

ENROLMENT FORM AND LEARNING AGREEMENT

2010/11

Kendal College
a brighter future

Section 1: Your Details

Student number

Mr Mrs Miss Ms Other

Male Female

First name

Last name

Date of birth

Age at 31/08/10

National Insurance Number

Address

Post Code

Time at this address? yr(s) month(s)

Telephone (eve)

Telephone (day)

Mobile number

Email address

Car/M'cycle reg

Please state current school if applicable

Have you attended this College before? Yes No

Please indicate your nationality (eg British/Polish/Chinese)

Have you been living in the UK for the past three years? Yes No

If you are not a British Citizen, date of entry to UK

If you have not lived in the UK continually for the past three years, please list the country or countries in which you have resided

Data is held about you at the College to enable us to manage the progress of your education, retention and progression.

I consent to this information being shared with my employer/parent/guardian/carer

Do you have:

A disability for example visual impairment, hard of hearing, mental health difficulty, mobility difficulty?

Yes No

A learning difficulty, for example dyslexia

Yes No

We want you to get the best from your course. How would you wish to let us know how we can best support you?

By having a confidential interview with a member of staff

By talking confidentially to a member of staff by telephone

Please send me further information about the support available

Prior Attainment

Have you previously completed or worked towards a qualification in a similar subject?

Yes No

If so, how long were you studying?

Please indicate your highest level of qualification to date (see overleaf for guidance)

- Entry level
- Other quals below Level 1
- Level 1: less than 5 GCSEs at A*-C or equivalent (eg CLAIT)
- Level 2: 5 GCSEs or more at A*-C, First Diploma, NVQ 2 or equivalent
- Level 3: (eg A Levels/National Diploma)
- Level 4 (eg HND or Foundation Degree)
- Level 5 (eg Degree)
- Other qualification, level not known
- Not Known
- No Qualifications

Status on the day before starting

- 01 Employed
- 01 Self Employed
- Full Time Education
- 03 Unemployed (as a result of redundancy)
- 04 Unemployed (for any other reason)
- 04 Economically Inactive, eg retired

If unemployed, how long have you been unemployed for?

Are you on the New Deal Scheme?

Yes No

Educational Maintenance Allowance (EMA)/Adult Learning Grant (ALG) Have you received confirmation of EMA/ALG?

Yes

UCI No

Please attach signed Part 1 copy of contract (C1)

No

If you are aged 16-18 and have not previously applied then please discuss with a Student Services Adviser

The College needs to collect the following information for funding/monitoring purposes. Do any of the following apply to you?

- Yes No
- Single Regeneration Budget (CSR6) Ex offender
- Refugee status/asylum seeker Full-time carer
- Living in hostel/residential care Traveller
- In or recently left care Mental health
- Interrupted education (pre 16)
- Recovering from alcohol/drug dependency
- Offenders serving their sentence in the community

This information will be collected confidentially at a later date.

Do you have any criminal convictions or any prosecutions pending?

Yes No

If 'Yes' then please complete a 'Criminal Record Information Form' PLEASE NOTE: this information is only required to enable us to fulfill our responsibility to assess any potential risk to the large number of young students in the College and will be treated in confidence.

Section 2: Your course

Course (Main Aim) Start Date Annual GLH Fee

Course Code Day/Time Planned End Date Exam fee

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Course Code Day/Time Planned End Date Exam fee

Course (Main Aim) Start Date Annual GLH Fee

Course Code Day/Time Planned End Date Exam fee

Office use only

Chq/Card/Cash/Invoice/Refund/Credit Inv Date / /

Rec/Inv No Amount £

Chq/Card/Cash/Invoice/Refund/Credit Inv Date / /

Rec/Inv No Amount £

Chq/Card/Cash/Invoice/Refund/Credit Inv Date / /

Rec/Inv No Amount £

Chq/Card/Cash/Invoice/Refund/Credit Inv Date / /

Rec/Inv No Amount £

Chq/Card/Cash/Invoice/Refund/Credit Inv Date / /

Rec/Inv No Amount £

Chq/Card/Cash/Invoice/Refund/Credit Inv Date / /

Rec/Inv No Amount £

Apprenticeship Only

Framework Title Start Date / / Planned End Date / /

Course Code Framework Code

Level of Apprenticeship 2 3

SOC Code

Section 3: Paying for your course

If fees are due, who will be paying?

- Self
- Parents/Carer
- Employer (please complete section 4)
- School
- Other
- Self (and then recovering fees from employer)

Financial Support

If you are experiencing financial hardship and would like to discuss your needs, please book an appointment with a Student Services Advisor at Student Services.

I do not have to pay my fees because

- 04 Receive Income Support/Housing/Council Tax Benefit**
- 14 Asylum Seeker receiving income-based benefits**
- 15 Jobseekers Allowance**
- 21 Receive Working Tax Credit**
- 23 Receive Pension Guarantee Credit**
- 08 Unwaged Dependent of any of the above**
- 10 Approved College Waiver**

**Satisfactory evidence required to complete enrolment.

Evidence Attached

- 99 Aged 14-16 on 31/08/10 as part of GCSE entitlement
- 01 Aged 16-18 on 31/08/10 (not Train to Gain)
- 22 Aged over 19 on first full level 2 course*
- 24 Aged over 19 on first full level 3 course*
- 09 Skills for Life Course (not ESOL)

Office Use Only

- Full cost course (Curriculum)
- Full cost course (Business Development)

*I have read and understood the guidelines and declaration in relation to level 2/3 Entitlement printed overleaf and therefore declare that I am entitled to claim remission on my fees.

Signature:

Please see section overleaf for the college's refunds policy

Section 4: Your Employer

My employer has released me from work to attend a course that is relevant to my employment

Yes No

If your employer is paying your fees, please ensure that this section is completed and signed by them before enrolment.

By signing this agreement I confirm that the Statement of Prior Attainment in Section 1 is, to the best of my knowledge, correct and that the individual listed on this form has a contract of employment/is an unpaid volunteer and I agree to pay the fees for the individual named on this application form

Name:

Signature:

Organisation:

Position:

Address:

Postcode:

Welcome to Kendal College

I would like to welcome you to Kendal College and hope that you enjoy a successful and rewarding time whilst you study with us.

The College prides itself in welcoming students, business clients and visitors from all backgrounds and abilities. Our staff aim to ensure that you are given the opportunities to develop your learning and skills.

Graham Wilkinson
Principal

Key Dates and Academic Calendar

For details of the college's key dates and Academic Calendar, please see our website at www.kendal.ac.uk

Equality, Diversity and Disability

The College is committed to ensuring that all students, staff and visitors are treated equally and have full access to our sites and services.

Please help us to achieve this by bringing to our attention any potential discrimination. If you are a disabled student or have any specific needs, we will ensure that reasonable adjustments are made to all aspects of the college to provide you with the assurance that you will not be placed at a substantial disadvantage.

By disclosing your specific needs to us at the earliest opportunity, we will be able to put in the support that you require. If you do not wish to disclose your needs or request that this information remains confidential, we cannot guarantee that appropriate adjustments will be made.

For further advice on support available, please contact our Student Services Advisers on 01539 814700.

Disabled parking spaces are available at all sites.

Payment of fees

If the tuition fee for your course is more than £100 per year you may be able to pay in two instalments.

If you are paying in instalments you must include an instalment agreement and the first instalment with this Learning Agreement.

Financial Guidance

Please discuss funding of your course with our Student Services Staff. If you are in receipt of a means-tested benefit, you will be eligible for free tuition fees. You will need to provide proof of benefit at enrolment and pay for any assessment or exam fees.

Level 2 and 3 Entitlement

If you are over 19 and haven't already got a full Level 2 or 3 qualification you **may** get free tuition if you want to study on a full Level 2 or 3 course, on a full or part-time basis.

A full Level 2 qualification is the equivalent of:

- 5 GCSEs/O Levels grades A-C
- GNVQ Intermediate
- BTEC First Diploma
- NVQ2
- One A Level or two AS Levels
- Vocationally related or other general qualifications at level 2

A full Level 3 qualification is the equivalent of:

- 2 A Levels
- GNVQ Advanced
- BTEC National Diploma
- NVQ3
- Vocationally related or other general qualifications at level 3

To qualify for Level 2 or 3 Entitlement you should:

- Be at least 19 years of age for Level 2 Entitlement and 19-25 years of age for Level 3 Entitlement
- Commit to a full level 2 or 3 qualification which is your first full level 2 or 3 (or equivalent) qualification
- Be a UK national - that is, you were born here, have UK citizenship or a UK passport, or if you've been granted indefinite leave to remain or refugee status, or if you're from a European Union or European Economic Area country and satisfy the Home Learner criteria - see www.homeoffice.gov.uk for more information

Please note: Not all full level 3 qualifications will entitle you to free tuition. You will still need to pay any College Examination, Registration or Administration Fees and any other charges (i.e. materials, equipment and trips); however, you may also be eligible for support from the Learner Support Fund to assist with these costs. Please see a member of the Student Services Team for further advice.

Refunds

An administration fee of £30 will be made on all refunds. No refunds will be given to courses that go beyond the first three weeks of the course, unless at the discretion of the Principal and this generally will be under exceptional circumstances. Refunds will be issued by the Finance Department within 14 days of the Finance Department receiving a completed authorised refund claim form.

Terms and conditions of enrolment

In signing the agreement overleaf I confirm that I am agreeing to the following conditions:

I agree to the College processing personal data contained in this form, or other data which the College may obtain from me or other people whilst I am a student. 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.

I also confirm that I have received advice and guidance in preparation for my learning programme covering choice, entry requirements, suitability and support and I am satisfied with the process. I accept that my admission as a student is subject to the regulations of the College and the professional judgement of the staff relating to my level of study.

The College reserves the right to withdraw or cancel a programme whenever its viability cannot be assured. In such circumstances, every effort will be made to offer an alternative programme. However, the College cannot guarantee that an acceptable programme will be available at the College.

I will ensure that the tuition fees are paid by the due date. Where fees are outstanding, the College reserves the right to withhold awarding body certificates. I understand that I will only be entered for examinations once I have paid the awarding body fee.

Managing Information Across Partners

The data you supply will be passed to Managing Information Across Partners (MIAP) service for the purpose of allocating you a Unique Learner Number (ULN) and creation of your Personal Learning Record. The ULN is used to enable collection and sharing of data within the education sector. The Personal Learning Record will be a lifelong record of your learning and qualifications, which will be accessible to you, organisations linked to your education and training and any other organisations you choose. For further details of how your data is shared and used by MIAP and how to change who has access to your record, please see the MIAP website at www.miap.gov.uk.

Security and Safeguarding

The College will make every effort to safeguard the personal effects of its users, however it cannot accept liability for personal belongings. We do all we can to ensure the College provides a safe environment for our students and have a number of procedures designed to ensure that students, staff and visitors are able to use the college safely.

All entrance doors to the College are fitted with security locks to aid security of the premises. You will have access to all sites via the student entrances during normal opening hours. Other entrances are only accessible by staff. The College now has a CCTV System installed.

All visitors to the College are required to sign in at reception.

Charter Summary

We at Kendal College will always strive to ensure that you value and enjoy your time with us, be it as a student, an employer or a visitor. We are committed to offering a high standard of service and support and this Charter Summary tells you what you can expect of us. If we fall below your expectations then we need you to tell us.

Once you have joined your programme we will ensure you are given the best chance of success. We will provide you with:

- Opportunities to discuss progress with the staff member responsible for your learning
- Information about your course or training programme and about cross-college facilities and services
- Extra help you might need to support you with your studies
- Automatic free membership of the Student's Union
- Regular and prompt feedback on your progress
- Careers guidance and assistance with job-seeking skills using specialist expertise
- Opportunities to take additional programmes to enhance your skills
- Opportunities to seek accreditation towards your qualification for any prior learning and experience
- Accurate and timely information on dates and locations of exams and assessments
- Opportunities to participate as representatives on College bodies
- Visits and residentials and involvement in local projects, where appropriate
- Help in seeking financial support

Before you complete your programme we will make sure we have done all we can to help you with progression

- References for jobs
- Assistance with HE entry and UCAS applications
- Academic reference
- Careers guidance
- Your achievements logged and certificates sent promptly to you
- We will seek your views on our performance and record where you progress to
- We will discuss opportunities to progress on to further programmes of study, such as Foundation Degrees, Advanced Apprenticeships

What we expect from you in return:

- Responsibility for your own learning
- Regular and punctual attendance
- Satisfactory completion of all work and meeting assignment deadlines
- Acceptable standard of conduct
- Attendance at exams and tests that are part of your programme
- Notification of any change of your circumstances

Complaints

If you feel we have not met with you expectations, then we want to hear from you. In the first instance please discuss your concerns with the person responsible for your learning. If you wish to make a formal complaint, we will conduct a full investigation. Our Student Services staff will assist you and provide you with a copy of the College Complaints Procedure. Alternatively, please write to the Director of External Relations and Client Services.

Kendal College has published all information about the courses it intends to offer in good faith and warrants that classes will be delivered with reasonable care and skill. The College reserves the right to cancel any class and to vary the time, location, direction and content of any class it provides and the associated fees. Kendal College hereby expressly excludes liability for any indirect or consequential loss arising from its actions and limits compensation to a maximum of a full refund of any fees paid or the offer of a class of equivalent value.

Notes for the section overleaf

Please indicate your highest level of qualification to date

NVQ level Aca equiv- alent	Academic qualification	Vocational qualification equivalent	Code number for L35
Level 0	Word Power/ Number Power		07, 09
Level 1	GCSE/O-level grades D–G (or fewer than 5 at grades A–C) CSE below grade 1 1 AS-level	BEC General Certificate BEC Diploma BTEC First Certificate City & Guilds Operative Awards CPVE Year 1 (Technician) GNVQ Foundation LCCI Elementary/First Level NVQ Level 1 PEI Elementary/First Level RSA Elementary/First Level RSA Vocational Certificate	01
Level 2	GCSE/O-level (5 or more at grades A–C) CSE Grade 1 (5 or more) 1 A-level 2 or 3 AS-levels	BEC General Certificate with credit BEC Diploma with credit BTEC First Diploma City & Guilds Higher Operative/Craft GNVQ Intermediate LCCI Certificate (Second Level) NVQ Level 2 PEI Stage 2 Pitmans Intermediate Level 2 Diploma Certificate RSA Diploma	02
Level 3	2 or more A- level passes 4 or more AS- levels	BEC National ONC/OND BTEC National ONC/OND City & Guilds Advanced Craft GNVQ Advanced LCCI Diploma (Third level) NVQ Level 3 Pitmans Level 3 Advanced Higher certificate RSA Stage 3 Advanced Diploma TEC Certificate/Diploma Access to HE courses ESOL and foreign languages Advanced awards	03

