

enrolment form

and learning agreement

city lit

The centre for adult learning

Important:

- Do you need help with filling in this form?
Ask a member of the enrolment team or ring Enrolments on 020 7831 7831 to enrol over the telephone.
 - Which sections should you complete?
If you are a returning student who has enrolled since 27 June 2011, you need only complete the grey sections of this enrolment form.
 - 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 necessary prerequisites. You can search for your course at www.citylit.ac.uk or contact the enrolment team.
 - Please check...
Our refund and transfer policies before you enrol.
See page 214 of the course guide or visit www.citylit.ac.uk.
- 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. City Lit is a publicly funded organisation and the information is required by the government, and also to allow us to monitor the effectiveness of our equality and diversity policy.

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

Mobile phone:

Text only

Address:

Postcode:

Telephone: (day)

(evening)

Minicom:

Email:

Section 3: country of residence

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, please visit the enrolment counter for more information on fees, or go to www.citylit.ac.uk.

Section 4: ethnic origin

White

British (English/Welsh/Scottish/Northern Irish) 31

Irish 32

Gypsy or Irish Traveller 33

Any other white background 34

Black/African/Caribbean/Black British

African 44

Caribbean 45

Any other Black/African/Caribbean background 46

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

Other

Arab 47

Any other ethnic group 48

Asian/Asian British

Indian 39

Pakistani 40

Bangladeshi 41

Chinese 42

Any other Asian background 43

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 as soon as possible 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/impairments/learning difficulties

Do you have any other learning difficulties or disabilities?

- Yes 01 No 02 Prefer not to say 99
 Visual impairment 01 Other disability 97 Temporary disability after illness 08
 Disability affecting mobility 03 Mental health difficulty 07 Multiple disabilities 90
 Emotional/behavioural difficulties 06 Other physical disability 04 Aspergers Syndrome 10
 Profound/complex disability 09 Unseen disability or Communication impairment 97
 medical condition 05
 Dyslexia 10 Moderate learning difficulty 01 Dyscalculia 11
 Other learning difficulty 97 Severe learning difficulty 02 Other specific learning difficulty 19
 Autism Spectrum Disorder 20 Multiple learning difficulties 90

Do you want to discuss support for your course?

- Yes No

Please contact Learning Support if you would like the information you provide in this section to be passed onto your course tutor. If you have said you wish to discuss support, we will endeavour to contact you. However, it may be useful to contact us before you enrol, even if you have had support in place for previous courses. You need to contact us to discuss specialist dyslexia support. Dyslexia support is prioritised for learners on accredited courses with substantial reading or writing. Please note we may not be able to provide support in every case. Tel 020 7492 2506, minicom 020 7492 2742, 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.

- Level 0 (entry level) Level 3 (2 or more A levels or 4 AS levels)
 Level 1 (GCSE/O level grades D-G) Level 4 (degree/teaching qualification)
 Level 2 (GCSE/O levels, 5 or more grades at A-C) 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

I am satisfied that appropriate information about the course has been available to me prior to enrolment. **Please tick**

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

- Returning student 10 Course guide 07 Recommendation from your employer 09
 Web search, e.g. Google 11 Hotcourses 12 Advert in magazine/newspaper 06
 Recommendation from a friend 05 Floodlight 13 Received direct mail 04
 Google advert 14 Social media e.g. Facebook/Twitter 15

Section 10: employment

Please indicate your employment status:

- Employed: full time part time Unemployed: due to redundancy other reason retired
 Economically inactive (e.g. of working age, but not seeking work)

If unemployed, please indicate for how long:

- Less than 6 months 01 12-23 months 03 Over 36 months 05
 6-11 months 02 24-35 months 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 2011

Receiving Jobseeker's Allowance

Receiving Employment and Support Allowance (ESA)

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

Receiving Pension Guarantee Credit/Income Support

Receiving Housing or Council Tax Benefit

Receiving Working Tax Credit and have a household income of less than £15,276.

Unwaged dependent of a person in receipt of one of the above benefits

As our funders have changed the way they fund concessionary fees, we may need to limit the number of concessionary fee payers on our courses mid-year. Please see our course guide or website for more information. 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 we cannot accept the Jobseeker's Allowance appointment 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 have a household income of less than £15,276 p.a., 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 12: 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 or Maestro. We are unable to accept American Express.

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.

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 requesting an invoice. This must state your name, course code(s), amount, your employer's name and address and must be presented at the time of enrolment.

City Lit gift vouchers:

City Lit gift vouchers make a great gift. They come in £10 denominations and can be used towards any of our 4,000 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:

£

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.

Total amount: £

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

Signature:

Date:

If enrolling by post or fax, 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 13: how we use your personal information

The personal information you provide is passed to the Chief Executive of City Lit's main funding body the Skills Funding ("the Agency") who are part funded by the European Social Fund, and when needed, the Young People's Learning Agency for England ("the YPLA") to meet legal duties under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training.

Further information about use of and access to your information is available at:

<http://skillsfundingagency.bis.gov.uk/foi.htm>

<http://www.ypla.gov.uk/foi.htm> and

<http://www.learningrecordservice.org.uk/documentlibrary/documents/Code+of+Practice+for+Sharing+of+Personal+Information.htm>

Our funders may want to contact you, tick if you **do not** want to be contacted about: surveys and research ;
courses and learning opportunities

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 of 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 14: 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 policy.

Please see our course guide, website or student handbook 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 understand that I will lose my place on my course if I do not attend for 4 consecutive weeks or more.

— I understand that should my sponsor fail to pay my fees, or my card/cheque is declined. I will remain liable to pay.

— 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.

Please give to the student bursary

Use this form or go online:

www.citylit.ac.uk/about/Student_bursary

Our Student Bursary scheme supports those with financial difficulties, ensuring they can enjoy the many opportunities that learning can bring. The bursary can help with course fees, books and

materials and is particularly aimed at students who wish to study courses for vocational reasons or to help transform their lives.

In order to claim gift aid on your donation, you must pay an amount of income tax and/or capital gains tax for this tax year at least equal to the tax that City Lit will claim from HM Revenue & Customs on your Gift Aid donation.