

APPLICATION FORM

PLEASE PRINT AND SEND YOUR COMPLETED FORM WITH PAYMENT TO:
ENROLMENT TEAM, NEW COLLEGE, FREEPOST SN 2025, SWINDON SN3 2XR

YOU CAN ALSO:

Call Freephone 0808 172 1721 with your completed form in front of you with a suitable debit or credit card / Apply on-line at www.newcollege.ac.uk (Once we have received your online application, we will contact you to take payment details and confirm your enrolment). In peak enrolment periods this may take up to 3 working days and you may find it easier to call us instead on 0808 172 1721 at a time that is more convenient for you, see our website) / Call in to see our Part-time Enrolment Team (for opening times see our website). **PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS IN BLACK BALLPOINT PEN AND TICK BOXES WHERE REQUIRED.**

COURSES FOR WHICH YOU WANT TO ENROL			
NAME OF COURSE	START DATE	COURSE CODE	FEE

ABOUT YOURSELF

Surname:Male/Female

First Name(s):

Title: (Mr/Mrs/Miss/Ms/Dr)Date of Birth: / /

Address:Postcode:

Tel: (Home)(Work)(Mobile)

E-mail:

NationalityVisa Yes No

Residency:Have you lived in the UK for 3 years as at 31/08/2016? Yes NoIf not, date of entry to UK (dd/mm/yyyy)?Which country did you live in before?How long did you live there for?

Unique Learner Number - ULN (if known):Have you attended New College before? Yes NoFrom 1 August 2016 will you be enrolled/attending another college or sixth form or training provider? Yes NoWhich college?What course?Are you taking the course(s) you have applied for to help you progress in your work? Yes NoWill you be claiming your course fee back from your employer? Yes No

PREVIOUS QUALIFICATIONS

WHAT IS YOUR HIGHEST CURRENT QUALIFICATION? PLEASE TICK ONE BOX ONLY:

No qualifications

Entry Level: e.g. Basic Skills, Certificate in Adult Literacy, Numeracy, ESOL (Entry)

Level 1: e.g. NVQ Level 1, GCSE/O Level (5 or more at grades D-G or fewer than 5 at grades A-C), CSEs below Grade 1, BTEC First Certificate, GNVQ Foundation, overseas equivalent, Certificate in Adult Literacy, Numeracy, ESOL at Level 1, 1 AS Level

Full Level 2: e.g. NVQ 2, GCSE/O Level (5 or more GCSEs grades A*-C), 2 or 3 AS Levels, 1 A Level, CSE Grade 1 (5 or more), BTEC/RSA 1st Diploma, GNVQ Intermediate, QCF Certificate/Diploma Level 2

Full Level 3: e.g. NVQ 3, 2 or more A Levels passes, 4 or more AS Levels, BTEC National/Extended Diploma, RSA, Access to HE, CGLI Advanced Certificate, GNVQ Advanced, QCF Diploma Level 3, AVCE Double Award; or overseas equivalent

Level 4: NVQ 4, HNC, Certificates of Higher Education

Level 5: e.g. NVQ 5, HND, Foundation Degrees

Level 6: e.g. QCF Award/Cert/Diploma Level 6, Degree, graduate Cert/Diploma

Level 7+: e.g. QCF Award/Cert/Diploma Level 7/8, Masters degrees, Postgraduate Cert/Diploma, Doctorates

Do you have:GCSE English or iGCSE English Grade A*-CGCSE Maths or iGCSE Maths Grade A*-C

ADDITIONAL SUPPORT/ASSISTANCE

We will do all we can to provide the advice and guidance you need.

We also encourage you to allow us to inform key members of staff, such as your tutors and members of the Student Services team, about your additional needs.

Do you consider that you have a disability?Yes No

Do you need additional support with your chosen course(s)?Yes No

If you have answered 'yes', please tell us below, by ticking one box, how you would like to give us the extra information we need:

I would like to talk to a member of the Additional Support Team.

I would like to fill in and return a form before my course begins.

I would like you to send a form to the person named below so that they can fill it in and return it to you. Please send a form to:

HOUSEHOLD INFORMATION

PLEASE TICK WHICH OF THE FOLLOWING STATEMENTS APPLY (ONE OR MORE MAY APPLY):

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

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

There are one or more dependent children (aged 0-17 years or 18-24 years if full time student or inactive) in the household

None of these statements apply OR

I confirm that I wish to withhold this information

EMPLOYMENT

EMPLOYMENT (PLEASE TICK ALL THAT APPLY): At the start of your course(s), were you:

Employed? Less than 16 hoursBetween 16 -19 hours20 hours or moreSelf-employed? Less than 16 hoursBetween 16 -19 hours20 hours or more

What role are you employed in? (e.g. admin, chef, electrician)Unemployment – Are you, (and for how long)

Not in paid employment and looking for work? Less than 6 months6 - 11 months12 - 23 months

Not in paid employment and not seeking work?24 - 35 months36 months or over

Are you actively looking for work? Yes NoAre you in receipt of: JSA ESA/WRAG Other benefits?

HOW WILL YOUR FEES BE PAID?

You may pay for the course by any of the methods listed below; or by instalments via Direct Debit for courses costing more than £250 providing the course duration is 10 weeks or more (50% deposit on enrolment with a further two dates, see below). We cannot enrol you onto any courses without a payment method, loan application approval or authority for us to invoice. Examination fees are included in the course fee except where stated. Any other costs are payable during the course.

PAY FEES BY:

- ☐ Cash (do not send cash if enrolling by post)
- ☐ Personal or company cheque (made payable to New College)
- ☐ Credit / Debit card (Visa/Mastercard/Switch /Solo/Visa Electron). Call Freephone 0808 172 1721.
- ☐ Instalments (not available to employers) for fees over £250 for courses of 10 wks or more (50% or more deposit when you enrol together with up to 2 further payments via Direct Debit). Call The Part-time Enrolment Team for the Direct Debit form or download it from www.newcollege.ac.uk/adult-courses
NB. Payments will be collected in the month/s directly following your initial 50% deposit), dates available are on the mandate.
- ☐ Invoice to Employer (enclose a letter of authorisation on headed paper from your employer if they are paying your course fees).
- ☐ Advanced Learner Loan. You will have been issued with a funding and information letter to apply.

DO YOU WISH TO CLAIM A REDUCTION IN FEES?

I understand that I may be required to complete a skills assessment to ensure that the course is the right level for me.

- ☐ I am taking a course to gain the skills to enter employment or progress into more sustainable employment and I am earning less than 16 times the National minimum wage per week.
- ☐ I wish to claim an eligible course free from tuition fees (applies to certain qualification courses) and I am evidencing either that:
- ☐ I am receiving Jobseekers Allowance/Credits or Employment Support Allowance and you are in a work related group **OR**
- ☐ I am receiving Universal Credits because of unemployment with a requirement to undertake skills training **OR**
- ☐ **I am receiving Employment Support Allowance, Income Support, Housing Support, Means Tested Council Tax support, Universal Credit **OR**
- ☐ **I am the unwaged partner of someone receiving Working Tax Credit with an income at or below £15,276
- **The course for these categories must meet local labour market needs, to be advised by the College, and directly relevant to your employment prospects.**

Additionally, if you are taking your first full level 2 or 3 qualification and you will be 19-23 at the start date of the course, please enquire about your eligibility for a reduction in fees. If you already have a full level 3 qualification and you will be 19+ at the start date of a qualifying level 3, 4 or 5 course, please enquire about an Advanced Learner Loan as a means to pay for your course. Benefit waivers no longer apply to this age group for these courses. Please contact Part Time Enrolments for further details. **YOU MUST INFORM THE COLLEGE OF ANY CHANGE IN CIRCUMSTANCES BEFORE THE START DATE OF YOUR COURSE WHICH MAY AFFECT YOUR FEE REDUCTION.** *If you are 19 or over and do not hold a GCSE or iGCSE Maths / English grade C or above then you may be entitled to free tuition fees for a GCSE Maths / English course(s). Please contact Part Time Enrolments for further information.

EQUAL OPPORTUNITIES MONITORING

New College is committed to Equality, Diversity, Inclusion and Excellence. Our College enables all its members to fulfil their potential and to have their contributions equally valued and respected. We seek to recruit staff and students who represent the diversity of our local community, promoting equality of opportunity and encouraging good relations between people of different groups. **Please tick the box** that describes your ethnic background. Ethnic background describes how we think of ourselves, for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth. This information is confidential and will be used for statistical purposes, not as part of your application. **If you have any questions, please ask.**

WHAT IS YOUR ETHNIC BACKGROUND? (please tick one box)

- White**

☐ 31 English/Welsh/Scottish/Northern Irish/British

☐ 32 Irish

☐ 33 Gypsy or Irish Traveller

☐ 34 Any Other White background
- Asian/Asian British**

☐ 39 Indian

☐ 40 Pakistani

☐ 41 Bangladeshi

☐ 42 Chinese

☐ 43 Any other Asian background
- Mixed/Multiple Ethnic Group**

☐ 35 White and Black Caribbean

☐ 36 White and Black African

☐ 37 White and Asian

☐ 38 Any Other Mixed/multiple ethnic 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

HOW DID YOU HEAR ABOUT THE COURSE(S)?

PLEASE TICK MORE THAN ONE BOX IF APPROPRIATE:

- ☐ 01 Tutor
- ☐ 02 Friend/relative
- ☐ 03 Employer
- ☐ 04 Through letterbox
- ☐ 05 Email
- ☐ 06 Library/comm centre
- ☐ 07 Press advert
- ☐ 08 Show, event or fair
- ☐ 09 Billboard
- ☐ 10 Open Evening
- ☐ 11 Mailing list
- ☐ 12 College Website
- ☐ 13 Facebook
- ☐ 14 Other Website
- ☐ 15 Other (state)
- ☐ 16 Job Centre/Careers
- ☐ 17 Radio advert

STUDENT DECLARATION

I am aware of the opportunities outlined in New College’s publicity materials and have taken those I consider appropriate for enrolling on the course(s) chosen.

I am aware of my entitlement to advice and guidance as set out on page 23 (Useful Information) of the part-time brochure, and I have received and read a course information sheet.

I am satisfied with my choice of course(s). I understand that refunds will only be given in exceptional circumstances.

I am aware that the European Social Fund (ESF) may financially support my course.

Please indicate that you have no unspent ‘relevant’ criminal convictions. ‘Relevant’ means offences against a person, whether violent or sexual, and offences involving drugs or controlled substances, or theft. A ‘yes’ answer does not automatically exclude your enrolment but will be referred to the admissions panel.

Do you have an unspent criminal conviction? Yes ☐ No ☐

I declare that, to the best of my knowledge, the information that I have given is correct, and I agree to abide by the terms and conditions of the College.

SIGNATURE (STUDENT):

DATE:

SIGNATURE (STAFF):

DATE:

Data Protection: The personal information you provide is passed to the Skills Funding Agency, and the Department for Business, Innovation and Skills. 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. Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at: www.gov.uk/government/publications/sfa-privacy-notice. You may be contacted after you have completed your programme of learning to establish whether you have entered employment or gone onto further training or education. You may be contacted by the English European Social Fund (ESF) Managing Authority, or its agents, to carry out research and evaluation to inform the effectiveness of the programme. You can opt out of contact for other purposes by ticking any of the following boxes if you do not wish to be contacted:

☐ About courses or learning opportunities, or ☐ for surveys and research

Please tick if you do not wish to be contacted by:

☐ Post ☐ Phone ☐ Email

UNIQUE LEARNER NUMBER (ULN): THE LEARNING RECORDS SERVICE (LRS) NOTICE

The information you supply to the college will be used by the Chief Executive of Skills Funding, to issue you with a Unique Learner Number (ULN), and create your Personal Learning Record. Your Personal Learning Record will include information about your qualifications, awards, and training events and learning achievements which are part of the Qualifications and Credit Framework (QCF). It also means that information about your learning can be shared with others who have a responsibility for your education and training. Individuals can opt out of sharing participation and achievement data with those organisations listed in section 537A of the Education Act More details can be found at: www.gov.uk/government/publications/learning-records-service-the-plr-for-learners-and-parents or by telephoning the LRS helpdesk on 0845 602 2589.

☐ Please tick this box to opt-out of “The Learning Records Service” data sharing.



NEW COLLEGE DRIVE, SWINDON, WILTSHIRE, SN3 1AH
TEL: 01793 611470 / WWW.NEWCOLLEGE.AC.UK

