

RESIDENTIAL STATUS

I have been resident in the UK/EU for at least **three years**.

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

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

For admin use only:

If not UK resident, please complete fee code

ETHNIC MONITORING

Please tick the box appropriate to you:

White

- English/Welsh/Scottish/Northern Irish/British
- Irish
- Gypsy or Irish Traveller
- Any other White background

Mixed/multiple ethnic group

- White and Black Caribbean
- Black or British - African
- White and Asian
- Any other mixed 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

- Arab
- Any other ethnic group

PRIOR ATTAINMENT/QUALIFICATIONS

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

- | | | |
|--------------------------------------|---|---|
| <input type="checkbox"/> None | <input type="checkbox"/> Level 2 (GCSE) | <input type="checkbox"/> Level 4 (Degree) |
| <input type="checkbox"/> Entry level | <input type="checkbox"/> Level 3 (A levels) | <input type="checkbox"/> Level 5 or above |
| <input type="checkbox"/> Level 1 | | |

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 **020 8753 3600** or email alsssupport@lbhf.gov.uk

Are you a wheelchair user? Yes No

Do you require assistance leaving the building in case of emergency? Yes No

Do you require assistance in class or within the centre? Yes No

Please indicate if you have a disability or a learning difficulty

- Visual impairment
- Hearing impairment
- Disability affecting mobility
- Emotional/behavioural difficulties
- Mental health difficulty
- Temporary difficulty after illness
- Profound complex disabilities
- Dyslexia
- Dyscalculia
- Autism Spectrum disorder
- Asperger's syndrome
- Speech, language and communication needs
- Multiple learning difficulties
- Other disability (please specify)

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

HOUSEHOLD SITUATION

Are all members of the household including yourself unemployed? Yes No

Does the household you live in include only one adult aged 18 or over? Yes No

Are there one or more dependent children (aged 0-17 years or 18-24 years if a full time student or inactive) in the household? Yes No

or I confirm that I wish to withhold this information

CHILDREN'S DETAILS (Required for family learning only)

First name	Family (last) name	Date of birth

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

Course code (as in prospectus)	Course title	Start date	Day	Time	For internal use:		Fee (£)
					Tutor signature (if interview required)	Fee Code	

TOTAL FEE £

CONCESSIONARY ENTITLEMENT

ACTIVE BENEFITS

If you are claiming one of the benefits listed below and are enrolling on a qualification course, we will be able to claim your fees from the Education and Skills Funding Agency (ESFA).

Your benefit status:

- Job Seekers Allowance (JSA)
- Employment and Support Allowance - Work Related Activity Group (WRAG)
- For Universal Credit - mandated to work or skills training
- Other (complete the self-declaration box opposite)

For non-qualification courses you may be entitled to the concessionary fees. Please see page 10 of the prospectus or ask for details.

PROOF OF ENTITLEMENT

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

The JSA booklet is not acceptable proof.

For Universal Credit we will accept a print-out from the website accompanied by a recent bank statement showing the benefit.

SELF-DECLARATION FOR THOSE ON OTHER BENEFITS

Gaining this qualification will directly help me to find employment. I have attended an interview, discussed with staff, taken an assessment and have been accepted on this course. I confirmed with ALSS staff that I am eligible to enrol on this course free of charge.

I understand that if I do not attend the course regularly, or I do not submit work required for the qualification - or attend the exam if applicable - I will have to pay the full fee for this course.

I am unemployed and in receipt of:

benefit.

I would like to enrol on

and enter myself for the qualification.

If you are employed and earning less than £15,736.50 annually you may also be eligible for a concession on an accredited course. Please inform us at your interview.



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 the cost of the course and the policy on refunds and transfers (see www.hfals.co.uk)
- 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
- European Social Fund
"The European Social Fund in England is investing in Jobs and Skills - Focusing on people who need support the most and helping them fulfil their potential." I have been made aware that this/these courses are part financed by the European Union

Applicant signature

Date

I have completed all sections of this form.

WHY DO WE ASK SO MANY QUESTIONS?

The Education and Skills Funding Agency (ESFA) 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.

REFUNDS

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

DATA PROTECTION

How We Use Your Personal Information

The personal information you provide is passed to the Chief Executive of Skills Funding (the Education and Skills Funding Agency (ESFA)) and the Department for Business, Innovation and Skills (BIS). Where necessary it is also shared with the Department for Education, including the Education Funding Agency.

The information is used for the exercise of functions of these government departments and to meet 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). The information you provide may be shared with other organisations for education, training, employment and well-being related purposes, including for research. This includes HMRC and DWP.

Your information may be shared with third parties such as government departments 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 General Data Protection Regulation (GDPR). Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at:

<https://www.gov.uk/government/publications/esfa-privacy-notice>

- Please tick the box if you would like to be contacted about future courses and events
- I give permission for my photograph to be used in publicity material for the Economic Development, Learning and Skills department

To help us target our resources effectively please tell us where you heard about the course. You can tick more than one if applicable:

- Adult education website (www.hfals.co.uk)
- OnePlace
- Course guide / prospectus
- Word of mouth / previous student
- Work Zone
- H&F council website
- Other (please provide details):

If you would like any part of this document produced in large print or Braille please telephone 020 8753 3600