pass on your information to sales organisations.

For more information, please ask at reception, or visit www.skillsfundingagency.bis.gov.uk/foi.htm. If you **do not** want to be contacted by the SFA or its partners for research surveys, please tick here

We may need to contact you about course changes. If you **do not** wish to be contacted by SMS text or email, please tick here

**Learners who are 'economically inactive' are:

- of working age; and
- not employed; and
- not self employed; and
- not actively seeking work; and
- not in full time education.