

# CIRENCESTER COLLEGE

2010/2011

## Enrolment Form

PLEASE WRITE IN BLOCK CAPITALS

Surname:

Forenames:

Title:  
(e.g. Mr, Mrs, Miss, etc)

Date of Birth: Age on 1.9.2010:

Address:

County: Postcode:

Home Tel:(inc. Area Code)

Day Tel:(inc. Area Code)  
(if different)

Please give name & tel. no. of an emergency contact:

Vehicle Number:

**Please see "Parking Charges" section opposite**

The College is committed to equality of opportunity.  
To help us monitor the provision of access and support, please complete the following (please tick):

I consider that my ethnic origin is:

- |  |   |
|--|---|
| <input type="checkbox"/> Bangladeshi     | <input type="checkbox"/> Pakistani              |
| <input type="checkbox"/> Black African   | <input type="checkbox"/> White British          |
| <input type="checkbox"/> Black Caribbean | <input type="checkbox"/> White Other            |
| <input type="checkbox"/> Black Other     | <input type="checkbox"/> Other - Asian          |
| <input type="checkbox"/> Chinese         | <input type="checkbox"/> Other                  |
| <input type="checkbox"/> Indian          | <input type="checkbox"/> I prefer not to answer |

I am:

- Male  Female

Have you any disabilities or learning difficulties which the College should be aware of or is your course designed for people with disabilities or learning difficulties?

(See overleaf)

- Yes  No

If 'Yes' please give details overleaf.

I confirm that I have been living in the UK for the last three years. (If 'No' give country of residence below):

- Yes  No

(NB Students from countries outside the European Union should expect to pay much increased fees and should contact the Enrolment Office or the Adult Guidance Office before enrolling.)

VISA / MASTERCARD

NUMBER:

3-DIGIT SECURITY NUMBER:

L R No. OD / ACE / CC Ad.No.

Authorising Signature g:\cis\cis-unit\forms\enrol\2010-2011\enrol10.p65

Being in any of these categories may affect your fees.  
(Please tick)

- In receipt of a jobseeker allowance  
 Receiving other income-based benefit  
 Unwaged dependent of person in the above groups  
 In receipt of working tax credit  
 In receipt of disabled person's tax credit  
 Aged between 16 and 18 on 31st August 2010  
 Over 18 and yet to achieve 5 GCSEs at grade C or above (or equivalent qualifications)

Source of tuition fees:

- Directly from my employer  
 I intend to recover the fees from my employer  
 Myself or a source other than an employer

### COURSE DETAILS

Title:

Code:

Fee:

Cheques payable to 'Cirencester College'

**Parking Charges:**

No more than £1 per session

### Student Declaration

The College produces a brochure giving brief descriptions of courses available. In addition it is possible to seek further advice and guidance from teaching staff, the Enrolment Office, Student Services and Adult Guidance.

I am aware of the above services and have used those considered appropriate to guide me to enrol on the course(s). I agree to abide by the Student Charter and to the Cirencester College Data Protection Conditions overleaf. I confirm that the information provided on this form is correct.

Signed:

Date:

SWITCH

NUMBER:

3-DIGIT SECURITY NUMBER:

## DISABILITIES / LEARNING DIFFICULTIES

The College welcomes enrolment by students with any disability or learning difficulty. Please use the boxes below to tell us about any specific needs you have. If you are concerned that College premises or facilities may not be suitable for you please tell us. In response to requests from individuals we have been able to provide:

accessible rooms	reserved parking spaces and ramps
hearing induction loops	special arrangements with examination boards
a minicom for communicating with deaf people	support and extra tuition as necessary
special screens and computer equipment	changing bed facilities.

To help provide access and support, please complete the following (please tick):

I consider that my main disability is:

- Visual impairment
- Hearing impairment
- Disability affecting mobility
- Other physical disability
- Other medical condition (eg epilepsy, asthma, diabetes)
- Emotional/behavioural difficulties
- Mental ill health
- Temporary disability after illness or accident
- Profound/complex disabilities
- Multiple disabilities
- Other

I consider that my main learning difficulty is:

- Moderate learning difficulty
- Severe learning difficulty
- Dyslexia
- Dyscalculia
- Other specific learning disability
- Multiple learning difficulties
- Other

If you do not wish to state your disabilities or learning difficulties, but would like a member of the College staff to contact you, then tick the 'Yes' box on the front of this enrolment form and write "PLEASE CONTACT ME" in the box below.

Please include your day-time telephone number:

### CIRENCESTER COLLEGE - DATA PROTECTION CONDITIONS

Cirencester College collects information about all of its staff and students for various administrative, academic and health and safety reasons. The data you supply will be used by the Skills Funding Agency to issue you with a Unique Learner Number (ULN) and share information about your learning. Further details of how your data is processed and shared can be found at [www.miap.gov.uk](http://www.miap.gov.uk). The personal information you provide is passed to the Chief Executive of Skills Funding and, where required, the Young People's Learning Agency for England ("the YPLA") to enable those organisations to fulfil their statutory obligations, principally under the Apprenticeships, Skills, Children and Learning Act 2009. Both organisations are registered as data controllers with the UK Information Commissioner's Office. The Skills Funding Agency funds adult further education and skills training, including apprenticeships, in England. The YPLA is responsible for arranging the provision of funding for the education and training of young people in England. The Skills Funding Agency processes learner data on behalf of the YPLA. The information you provide may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education or training. Other organisations include the Department for Children, Schools and Families, the Department for Business, Innovation and Skills, Local Authorities, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the Skills Funding Agency, the YPLA, or partners of those organisations. The Skills Funding Agency also administers the learner registration service (LRS) which uses your learner information to create and maintain a unique learner number (ULN). Further information about use of and access to your information is available at: Skills Funding Agency: <http://skillsfundingagency.bis.gov.uk/foi.htm> YPLA: <http://www.ypla.gov.uk/foi.htm> At no time will your personal information be passed to organisations for marketing or sales purposes. Under the provisions of the Data Protection Act 1998, we need your consent before we can do this. Since we cannot operate the College effectively without processing information about you, we need you to agree to the following **consent to process** clause by signing the Student Declaration on the enrolment form. If you do not do so, we will be unable to offer you a course place, and may withdraw any offer already made. If you require any further information about this, please contact the Enrolment Office.

#### Consent to Process Clause:

'I agree to Cirencester College processing personal data contained on the enrolment form, or other data which the College may obtain from me or other people. I agree to the processing of such data for any purposes connected with my studies or my health and safety whilst on the premises or for any other legitimate reason.'

The YPLA, the Chief Executive of Skills Funding and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you. You can, by means of a written request to the College Data Protection Officer, give permission for this particular use of your personal data.