

# enrolment form and learning agreement

city lit

## Important:

- Do you need help with filling in this form? Ask at the enrolment counter, or ring us on 020 7831 7831 to enrol over the telephone.
- Do I need to complete the whole form?  
If you've enrolled with us since 8 June 2016, you only need to complete the tinted sections of this form, or pick up a fast track enrolment form from the Information and Bookings desk on the ground floor.
- Do you need more information on your course? A course outline is available for all our courses, describing the course content, the level of the course and any interviews required. You can search for your course at [www.citylit.ac.uk](http://www.citylit.ac.uk) or contact our Customer Engagement team.
- Please check our refund and transfer policies before you enrol. Visit [www.citylit.ac.uk/refunds](http://www.citylit.ac.uk/refunds).

## Do you need a large print version of this form? Contact Enrolments on 020 7831 7831.

Thank you in advance for answering all the required questions. We need this information, as the government subsidise courses at City Lit and requires information about who it is funding. We also need to monitor the effectiveness of our equality and diversity policy.

### Section 1: personal details

First name:	Surname:
Middle name:	Preferred name (if different from first name):
Title (Mr, Mrs, Ms, Miss, etc):	Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of birth:	Student reference number (if known):

### Section 2: contact details

Mobile phone:	<input type="checkbox"/> Text only
Address:	
	Postcode:
Telephone: (day)	(evening)
Email:	

### Section 3: course details

Course code:	Course title:	(City Lit use only) Programme area approved – signature and stamp needed

### Section 4: access and support for learners who are deaf

- Are you deaf/hearing impaired or hard of hearing?  Yes  No
- Do you need communication access or support (e.g. a radio aid, British Sign Language interpreting, notetaking)?  Yes  No
- If you do not need access/support services, would you like your tutor and the department to know about your hearing loss?  Yes  No

To arrange access or support: please contact Access, Inclusion and Study Support as soon as possible.  
Advice and Information drop in – Wednesdays at 14:00-15:00 (term time only)  
SMS: 07624 818558 Voice: 020 7492 2506 Email: [support@citylit.ac.uk](mailto:support@citylit.ac.uk)

### Section 5: support for disabled learners or learners with learning difficulties

- Are you disabled or do you have a learning difficulty or other impairment?  Yes  No  Prefer not to say
- Do you want to discuss support or adjustments for your course?  Yes  No

Please contact us before you enrol if we need to make arrangements for support in advance, and even if you have had support in the past. Dyslexia support is prioritised for students on accredited courses with substantial reading and writing.

Tel: 020 7492 2506, email: support@citylit.ac.uk

If you are disabled or have a learning difficulty or other impairment, please let us know which of the following best describes this:

- |   |   |
|---|---|
| <input type="checkbox"/> Disability affecting mobility          | <input type="checkbox"/> Dyslexia                           |
| <input type="checkbox"/> Other physical disability              | <input type="checkbox"/> Dyscalculia                        |
| <input type="checkbox"/> Visual impairment                      | <input type="checkbox"/> Other specific learning difficulty |
| <input type="checkbox"/> Communication Impairment               | <input type="checkbox"/> Moderate learning difficulty       |
| <input type="checkbox"/> Mental health difficulty               | <input type="checkbox"/> Severe learning difficulty         |
| <input type="checkbox"/> Profound/complex disability            | <input type="checkbox"/> Social and emotional difficulties  |
| <input type="checkbox"/> Unseen disability or medical condition | <input type="checkbox"/> Autistic Spectrum disorder         |
| <input type="checkbox"/> Temporary disability after illness     | <input type="checkbox"/> Aspergers Syndrome                 |
| <input type="checkbox"/> Other disability                       | <input type="checkbox"/> Other learning difficulty          |
|   | <input type="checkbox"/> Prefer not to say                  |

Would you like this information passed on to your course tutor and the department?

- Yes  No

## Section 6: additional information

### Residency

Are you a UK citizen, have unrestricted right of abode, or are you a citizen of the European Economic Area (EEA)

- Yes  No

In which country have you been ordinarily resident in the last three years? Note: a student visa does not constitute ordinary residence.

- England  
 Other UK/European Economic Area (EEA) country – please name the country: \_\_\_\_\_  
 Country outside of EEA – please name the country: \_\_\_\_\_

If you have lived in a non-EEA country in the past three years, or you have answered no to the question above, please visit the enrolment counter for information on our international fees or visit [www.citylit.ac.uk](http://www.citylit.ac.uk)

### Employment

Please indicate your employment status:

#### In paid work

- Employed  
 Self employed

How many hours do you work per week:

What is your workplace postcode:

#### Not in paid work

- Actively seeking a job  
 Not seeking a job, eg retired

How long have you not been in paid work:

- Less than 6 months  24-35 months  
 6-11 months  Over 36 months  
 12-23 months

If you are enrolling on a course to gain the skills needed to get a job, please list the course code(s)

Have you been in full time education or training just prior to enrolling?  Yes  No

Please note that our funders require us to contact you for a follow-on survey.

#### Household situation

I'd describe my household (including myself) as having:

- No adults in work and one or more dependent children (aged 0-17 years or 18-24 years if full time student or unemployed)  
 No adults in work and no dependent children  
 Only one adult and one or more dependent children  
 None of the above  
 Prefer not to say

### Ethnic origin

How would you best describe your ethnic origin?

#### White

- British (English/Welsh/ Scottish/ Northern Irish)  
 Irish  
 Gypsy or Irish Traveller  
 Any other white background

#### Black/African/Caribbean/Black British

- African  
 Caribbean

- Any other Black/African/ Caribbean background

#### Mixed/multiple ethnic group

- White and Black Caribbean  
 White and Black African  
 White and Asian

- Any other Mixed/multiple ethnic background

#### Other

- Arab  
 Any other ethnic group

#### Asian/Asian British

- Indian  
 Pakistani  
 Bangladeshi  
 Chinese  
 Any other Asian background

## Previous level of education

Please indicate your highest level of education. If you are unsure of your level of qualification, please ask a member of the Enrolments team.

- |   |  |
|---|--|
| <input type="checkbox"/> No qualifications  | <input type="checkbox"/> Full level 3: 2 advanced A Levels; 4 AS Levels; QFC Diploma; Access to HE; GNVQ Advanced; NVQ |
| <input type="checkbox"/> Entry level  | <input type="checkbox"/> Level 4 Level 4: QCF qualification; HNC; HE Certificate                                       |
| <input type="checkbox"/> Level 1: GCSE/O Level (5 graded D-G/less than 5 graded A-C); AS level; QFC qualification         | <input type="checkbox"/> Level 5: QCF qualification; HND; Foundation Degree  |
| <input type="checkbox"/> Full level 2: GCSE/O Level (5 graded at A*-C); 2 AS Levels; A Level; QCF Diploma/Certificate NVQ | <input type="checkbox"/> Level 6: QCF qualification; Bachelor Degree   |
|   | <input type="checkbox"/> Level 7 and above: QCF qualification; Masters; Doctorate                                      |
|   | <input type="checkbox"/> Other, level not known  |

## Section 7: fees

Please indicate which fee applies to you by ticking the relevant box below:

- Full fee

### Reduced fees (concessions)

You may be entitled to claim a reduced (concessionary) fee if one of the categories listed below applies to you.

- Under 19 at 31 August 2016

If you have answered yes to the question above, are you studying full-time (540 hours) at another college?  Yes  No

- Receiving Employment and Support Allowance WRAG (ESA Work Related Activity Group)  Receiving Jobseeker's Allowance

If the above do not apply to you, please indicate if you are in receipt of one of the benefits listed below.

- |  |   |
|--|---|
| <input type="checkbox"/> Universal Credit (conditions apply)     | <input type="checkbox"/> Working Tax Credit (and have a household income of less than £15,276)            |
| <input type="checkbox"/> Council Tax Support (means tested)      | <input type="checkbox"/> Employment and Support Allowance- Non-Work Related Activity Group (ESA non-WRAG) |
| <input type="checkbox"/> Pension Guarantee Credit/Income Support |   |
| <input type="checkbox"/> Housing Benefit                         |   |

The government is phasing in universal credit to replace a number of existing benefits. Certain conditions may apply, so if you're unsure, ask enrolments for more details.

We will need to see your proof of benefit at the time of enrolment in order to charge you the concessionary fee, and we cannot process your concessionary fee enrolment without this. Further information on fees and benefit evidence is available in our course guide and at [www.citylit.ac.uk](http://www.citylit.ac.uk). Your evidence must be dated no older than six months, show that your benefit is ongoing and must cover the start date of your course. (Please note that we cannot accept Jobseeker's Allowance appointment letters or booklets as valid evidence).

### Senior fees

If you are over 65 years on the day the course begins and rely entirely on a state pension or if you are over 65 years on the day begins and have a household income of less than £15,276 pa, please indicate if you would like to claim the senior fee.

- I wish to claim the senior fee and I'm 65 or over.

## Section 8: payment

Paying method (Please tick. You will need to pay for your course in order for us to enrol you.)

- Cheque (made payable to 'City Lit')  
 Cash (for in-person enrolments only)  
 City Lit gift vouchers  
 Credit/debit card

We can accept Visa, Mastercard, Maestro or American Express.

Is your employer contributing towards your fees?  Yes  No

If yes, then please provide your company credit card details below. Alternatively, if your course starts in over a month's time, please provide us with a purchase order or letter on headed paper from your employer requesting an invoice when you enrol. This must state your name, course code(s), amount, your employer's name and address.

#### City Lit gift vouchers

City Lit gift vouchers make a great gift. They come in £10, £20 or £50 denominations and can be used towards any of our 5,000 courses. Please enter the amount you would like to purchase below:

£

### Student bursary donation

We welcome donations to our City Lit student bursary to help those students who are unable to pay the full fee. If you would like to donate to our student bursary, please enter your amount below:

£

### Gift Aid

Please tick if you are a UK taxpayer and would like the donation treated as a Gift Aid donation.  
Please see overleaf for more information on Gift Aid and our student bursary.

### Credit/debit card

Total amount: £

I authorise you to debit my card with the amount above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you are posting, emailing or faxing this form, and you wish to pay by card, please enter your card details below.

Card number:

Valid from date:   /   Expiry date:   /

Issue number: (if applicable)   Card security number: (last 3 digits on signature strip)

Cardholder's name (if different from personal details in section 1): \_\_\_\_\_

Cardholder's address (if different from person enrolling a receipt will be sent to the cardholder): \_\_\_\_\_

Postcode: \_\_\_\_\_

## Section 9: how we use your personal information

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Skills Funding Agency") who are part funded by the European Social Fund, 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.

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>

Our funders may want to contact you, tick if you **do not** want to be contacted about:

courses and learning opportunities  surveys and research

### Don't miss out – let us keep you up to date

Are you happy for us to contact you with helpful course alerts, special offers, news, events or college activities?

Tick if you **do not** want to be contacted by:

Post  Email  Telephone  Text

### Would you like to receive the latest course guide automatically?

Yes by post  Yes by email (pdf)

## Section 10: learning agreement

I declare that, to the best of my knowledge, the information I have provided whilst enrolling is correct and that should my circumstances change, including my eligibility for concessionary fees, I will notify City Lit immediately.

- I accept City Lit's policies, including City Lit's refund and transfer policy. Please see our course guide or website for more information on our policies.
- I intend to attend the course(s) I have enrolled on and I am aware of the commitment required.
- I am satisfied that appropriate information about my course(s) has been available to me prior to enrolment.
- I understand that I will lose my place on my course if I do not attend for four consecutive sessions or more.
- I understand that should my sponsor fail to pay my fees, I will remain liable to pay.
- I understand that should I fail to pay my instalment plan or any amounts owed, I will lose my place on the course and I will remain liable to pay. I understand I will not be able to enrol onto any further courses until I have paid any amounts owed.
- I understand that there will be a briefing on health and safety issues during the first session of the course(s).

Signed (student): \_\_\_\_\_

Date: \_\_\_\_\_

Signed (for City Lit): \_\_\_\_\_

Date: \_\_\_\_\_

Type of evidence of fee remission seen (City Lit use only): \_\_\_\_\_

Signed (for City Lit): \_\_\_\_\_

Date: \_\_\_\_\_



Skills Funding  
Agency



Please send or bring this form to Enrolments, City Lit, Keeley Street, Covent Garden, London WC2B 4BA or fax it to 020 7492 2735.