



Education & Skills  
Funding Agency



European Union  
European Structural  
and Investment Funds

**V2**

AEB & No Funding –  
below L4

**Abingdon  
& Witney  
College**

Office use only	Subcontractor	Person Code	Date Input	Input By

## Enrolment Form **2021/22** 2022/2023

### Name & Contact Details *(These details should match legal documents)*

Surname			First Name		
Middle Name			Known as		
Title <i>(Mr, Mrs, etc.)</i>			Male	<input type="checkbox"/>	Female <input type="checkbox"/>
Date of Birth <i>(DDMMYYYY)</i>		Age on 31 August 2021		National Insurance No.	
Address				Postcode	
If you have not lived at this postcode for 3 years, please give previous postcode					
Email address					
Preferred phone number			Alternative phone number		
UCI – Universal Candidate Identifier <i>(if known)</i>			ULN – Unique Learner Number <i>(if known)</i>		

### Course Details

Course Code	Course Title	Planned Hours	Start Date	Planned End date	Fee

### Keeping in Touch

The college will contact you in relation to your studies, but you can agree to be contacted for other purposes by ticking any of these boxes:

About courses or learning opportunities ☐

For surveys and research ☐

By post ☐

By phone ☐

By email ☐

## Safeguarding

Do you have any criminal convictions that the College should be aware of?

Yes

☐

No

☐

Pending

☐

*This question relates to safeguarding and will not be used in a discriminatory way however we may need to ask you for some additional information*

### Residency - please be aware that we may need to ask you some additional questions.

How long have you lived in the UK?

What date did you enter the UK? *Please enter your date of birth*  
*If you have always lived in the UK.*

DDMMYYYY

Please detail any other countries you have lived in  
including dates from and to

## ID Check

A member of staff will check an original identity document provided by you. If not enrolling in person, this will be requested before your enrolment is processed.

☐

Driving Licence

☐

National Insurance Evidence

☐

Birth Certificate

☐

Debit / Credit Card

☐

Passport or Visa / Residence Permit

☐

Other evidence

*Give country of issue and / or expiry date*

*Give details*

Staff  
Initials

## Emergency Contact Details

### Next of Kin / First Point of Contact

Name

Phone

Relationship

Email

## Current Qualifications & Learning

We need to know your qualifications, please complete any boxes below that apply. We may contact you for further information.

No qualifications

☐

Number of GCSEs grade 9-4 / A\*-C

☐

Number of GCSEs grade 3-1 / D-G

☐

**Other** *inc level and year*  
*e.g. A Levels, BTEC,*  
*Degree, HNC/HND*  
*Functional Skills*

**International  
Qualifications**

*Inc. level and year*  
*e.g. Baccalaureate*

## Ethnicity

### White

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

### Mixed / Multiple ethnic group

- ☐ White and black Caribbean (35)
- ☐ White and black African (36)
- ☐ White and Asian (37)
- ☐ Any other mixed / multiple ethnic background (38)

### Any other ethnic group

- ☐ Arab (47)
- ☐ Any other ethnic group (98)

### Asian / Asian Black

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

### Black / African / Caribbean / Black British

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

☐ Prefer not to say

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## Employment & Household Situation

Are you in paid employment or self-employed on the day before your course starts?

Yes

☐

No

☐

Are you self-employed?

Yes

☐

No

☐

If yes to either question, how many hours per week did you work immediately before you started your course?

☐

Employed for 0-10 hours per week

☐

Employed for 21-30 hours per week

☐

Employed for 11-20 hours per week

☐

Employed for 31 or more hours per week

If unemployed on the day before the course starts, how long has this been for?

☐

Unemployed for less than 6 months

☐

Unemployed for 6-11 months

☐

Unemployed for 12-23 months

☐

Unemployed for 24-35 months

☐

Unemployed for 36 months or more

Are you looking for, and available to start, work?

Yes

☐

No

☐

Are you in receipt of any benefits?

Yes

☐

No

☐

If yes, which ones?

Please tick which of the following statements apply (you may choose more than one option):

1. No member of the household in which I live (including myself) is employed

☐

2. The household that I live in includes only one adult (aged 18 or over)

☐

3. There are one or more dependent children (0-17 years old or 18-24 years, if a full-time student or unemployed) in the household

☐

4. None of these statements apply

☐☐

5. Prefer not to say

## Health, Disability & Learning Difficulties

Do you have any disabilities or learning difficulties?

Yes

☐

No

☐

If 'Yes', please tick the boxes that apply:

☐

Autism spectrum condition

☐

Asperger's syndrome

☐

Disability affecting mobility

☐

Dyslexia

☐

Dyscalculia

☐

Hearing impairment

☐

Mental health difficulty

☐

Moderate learning difficulty

☐

Profound complex disabilities

☐

Severe learning difficulty

☐

Social and emotional difficulties

☐

Speech, language and communication needs

☐

Temporary disability after illness (e.g. after accident)

☐

Vision impairment

☐

Other physical disability

☐

Other specific learning disability (e.g. Dyspraxia)

☐

Other medical condition (e.g. epilepsy, asthma, diabetes)

☐

Other learning difficulty

☐

Other disability

☐

Prefer not to say

Please identify from those ticked above (if more than one) the one disability/learning difficulty that will impact your learning the most:

Please tick if you require additional help:

For mobility on site

☐

For emergency evacuation

☐

## Data Protection

If you enrol in person, a copy of the College Privacy Statement will be made available to you; if not, it can be found at <http://www.abingdon-witney.ac.uk/about-us/key-documents/>. This details our basis for collecting student information, how we use it and also gives contact details for the Data Protection Officer. It also sets out the Education and Skills Funding Agency Privacy Statement.

**It is recommended you read this document before signing this form.**

## Declaration & Consent

Please read before signing this form:

- I have completed this form correctly and to the best of my knowledge.
- I am aware that my legal name will appear on registers and certificates but understand there are options to use a 'known as' name for other purposes.
- I understand that if I have declared false information, action will be taken to reclaim the tuition fees and any associated costs from me.
- I agree I will inform Abingdon & Witney College, in writing, of any changes to my personal details.
- I have been given access to information, advice and guidance about the course, how it will be delivered, its contents and understand what is expected of me.
- I am aware of the fee due for this course, I am aware of the fees and charging policy and I accept that I will be liable for debt collection if I am late paying any fees due.
- I understand course cancellation details are given in the Tuition Fees Policy.
- I understand that if I am applying for an Advanced Learner Loan which is refused by the Student Loans Company, I am still liable for the course fees.
- I understand that any fees paid will not normally be refunded (as detailed in the Tuition Fees Policy).
- I accept I am liable for any exam costs if I fail to turn up to an exam (unless medical evidence can be provided).
- I agree to abide by the College Health & Safety Policy, IT Regulations and the Multi-Media, Audio and Visual Protocol.
- I have been told about any learning, practical or financial support which may be available to me.
- I understand the College will contact me in relation to my studies.
- I agree to the aim(s) decided between my tutor and me as recorded in my Individual Learning Plan (ILP). I confirm that I am available and plan to attend for the full duration of my course.
- If I am following a study programme, I understand that I am required to study maths and/or English up to GCSE, if I do not have these grades at A\*-C/9-4 already.

- I understand the College is committed to safeguarding its students and that more information is available in the College Safeguarding and Prevention of Terrorism Policy.  
"This activity is funded through the Education & Skills Funding Agency and could be used as match funding from the European Social Fund (ESF). ESF supports activities to extend employment opportunities and develop a skilled workforce."

## Consent

☐

I agree to the taking of photographic images, in line with College policy.

☐

I agree to take part in all curriculum and learning activities such as visits by coach, minibus, public transport and on foot to:

- publicly organised events and displays such as exhibitions, shows, museums, galleries and theme parks
- areas with public access such as country parks and walks on footpaths and bridleways
- public areas such as town centres, libraries and supermarkets

**Please note** – if students arrange their own transport, they will not be covered by College liability insurance.

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## All Students to Sign

Student Signature

Date

## Office Use Only

**Tutor**

Signature

Name

Date

**Subcontracted Provision**

S/C Signature

Name

Date

Previous surname of student (if applicable)