


SECTION F F1. Criminal Convictions	
We must ask you to provide details of any unspent criminal convictions. You do not need to tell us about any spent convictions, as defined by the Rehabilitation of Offenders Act 1974, unless your course involves access to children and young adults under the age of 18. If you are enrolled to such a course, any failure to disclose such convictions may result in the College asking you to withdraw. Any information you give will be completely confidential and will be considered only in relation to this enrolment. An unspent criminal conviction does not necessarily prevent you from enrolling.	
Do you have any criminal convictions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, you are required to give details	
SECTION G G1. Privacy notice - How We Use Your Personal Information	
The information you have provided is subject to the Data Protection Act (1998). It will be stored on paper and digitally on computer, so the College can process your enrolment and various administrative purposes. If you are under 18 years of age, the College reserves the right to disclose information to your parent, guardian or carer. Before your enrolment can be processed, the College asks you sign this form as 'a consent to process' and allow permission to use your photograph for administrative purposes, which may include marketing.	
The personal information you provide is passed to the Chief Executive of Skills Funding ("the Skills Funding Agency") 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. You may be contacted after you have completed your programme of learning to establish whether you have entered employment or gone onto further training. You can opt out of contact for other purposes by ticking any of the following boxes if you do not wish to be contacted:	
This does not affect how the College will contact you – we reserve the right to contact you regardless of your answers in this section.	
Restrictions on the use of your learner record	Restrictions on how to be contacted
I DO NOT want to be contacted (tick all that apply)	I DO NOT want to be contacted (tick all that apply)
about courses or learning opportunities: <input type="checkbox"/>	by post: <input type="checkbox"/>
for survey and research: <input type="checkbox"/>	by telephone: <input type="checkbox"/>
	by e-mail: <input type="checkbox"/>
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/sfa-privacy-notice	
SECTION H H1. Declaration	
This form is a contract between the signatories and the College. By signing this form you are enrolling to the College programme specified on this enrolment form and liable to all fees once your studies commence. If you have arranged to pay by instalments you agree to be liable for the full fee. Should you be unable to complete your studies, you may be liable for the full fee.	
Student: I declare that the information given on this enrolment form is correct to the best of my knowledge. I am satisfied with the advice and guidance I have received. I agree to abide by the College Charter, Student Code of Conduct and other College policies at all times. I agree to be bound by them and accept that these are subject to review and change at any time. I am aware of the implications and the entry requirements of the Learning Programme specified on this enrolment form. I understand that it is very important I tell the College about any possible additional support needs so that I have every chance of succeeding at College. I understand this information will help the College make reasonable adjustments, but support is limited by funding available. I have completed the payment details (if applicable). 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 may be registered for examinations/assessments related to my Learning Programme, and may later be required to make additional payment in relation to this. I have read the Privacy Notice and how my personal information will be used. 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 recognise my right to complain if I am not satisfied. I understand that if I am aged under 19, do not have a grade C in Maths and/or English and my course is funded by the Education Funding Agency, I will be committed to working towards a Grade C in both qualifications. I understand if I do not do this, funding for my course could be withdrawn, and that if I fail to attend an exam and make a reasonable attempt to complete it, the College will seek to recover the registration and examination costs from me.	
Student signature:	Date: / /
College curriculum staff: I confirm that guidance has been provided as required. I have checked the course enrolment details given; they are complete and correct. I will ensure all course entry requirements have been achieved and be able to provide supporting evidence.	
Staff signature:	Name: / Date: / /
	This project is part-financed by the European Union. ESF in England is investing in jobs and skills – focusing on people who need support the most and helping them fulfil their potential.

ASKHAM BRYAN COLLEGE		NEWTON RIGG COLLEGE		(Office Use Only)	
part of ASKHAM BRYAN COLLEGE		part of ASKHAM BRYAN COLLEGE		Centre:	
Enrolment Form 2015/16		LRN (Student Ref):		LRN (Previous Year):	
		UKPRN:	10000415	UKPRN (Previous Year):	
		Student Support Number (SSN):		UCAS personal identifier:	
		ULN:		Student Records are available to help and answer your queries:	
Please read: You will be unable to enrol with the college and start your course if you have outstanding debts to us. If you believe you may owe us money, please contact our finance team as soon as possible on 01904 772203 or 01904 772204. They are there to help and may be able to direct you to further assistance and support. Important and useful information regarding enrolment, College Charter, Student Code of Conduct and other college policies, can be found on the college websites.				For Penrith, Hexham, Newcastle, Guisborough, Middlesbrough please contact our (Newton Rigg) Team on 01768 893651	
Please complete ALL Sections				For York, Bradford, Leeds, Wakefield, Scarborough, Thirsk please contact our (Askham Bryan) Team on 01904 772211	
SECTION A A1. Personal details – to be completed by the student using BLOCK CAPITALS. Please give your full legal name.					
Title:	Forenames or Given name:	Surname or Family name:			
Preferred or Familiar name (if different):	Previous Surname or Family name:				
Date of Birth:	Age on 31 st Aug 2015:	Gender:	Male: <input type="checkbox"/> Female: <input type="checkbox"/>		
National Insurance (NI) Number:	Nationality e.g. British (UK):				
A2. Your contact details - Please tick one address to send correspondence and tick one number to be preferred contact number					
Home/Permanent Address:			Term Time Address (if different from home address):		
<input type="checkbox"/>			<input type="checkbox"/>		
Postcode:		Postcode:			
Tel No. (inc. STD code):	<input type="checkbox"/>	Tel No. (inc. STD code):	<input type="checkbox"/>		
Mobile:	<input type="checkbox"/>	Personal e-mail address:			
A3. Accommodation - Where will you be living during term time? Please tick one box					
Accommodation owned or managed by the College:	<input type="checkbox"/>	Own residence:	<input type="checkbox"/>		
Parental/guardian home:	<input type="checkbox"/>	Other rented accommodation:	<input type="checkbox"/>		
Not in attendance at the institution e.g. study abroad:	<input type="checkbox"/>	Private sector halls:	<input type="checkbox"/>		
Other:	<input type="checkbox"/>				
A4. Household – Please tick all that apply or if you prefer not to say					
No household member is in employment	and one or more dependent children		<input type="checkbox"/>		
	and no dependent children		<input type="checkbox"/>		
Single adult household with dependent children	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>		
A5. Emergency contact details - this should be your next of kin. If you are under 18 it should be a parent or guardian.					
The person must know they are your emergency contact.			Next of Kin Address (if different from home address):		
Full name:					
Relationship to you:					
Tel No. (inc. STD code):					
Mobile:			Postcode:		
A6. Eligibility for funding					
What has been your normal country of residence for the past 3 years?		England <input type="checkbox"/>	Other (please give details)		
Q1. Are you a citizen of the United Kingdom (UK) and Islands, have Right of Abode (the right to live permanently in the UK without any immigration restrictions), or a citizen of a country that is within the European Economic Area (EEA)*, or the spouse or dependent of such person?					
Q2. Have you been ordinarily resident in the UK and Islands or the (EEA)* continuously for at least the previous 3 years on the first day of the course, or are you the spouse or dependent of someone who has? *The EEA includes EU countries, plus (Iceland, Liechtenstein and Norway).					
Can you answer 'Yes' to the above two questions?			Yes <input type="checkbox"/> No <input type="checkbox"/>		
(Office Use Only)	Driving Licence <input type="checkbox"/>	NI Card <input type="checkbox"/>	Passport <input type="checkbox"/>	Bank Card <input type="checkbox"/>	Other <input type="checkbox"/>
Proof of Identity	Verified by:		Date:		

A7. Ethnic Origin – for equality of opportunity monitoring, please tick to describe your cultural background (groups based on the 2011 census)									
White		Mixed / Multiple Ethnic Group		Asian / Asian British		Black / African / Caribbean / Black British		Other Ethnic Group	
English/Welsh/Scottish/Northern Irish/British	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>	African	<input type="checkbox"/>	Arab	<input type="checkbox"/>
Irish	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Any Other group	<input type="checkbox"/>
Gypsy or Irish Traveller	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Any Other Black / African / Caribbean background	<input type="checkbox"/>		
Any Other White background	<input type="checkbox"/>	Any Other Mixed / multiple ethnic background	<input type="checkbox"/>	Chinese	<input type="checkbox"/>				
				Any Other Asian background	<input type="checkbox"/>				

A8. Learning Difficulty, Disability or Health Problem			
Do you consider that you have a learning difficulty, disability or health problem?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, please tick all that apply or if you *prefer not to say			
If you tick more than one, please can you indicate your primary 'main' problem which could impact on your studies at the College (tick one Main)			
*Prefer not to say	<input type="checkbox"/>	Main	(continued)
Visual impairment	<input type="checkbox"/>	<input type="checkbox"/>	Moderate learning difficulty
Hearing impairment	<input type="checkbox"/>	<input type="checkbox"/>	Severe learning difficulty
Disability affecting mobility	<input type="checkbox"/>	<input type="checkbox"/>	Dyslexia
Physical disability	<input type="checkbox"/>	<input type="checkbox"/>	Dyscalculia
Medical condition (for example epilepsy, asthma, diabetes)	<input type="checkbox"/>	<input type="checkbox"/>	Specific learning difficulty (for example Dyspraxia)
Social and emotional difficulties	<input type="checkbox"/>	<input type="checkbox"/>	Autism spectrum disorder
Mental health difficulty	<input type="checkbox"/>	<input type="checkbox"/>	Other Learning Difficulty
Temporary disability after illness (for example post-viral or accident)	<input type="checkbox"/>	<input type="checkbox"/>	*In order to receive support, it is your responsibility to disclose any support requirements. This information will help the College make reasonable adjustments, but support is limited by funding available.
Profound complex disabilities	<input type="checkbox"/>	<input type="checkbox"/>	
Asperger's syndrome	<input type="checkbox"/>	<input type="checkbox"/>	
Other Disability (for example communication/speech impairment)	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION B B1. GCSE Maths and English - We must know if you have attained GCSE at grade A* - C			
	Highest Grade Achieved	(Office Use Only) Verified By:	Date:
GCSE Maths		Meets MCF <input type="checkbox"/>	Exempt (LD) <input type="checkbox"/> (Equivalent O/Seas) <input type="checkbox"/> (Equivalent UK) <input type="checkbox"/>
GCSE English		Meets ECF <input type="checkbox"/>	Exempt (LD) <input type="checkbox"/> (Equivalent O/Seas) <input type="checkbox"/> (Equivalent UK) <input type="checkbox"/>
Are you currently or have you recently been in full-time education or training? If Yes, where?		Yes <input type="checkbox"/> No <input type="checkbox"/>	Name: _____ Town/City: _____

B2. Highest level of achievement – What is the highest level of qualification you already have? This is irrespective of the course you are enrolling on. Please tick or specify if other								
No formal qualifications							<input type="checkbox"/>	
Entry level							<input type="checkbox"/>	
Other below level 1							<input type="checkbox"/>	
Level 1	GCSE grades D-G	<input type="checkbox"/>	CSE below grade 1	<input type="checkbox"/>	GNVQ Foundation	<input type="checkbox"/>	NVQ level 1	<input type="checkbox"/>
Full level 2	5 or more GCSE's grade A-C	<input type="checkbox"/>	NVQ Level 2	<input type="checkbox"/>	GNVQ Intermediate	<input type="checkbox"/>	14-19 Higher Diploma	<input type="checkbox"/>
	2 or 3 AS Levels	<input type="checkbox"/>	BTEC First Diploma	<input type="checkbox"/>				
Full level 3	4 AS Levels	<input type="checkbox"/>	90-credit Diploma	<input type="checkbox"/>	GNVQ Advanced	<input type="checkbox"/>	Access to HE	<input type="checkbox"/>
	2 or more A levels	<input type="checkbox"/>	BTEC National	<input type="checkbox"/>	Extended Diploma	<input type="checkbox"/>	NVQ Level 3	<input type="checkbox"/>
Level 4	HNC	<input type="checkbox"/>	NVQ level 4	<input type="checkbox"/>	Cert Higher Ed	<input type="checkbox"/>		
Level 5	HND	<input type="checkbox"/>	Foundation Degree	<input type="checkbox"/>	Dip Higher Ed	<input type="checkbox"/>		
Level 6	UK First Degree (Ord)	<input type="checkbox"/>	UK First Degree (Hons)	<input type="checkbox"/>	Graduate Cert or Diploma	<input type="checkbox"/>		
Level 7 and above	UK Master's Degree	<input type="checkbox"/>	Non-UK Master's Degree	<input type="checkbox"/>	Post Graduate Cert or Diploma	<input type="checkbox"/>	Doctorate	<input type="checkbox"/>
Other (please specify)	Level		Qualification/s					
(Office Use Only)	Is the student aiming for a lower or equivalent qualification (ELQ)? Yes <input type="checkbox"/> No <input type="checkbox"/>							

SECTION C C1. Employment – please tick the boxes that apply to your current status (date you signed this form)										
Are you in paid employment or self-employed?								Yes <input type="checkbox"/> No <input type="checkbox"/>		
If YES, are you? (please tick all that apply)					If NO, are you? (please tick all that apply)					
Self employed	<input type="checkbox"/>	Employed by someone else	<input type="checkbox"/>	looking for work and available to start work	<input type="checkbox"/>	not looking for work and/or not available to start work (inc retired)	<input type="checkbox"/>			
How many hours do you work per week?					If looking for work, how many months have you been unemployed?					
Less than 16	<input type="checkbox"/>	16-19	<input type="checkbox"/>	20 or more	<input type="checkbox"/>	Less than 6	<input type="checkbox"/>	6-11	<input type="checkbox"/>	
						12-23	<input type="checkbox"/>	24-35	<input type="checkbox"/>	
						36 or more	<input type="checkbox"/>			
How many months have you been working?										
Up to 3	<input type="checkbox"/>	4-6	<input type="checkbox"/>	7-12	<input type="checkbox"/>	Over 1 year	<input type="checkbox"/>			
Were you in full-time education or training prior to employment?								Yes <input type="checkbox"/> No <input type="checkbox"/>		
Employer name:				Employer ID _____				Employer postcode:		
(Office Use Only)				Small Business <input type="checkbox"/>						

SECTION D D1. Course information – please check the course/s shown are correct and indicate if					
1. You have previously studied all or part before? (we may need to adjust funding)					
2. You are restarting after a break? (we may need to adjust original start date)					
Programme/Course (AoS and Sess. Codes)	Course Title	Start Date	Planned End Date	1. Studied any part before?	2. Restarting after break?
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

SECTION E E1. Fees and fee discounts – you may be entitled to free or reduced price course(s). Please tick boxes.	
Without satisfactory evidence to support 1. full fee remission or 2. evidence the College needs to seek full payment from your employer/sponsor or 3. evidence you've submitted an application for a tuition loan to cover all fees or 4. evidence you will receive a grant, award or other financial backing to cover all fees, then you will be liable for the balance of fees. https://www.gov.uk/browse/education/student-finance	

Are you aged 16, 17 or 18 on 31st August 2015 or on the day the course starts?
If YES, please GO TO SECTION F1 **If NO, please GO TO E2**

E2. Fee Concessions - Higher Education (HE) students and Further Education (FE) students aged 19 or more are subject to fees. The following FE concessions may apply.		
I am in receipt of Job Seekers' Allowance (JSA) (including National Insurance Credits only)	Aged 24 or more on the day the course (up to and including level 2) starts I want to move into work, progress in work or remove a barrier to getting into work and this programme of study will give me the skills training in order to help do that.	<input type="checkbox"/>
I am in receipt of Universal Credit (UC) due to unemployment and mandated to undertake skills training		<input type="checkbox"/>
I am in receipt of Employment and Support Allowance (ESA) and in Work Related Activity Group only (WRAG)		<input type="checkbox"/>
I am unemployed and in receipt of other state benefit(s), needing skills training to enter employment	Aged 24 or more on the day the course (up to and including level 2) starts. I need skills training to enter employment. This programme of study will give me the skills training in order to help do that or to remove a barrier to getting into work.	<input type="checkbox"/>
I am aged 19-23 and do not have a Full Level 2	on the day the course starts. I will be studying for (or working towards e.g. a Foundation Entry or Level 1 course as a stepping stone for progression to) a Full Level 2 course.	<input type="checkbox"/>
I am aged 19-23 and do not have a Full Level 3	on the day the course starts. I will be studying for a Full Level 3 or Level 4	<input type="checkbox"/>
I will be studying a Maths or English course	I do not already have a GCSE grade C or above in that subject.	<input type="checkbox"/>
I have left the British Armed Forces and do not have a Full Level 3	I left within the past 10 years after 4 or more years of service, or have been medically discharged due to an injury in active service after completing basic training.	<input type="checkbox"/>

E3. Payment of Fees - who is paying your fee? You must give details and provide proof if others have agreed to pay			
I am paying my own fee.	<input type="checkbox"/>	I am applying for a 24+ Advanced Learning Loan.	<input type="checkbox"/>
I am applying for an HE Student Tuition Loan.	<input type="checkbox"/>	I am receiving a grant, bursary, award or other financial backing to pay my fee.	<input type="checkbox"/>
My sponsor/employer is paying my fee.	<input type="checkbox"/>		<input type="checkbox"/>
Someone else is paying my fee. I authorise the College to discuss fees			<input type="checkbox"/>
Contact Name:	Contact Tel No. (inc. STD code):		
(Office Use Only)	Verified and copied by: Date:	Net fee £	