

# ENROLMENT FORM AND LEARNING AGREEMENT

# 2011/12

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 31/08/11

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

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

The College has the right to ask any learner for proof of eligibility for funding

### Office Use Only

Home Learner  Overseas Learner

Type of evidence provided (please attach)

### Emergency Contact, Responsible Person or Parent/Guardian

First name

Last name

Relationship

Address

Post Code

Telephone (eve)

Telephone (day)

Mobile number

Please state your current school if applicable

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

Office Use Only

Form copied to/actioned by Student Services

Date/initial  /

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)

No Qualifications

### Prior Attainment

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

Yes  No

If so, how long were you studying?

### Status on the day before starting

06 Employed: full time

07 Employed: part time

08 Unemployed (by redundancy) & receipt of JSA

09 Unemployed (by redundancy) & receipt of ESA (WRAG)

10 Unemployed (through redundancy) & not in receipt of active benefits

11 Unemployed (for reasons other than redundancy) & in receipt of JSA

12 Unemployed (for reasons other than redundancy) & in receipt of ESA (WRAG)

13 Unemployed (for reasons other than redundancy) & not in receipt of active benefits

17 Economically Inactive

If unemployed, how long have you been unemployed for?

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

Yes  No

Refugee status/asylum seeker  Full-time carer

Living in hostel/residential care  Traveller

In or recently left care  Mental health

Interrupted education (pre 16)  Ex offender

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 a criminal conviction, or conviction pending, that is related to violence against others, possession with intent to supply or supplying of controlled substances, a Schedule 1 offence against anyone under the age of 18 or inclusion on the Sex Offenders Register to List 99?

Yes  No

If you answer yes to the above it does not necessarily mean you will not be able to attend college, but it will instigate a referral to the College's Safeguarding Officer.

### Please state your ethnic origin

White

31 English / Welsh / Scottish / Northern Irish / British

32 Irish  33 Gypsy or Irish Traveller

34 Any Other White background

Mixed / Multiple ethnic group

35 White and Black Caribbean

36 White and Black African

37 White and Asian

38 Any Other Mixed / multiple ethnic background

Asian / Asian British

39 Indian  42 Chinese

40 Pakistani  43 Any other Asian background

41 Bangladeshi

Black / African / Caribbean / Black British

44 African  45 Caribbean

46 Any other Black / African / Caribbean background

Other

47 Arab  98 Any other ethnic group

99 Not known/not provided

## Section 2: Your course

Course  Start Date  Annual GLH  Fee

Course Code  Day/Time  Planned End Date  Exam fee

Course  Start Date  Annual GLH  Fee

Course Code  Day/Time  Planned End Date  Exam fee

Course  Start Date  Annual GLH  Fee

Course Code  Day/Time  Planned End Date  Exam fee

Course  Start Date  Annual GLH  Fee

Course Code  Day/Time  Planned End Date  Exam fee

Course  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  £

## 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

Jobseekers Allowance\*\*

Employment Support Allowance (WRAG)\*\*

Approved College Waiver\*\*

Starting the 2nd year of a two-year course at Kendal College where on an income-based benefit or Working Tax Credit in the 1st year (this will be checked against college records before enrolment is complete)

\*\*Satisfactory evidence required to complete enrolment.

Evidence Attached

Aged 14-16 on 31/08/11 as part of GCSE entitlement

Aged 16-18 on 31/08/11

Aged 19+ on first full level 2 course\*

Aged 19-24 on first full level 3 course\*

Entry Level/Level 1 (with intention to progress to full level 2)\*

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 Entry level, level 1/2/3 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  Not applicable

If your employer is paying your fees, this section must be completed and signed by them before enrolment.

By signing this agreement I confirm that:

- I am authorised to do so on behalf of my organisation
- The organisation/employer agrees to pay the fees for the individual named on this form
- The individual named on this form has a contract of employment or is an unpaid volunteer
- The statement of prior attainment in Section 1 is, to the best of my knowledge, correct
- I agree to be bound by the terms and conditions stated overleaf

Name:

Signature:

Organisation

Position:

Address:

Postcode

### How we use your Personal Information

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") 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 personal data, and details of partner organisations are available at:

<http://skillsfundingagency.bis.gov.uk/privacy.htm>,

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

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

Tick any of the following boxes if you do not wish to be contacted:

About courses or learning opportunities For surveys and research

By post  By phone  By email

**Advice and Guidance:** I can confirm that I have received the appropriate guidance in making my choice of learning programme and I understand:

- The entry requirements for the programme
- Whether the programme suits my abilities, interests and needs
- Assessment requirements, qualifications and learning outcomes
- That I will be expected to enter/register for any examination/award as appropriate
- The financial implications of taking the programme and the availability of any financial, educational or practical support

The guidance took place:  Before enrolment  After enrolment

I understand that if I have declared false information the provider may take action against me to recover tuition fees and support costs. PLEASE ENCLOSE FULL PAYMENT IF APPLICABLE: TO DISCUSS OTHER PAYMENT OPTIONS PLEASE CONTACT STUDENT SERVICES

Student's Signature

Date

Enroller's Signature

Date

OFFICE USE ONLY

Date input

Date checked

Input by

Checked by

By signing this you agree to the terms and conditions outlined above and overleaf and in detail on the Kendal College website and confirm that you have received a copy of this enrolment form.

## 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](http://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 your course has a duration of more than 4 months and tuition fees of £200 or more, you may be able to pay in three instalments by direct debit. A £15 administration fee will apply for instalment agreements.

For courses lasting less than four months and/or fees under £200, fees must be paid in full at enrolment.

In order for an employer/organisation to be invoiced, the relevant section of the enrolment field must be completed and signed by a representative from the organisation.

## 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.

## Entry Level/Level 1/2/3 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; or free tuition on an Entry or Level 1 course if you need it to progress to a level 2 course.

To qualify for Entry Level/Level 1, 2 or 3 Entitlement you should:

- Be at least 19 years of age for Entry/Level 1/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](http://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.

## 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. Refunds will be issued for all courses cancelled.

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.

## Terms and Conditions for Refunds and Withdrawals

If you wish to withdraw from a course that you have enrolled on, a refund will only be applicable in the following circumstances:

- For courses with a duration of five weeks or less if you have provided written notice at least 10 working days prior to the course start date
- For courses with a duration of more than five weeks if you have withdrawn prior to the start of the course or within three weeks of the course starting. In this case a pro-rata refund will be made based on actual attendance and you will also remain liable for any registration costs incurred by the college
- For degree level courses delivered in partnership with another higher education provider, refunds/waivers will be applied in line with the relevant partner university's refund policy

The College will not provide a refund to an employer in the event that the learner leaves employment during the course; by agreeing to pay the learner's fees it is considered the responsibility of the employer to recover the fees from the learner.

An administration fee of £30 will be applied to all refunds where the student or employer has requested withdrawal from the course unless a complaint made through the official complaints procedure has been upheld. Full details of the refunds process are provided within the college fees policy, a copy of which is available on request or on the college website.

## 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](http://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.

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.

## What are the levels?

Notes for the section overleaf  
'Entry Level/Level 1/2/3 entitlement'  
and 'Please indicate your highest level of qualification to date'

NVQ level equivalent	Qualifications	Code number for L35
Entry Level	Word Power/Number Power at Entry Level Certificate in Adult Literacy, Numeracy, English for Speakers of Other Languages (ESOL), Skills for Life	07, 09
Level 1	5 or more GCSE/O-level grades D–G (or fewer than 5 at grades A–C) CSE below grade 1 1 AS-level The Foundation Diploma (equivalent to 5 GCSEs at grades D-G) Certificate in Adult Literacy, Numeracy, English for Speakers of Other Languages (ESOL), Skills for Life at Level 1 NVQ Level 1 GNVQ Foundation BTEC General Certificate BTEC Diploma BTEC First Certificate City & Guilds Operative Awards CPVE Year 1 (Technician) LCCI Elementary/First Level PEI Elementary/First Level RSA Elementary/First Level RSA Vocational Certificate	01
Full 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 The Higher Diploma, equivalent to 7 GCSEs at A*-C GNVQ Intermediate NVQ Level 2	02
Full Level 3	2 or more A-level passes 4 or more AS-levels AVCE Double Award The Advanced Diploma (equivalent to 3.5 A Levels) GNVQ Advanced NVQ Level 3 QAA Recognised Access to Higher Education	03
Level 4	Teaching qualifications including PGCE) First degree BTEC National HNC/HND HE certificate HE Diploma Foundation Degree LCCI Advanced Level NVQ Level 4 Nursing (SRN) RSA Advanced Certificate RSA Higher Diploma	04
Level 5 & above	Continuing Education Diploma NVQ Level 5 Masters Degrees or Post Graduate Certificates Doctorates or specialist Awards	05

