

# Enrolment and Learning Agreement 2020/21 (Learner responsive)



This activity is part-financed by the European Union through the European Social Fund (ESF)

**Course details**

Course code:

Qualification aim:

Delivery postcode:

Staff number:

Title: .....

Start date: ..... End date: .....

Annual planned learning hours	Total planned learning hours	Annual planned EEP hours	Course fees

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Staff number:

Title: .....

Start date: ..... End date: .....

Annual planned learning hours	Total planned learning hours	Annual planned EEP hours	Course fees

## Remitted fees section

### Please tick relevant box

Pre Level 2 progression (19-23 on first day of learning) ☐ First full Level 2 (19-23 on first day of learning) ☒

First full Level 3 (19-23 on first day of learning) ☐ First full Level 4 or above, without a Level 3 (19-23 on first day of learning) ☐

### Are you:

19-23 (on first day of learning) and enrolling onto qualifications up to and including Level 2? ☐

### Are you in receipt of benefit? (Please tick all that apply)

JSA ☐ Income Support ☒ Council Tax Benefit ☐

ESA (Any) ☐ Incapacity Benefit ☐ Housing Benefit ☐

Universal Credit ☐ Employed but on low wage\* ☐

\*earning less than £17,004 per year and must provide 3 months wage slips

### Are you unwaged/unemployed? If so, for how long (in months)?

0-5 ☒ 6-11 ☐ 12-23 ☐

24-35 ☐ 36+ ☐

I confirm that I am unemployed and want to enter employment, but need skills training in order to do so - or in low wage\* employment.

Learner signature: .....

## Fee payment section:

Fees paid in full ☐ Instalments ☐

Employer to pay (letter required) ☐ Advanced Learner Loan ☐

### Fees waived:

Head of school/service signature required ☐

Signature: .....

## Tutor details

Tutor name: .....

Signature: .....

## How We Use Your Personal Information

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to meet its 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). Your information will be securely destroyed after it is no longer required for these purposes. Your information may be used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training. Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation. 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> Useful information for learners on: [www.gov.uk](http://www.gov.uk)

### Learner declaration

I understand that the college reserves the right to search learners on college premises if considered absolutely necessary to maintain safety and security. I consent to you processing the information, which I have given. If I am under 18 or sponsored by an employer or agency, I also consent to you disclosing information about my attendance and performance whilst at college.

- I understand what my course is about, how it meets my needs and what entry requirements I must have.
- I confirm that I have received advice and guidance to support my choice of course and, where applicable, received information relating to the progression routes available in terms of careers and further study.
- I understand what support is available to me and I will notify my course tutor promptly if I develop a disability or medical condition which affects my studies.
- I will attend all timetabled sessions regularly and punctually, access the VLE, and undertake the necessary independent study. I understand that any additional study sessions or learning support may be withdrawn or suspended if I do not do so.
- I agree to wear my student ID card and lanyard at all times when on college premises, and to comply with the college's regulations and codes of conduct, which are available on the college website.
- I understand that I must inform the college of any personal changes which could affect this agreement and that I can change this agreement at any time.
- I understand that if I have declared false information, the college may take action against me to reclaim course fees and any support costs provided.
- I accept that I am ultimately responsible for the full course fees and that I am liable for the full cost of my course should I not apply, or I am refused an Advanced Learner Loan/Student Finance Loan.
- I will provide the college with documentation from any third party who has agreed to pay my course fees i.e. Employer/Student Finance England.
- If my course attracts a course fee, I confirm that I have read and understood the fees policy summary above.
- I understand how my information is used and that it may be shared with third parties for education, training, employment and well-being related purposes, including for research.

Signature: .....

Date: .....



## Vision West Nottinghamshire College fees policy

By signing this learner agreement you agree to Vision West Nottinghamshire College's fees and refunds policy. A summary of the policy is provided below. A full copy is available <https://wnc.ac.uk/Documents/About-Us/Policies/college-tuitionfee-policy.pdf> or from the credit control team in person at main enrolment or via phone on **01623 627191** ext. **8040**.

However, you should be aware that if you fail to pay your fees, the college will implement its debt recovery procedure which may include the use of a debt collection agency.

## Withdrawals and refund of fees

Refunds will only be made upon receipt of a valid refund application form, except for refunds due following the college's decision to cancel a course. Students who withdraw from a course after the course start date, or do not attend the course on which they have enrolled, may be entitled to a refund if they have withdrawn due to a serious medical condition (medical certificate required as evidence).

Students funded through the student loans system via Student Finance England (SFE) will not receive any refund of monies paid to the college by SFE and will not be liable for any unpaid fees at the point of enrolment on the condition that an approved student loan was in place a maximum of eight weeks after the date of enrolment. If Student Finance England seeks to recover any fees paid on behalf of the student after the date of withdrawal the college reserves the right to require full payment from the

student of any fees recovered by Student Finance England from the college.

If the college cancels your course, it will contact you and refund the full costs paid by you.

If you withdraw from your course the following arrangements for outstanding fees will apply:

- If the withdrawal occurs on or before 30 September in the academic year of study an administrative fee of £25 will be payable.
- If the withdrawal occurs on or after 1 October and on or before 31 December you will be liable for 25% of the full course fee.
- If the withdrawal occurs after 31 December in the academic year of study you will be liable for the full course fee.

## Advanced Learner Loan Students

As with all other fee paying students, those funded through an Advanced Learning Loan are at all times personally responsible for paying their fees. If, at the time of enrolment, you do not provide evidence of acceptance through Student Finance England, you will pay a refundable fee of £250. This fee will be refunded if evidence is provided within eight weeks of enrolment to the credit control team. If evidence is not provided by this date, the £250 will not be refunded and you will remain liable for the full fee.

You may be able to pay your course fees by instalments. For details please speak to the credit control team.