

# enrolment form

## and learning agreement

city lit  
INSTITUTE OF LEARNING

Telephone enrolments: 020 7831 7831

### Important:

- If you need help with completing this form, please ask a member of the enrolment team.
- If you are a returning student who has enrolled since 29 June 2009, you need only complete the green sections of this enrolment form.
- A course outline is available for all our courses, describing the course content, the level of the course and any necessary prerequisites. You can search for your course at [www.citylit.ac.uk](http://www.citylit.ac.uk) or contact the enrolment team.
- Please check you understand our refund and transfer policies before you enrol: see page 190 of the course guide or visit [www.citylit.ac.uk](http://www.citylit.ac.uk).

Thank you for answering all the required questions. City Lit is a publicly funded organisation and the information requested is required by the Government, and also to allow us to monitor the effectiveness of our equality and diversity policy.

Please complete this form in **BLOCK CAPITALS**

### Section 1: personal details

First name:

Surname:

Title (Mr, Mrs, Ms, Miss, etc.):

Male  Female

Date of birth:

Student reference number (if known):

### Section 2: contact details (please print using BLOCK CAPITALS)

Mobile phone:

Address:

Postcode:

Telephone: (day)

(evening)

Email:

### Section 3: country of residence

In which country have you been ordinarily resident in the last three years? Note: A 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, please visit the enrolment counter for more information on fees, or go to [www.citylit.ac.uk](http://www.citylit.ac.uk).

### Section 4: ethnic origin

#### Asian or Asian British

- Bangladeshi 11
- Indian 12
- Pakistani 13
- Chinese 18
- Other 14

#### White

- British 23
- Irish 24
- Other 25

#### Black or Black British

- African 15
- Caribbean 16
- Other Black 17

#### Other

- Any other 98
- Not known / prefer not to say 99

#### Mixed

- White and Asian 19
- White/Black African 20
- White/Black Caribbean 21
- Other 22

## Section 5: learners who are D/deaf

Are you Deaf/deaf/deafened/hard of hearing? (01, 02)  Yes  No

Do you need British Sign Language support or any other communication support?  Yes  No

If you have answered yes, you must attend an assessment session with Deaf Education, Wednesdays at 2-3pm (term time only). If your course starts within 10 working days, you are unable to attend the assessment session, or it is out of term time, please contact us: Minicom 020 7492 2746, Voice 020 7492 2722, e-mail dds@citylit.ac.uk for a form and an assessment appointment.

## Section 6: learners with other disabilities/learning difficulties

Do you have any other learning difficulties or disabilities?

Yes 01  No 02  Prefer not to say 99

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Visual impairment 01                  | <input type="checkbox"/> Other disability 97                       | <input type="checkbox"/> Temporary disability after illness 08 |
| <input type="checkbox"/> Disability affecting mobility 03      | <input type="checkbox"/> Mental health difficulty 07               | <input type="checkbox"/> Multiple disabilities 90              |
| <input type="checkbox"/> Emotional/behavioural difficulties 06 | <input type="checkbox"/> Other physical disability 04              | <input type="checkbox"/> Aspergers Syndrome 10                 |
| <input type="checkbox"/> Profound/complex disability 09        | <input type="checkbox"/> Unseen disability or medical condition 05 |  |
| <input type="checkbox"/> Dyslexia 10                           | <input type="checkbox"/> Moderate learning difficulty 01           | <input type="checkbox"/> Dyscalculia 11                        |
| <input type="checkbox"/> Other learning difficulty 97          | <input type="checkbox"/> Severe learning difficulty 02             | <input type="checkbox"/> Other specific learning difficulty 19 |
| <input type="checkbox"/> Autism Spectrum Disorder 20           | <input type="checkbox"/> Multiple learning difficulties 90         |  |

Does your learning difficulty or disability mean that you will require support for your course?

Physical access PA  Disability support DSA  Dyslexia support DYS

Please contact Learning Support as soon as possible to arrange support. We cannot guarantee we will be able to provide support in every case. Tel 020 7492 2506, minicom 020 7492 2746, e-mail accesstolearning@citylit.ac.uk

## Section 7: previous level of education

Please indicate your highest level of education. Please ask a member of the enrolment team if you are unsure of your level of qualification.

- |   |  |
|---|--|
| <input type="checkbox"/> Level 0 (entry level)                            | <input type="checkbox"/> Level 3 (2 or more A levels or 4 AS levels) |
| <input type="checkbox"/> Level 1 (GCSE/O level grades D-G)                | <input type="checkbox"/> Level 4 (degree/teaching qualification)     |
| <input type="checkbox"/> Level 2 (GCSE/O levels, 5 or more grades at A-C) | <input type="checkbox"/> Level 5 and higher (higher degree)          |

If you don't already have a level 2 qualification in English and/or maths, would you like to receive more information about help available?  Yes  No

## Section 8: course details

Course code:	Course title:	(City Lit use only) Programme area approved

## Section 9: how did you find out about this course(s)?

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> City Lit website 01      | <input type="checkbox"/> Recommendation 05        | <input type="checkbox"/> Your employer 09                |
| <input type="checkbox"/> Hotcourses/Floodlight 02 | <input type="checkbox"/> Advertising 06           | <input type="checkbox"/> Existing student 10             |
| <input type="checkbox"/> Poster/leaflet 03        | <input type="checkbox"/> City Lit course guide 07 | <input type="checkbox"/> Internet search, e.g. Google 11 |
| <input type="checkbox"/> Direct mail 04           | <input type="checkbox"/> Email newsletter 08      | <input type="checkbox"/> Other 98                        |

## Section 10: employment status

Please indicate your employment status:

- Employed and working 16 hours per week or more (full-time) 01  
 Employed and working less than 16 hours per week (part-time) 05  
 Not employed through reason of redundancy 03  
 Not employed for other reasons (incl. retirement) 04

If you are employed and studying a course relevant to your job, please list the course code(s): \_\_\_\_\_

Has your employer released you from work to study the work related course(s)?  Yes  No

## Section 11: 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 31st August 2009  
 Receiving Housing or Council Tax Benefit  
 Receiving Jobseeker's Allowance  
 Receiving Employment and Support Allowance (ESA)  
 Receiving Pension Guarantee Credit  
 Receiving Working Tax Credit\*  
 Receiving other income-based benefit  
 Unwaged dependent of a person in receipt of one of the above benefits

**If you are enrolling in person, by post or fax, you must produce evidence of your benefit at the time of enrolment in order to pay the concessionary fee. We are unable to process your enrolment without this.**

Your evidence must be dated no older than 6 months and must cover the period of your course.

(Please note that Jobseeker's Allowance appointment booklets are not valid as evidence.)

\*Reduced fee applies only where household income is less than £15,276 (subject to change). You must produce the full award certificate at the time of enrolment.

**Senior fees:**

Please read the following statement:

Please note that the Government does not provide any automatic concessions for retired people. On certain courses City Lit provides some financial support, aimed at older learners (aged 65 or over), who rely entirely on a state pension or whose household income is below £15,276 p.a. If you wish to claim the senior fee please tick below.

Aged 65 or more and claiming a senior fee

## Section 12: payment

If you have lived in a non-EEA country in the past three years, please speak to a member of the enrolment team for more information on international fees, or visit our website: [www.citylit.ac.uk](http://www.citylit.ac.uk).

Is your employer contributing towards your fees?  Yes  No

If yes, we will need a purchase order or letter on headed paper from your employer stating they wish to be invoiced for the course fees. This must state your name, course code(s), amount and your employer's name and address and must be provided at the time of enrolment.

Paying method, please tick:

- Cheque (made payable to 'City Lit')  Cash  City Lit gift vouchers  
 Credit/debit card (please complete details below):

Card number:

Valid from date:  /  /     Expiry date:  /  /     Issue number: (if applicable)      Card security number: (last 3 digits on signature strip)

I authorise you to debit the above card by £       .

Signature:

Date:

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 13: data protection statement

Data Protection Act 1998 – The information you provide will be passed to the Learning and Skills Council (the LSC). The LSC is responsible for funding, planning and encouraging education and training for young people and adults in England, and is registered under the Data Protection Act 1998. The information you provide will be shared with other organisations for the purpose of administration, careers and other guidance, and statistical and research purposes. Other organisations with which we will share information include the Department for Children, Schools and Families, the Department for Innovation, Universities and Skills, Connexions, Local Authorities, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the LSC or its partners.

The LSC is also a co-financing organisation and uses European Social Funds from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources.

The LSC also operates the Managing Information Across Partners (MIAP) service which offers a Learner Registration Service. MIAP will allocate Unique Learner Numbers (ULNs) which will enable you to access a Learner Record Service to access your participation and achievement data via a website and to share this with other organisations and individuals where permission is granted.

The MIAP service will allow those organisations listed on section 537A of the Education Act to use the ULN as a key to sharing participation and achievement data in a consistent and approved manner, promoting good information management practice. All organisations that will have access to the information you provide are registered under the Data Protection Act 1998.

Further information about partner organisations and the ULN and what they do, may be found at [www.lsc.gov.uk/providers/Data/help/dataprotection](http://www.lsc.gov.uk/providers/Data/help/dataprotection). For details of opting-out of sharing participation and achievement data with the organisations listed on section 537A of the Education Act, please visit [www.miap.gov.uk](http://www.miap.gov.uk) or telephone the MIAP helpdesk on 0845 6022589.

At no time will your personal information be passed to organisations for marketing or sales purposes. From time to time students are approached to take part in surveys by mail and phone, which are aimed at enabling the LSC and its partners to monitor performance, improve quality and plan future provision.

Tick this box if you do not wish to be contacted by the LSC or its partners in respect of surveys and research. The LSC values your views on the education or training which you receive, and will use these to help bring about improvements for learners in England.

The LSC or its partners may wish to contact you from time to time about courses, or learning opportunities relevant to you. Please tick here if you do not wish to be contacted about courses or learning opportunities by post.

## Section 14: declaration

- I agree to abide by the rules and regulations of City Lit including those contained in its refund and transfer policies (see page 190 or visit [www.citylit.ac.uk](http://www.citylit.ac.uk)).
- I agree to notify City Lit of any changes to my personal circumstances which could affect my entitlement to a reduced fee.
- I am satisfied that appropriate information about the course has been available to me prior to enrolment.
- I confirm my intention to attend the course(s) I have enrolled on and I am aware of the commitment required.
- I understand that should I fail to attend my course(s) for a period of four consecutive weeks or more, I will automatically be withdrawn from the course(s).
- I understand that I will automatically be removed from my course(s) if I fail to pay an instalment by the payment due date(s), if my card is declined or my cheque does not clear. I will remain liable to pay the total course fee(s).
- I understand that should my sponsor fail to pay my fees, I will remain liable to pay for my fees.
- 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:

City Lit use only: Type of evidence of fee remission seen:

Signed (for City Lit):

Date:

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