

Terms & Conditions

Welcome

We 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.

Term dates

For details of the College's key dates, please see our website at www.kendal.ac.uk/termdates

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. If you are a disabled student and have any specific needs, we will ensure that reasonable adjustments are made to all aspects of the college. 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. Disabled parking spaces are available at all sites. For further advice on support available, please contact our Student Services Team on 01539 814700.

Payment of fees

Course places cannot be secured until we receive payment (or evidence for assistance with payment). We accept cash, cards and cheques (made payable to 'Kendal College'). If your course fees are more than £200 and the course runs for 15 weeks or more, you can pay in instalments. A percentage of the course fee will need to be paid at enrolment and you will need to complete a direct debit form at Student Services before you start the course.

Can I study for free?

You may qualify for financial support to cover the cost of a qualification up to and including Level 2, if you:

- Receive an eligible means tested benefit e.g. JSA or ESA (WRAG) or Universal Credit
- Have an annual salary of less than £15,726.50
- Are aged 16-18 on 31/08/18 and are not studying at another school/college
- Are aged 19-23 on 31/08/18 and do not already have a Level 1, 2 or 3 qualification
- Have a household income under £30,000 and are in financial hardship

If your household income is less than £30,000 and you are in financial hardship, you may be able to gain a contribution towards your fees.

Advanced Learner Loans provide financial support towards tuition costs for learners aged 19+ studying a Level 3 or higher qualification. The loan is similar to those available for Higher Education students; repayments do not start until you have completed the course and are earning at least £25,000. Pensions are not counted as income and repayments automatically stop if, for any reason, your salary drops below £25,000.

You may qualify for financial support to cover the cost of a Level 3 qualification if you are aged 19-23 on 31/08/18 and do not already have a Level 3 qualification.

There is also financial support available to help with the costs of education. For example, childcare, transport, books, equipment, trips, etc.

For more information contact Student Services or visit: www.kendal.ac.uk/studentmoney

Terms and conditions of enrolment

In signing the agreement 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.

Refunds & waivers of remaining instalment payments

A refund or waiver of remaining instalment payments will be applicable in the following circumstances:

- The course was cancelled by the College.
- The class day or time changes, preventing learner attendance
- Where a learner has paid a fee but is entitled to remission (awarding body costs may still apply).
- For courses with a duration of 5 weeks or less - the learner withdraws/cancels and provides written notice by email or letter at least 10 working days prior to the course start date
- Where a learner transfers from one course to another, the difference in course fees will be refunded/waived where applicable. The learner will pay the difference should there be a higher fee.
- Where a complaint has been upheld in relation to the quality of the course.

Where a learner withdraws prior to, and including 3 weeks, of the course start date, a pro rata refund/fee waiver will be made based on actual attendance and a £50 Admin fees charged:

- Week 4 until end, Term 1 50% course fee charged
- Withdrawal, Term 2 and 3 100% course fee charged

Refunds/fee waivers outside the above criteria will only be made at the discretion of the Principal and this will only be under exceptional circumstances.

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.

Privacy Notices

[Kendal College](#)

Kendal College takes privacy seriously and will only use the personal information provided on this form for the purposes of administration of your position as a student with us. All data will be processed lawfully and in accordance with Article 6 of the GDPR. The College will occasionally share your data with third parties. For example, it may share some of your data with the Education and Skills Funding Agency (ESFA), Department of Education (DfE), Local Education Authorities (LEA), careers service, English European Social Fund (ESF), Personal Learner Record (LRS), Office for Students (OfS), and its designated debt collection agent.

If you have consented to receiving information about courses and/or events, we will keep your data for 3 years for marketing purposes. We won't share your information with any external parties for marketing. You have the right to request that data is kept accurate and up to date, and to contact us about any inaccuracies or to change your consent: dataprotection@kendal.ac.uk.

Further information about the use of and access to your personal data, details of organisations with whom the College shares data, information about how long we retain your data, and how to change your consent to being contacted, please visit: www.kendal.ac.uk/privacy.

[Government Agencies: ESFA](#)

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA.

Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training. You can opt into this by completing the relevant section on the Enrolment Form.

[Government Agencies: Learning Records Service](#)

The information you supply is used by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue you with a Unique Learner Number (ULN) and to create your Personal Learning Record, as part of the functions of the DfE. For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notice>

[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. College has a CCTV System installed.

[Complaints](#)

If you feel we have not met with your 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, please read our complaints procedure.

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.

Your Details

Title	<input type="text"/>	First Name	<input type="text"/>	OFFICE USE ONLY	
		Last Name	<input type="text"/>	Student No.	<input type="text"/>
Date of Birth	<input type="text"/>	National Insurance No.	<input type="text"/>	Known As	<input type="text"/>
				Age on 31/08/18	<input type="text"/>
Address	<input type="text"/>	Telephone (eve)	<input type="text"/>	Email Address	<input type="text"/>
		Telephone (day)	<input type="text"/>	Car/M/cycle Reg	<input type="text"/>
Post Code	<input type="text"/>	Mobile Number	<input type="text"/>	Nationality	<input type="text"/>
		Time at Address	years <input type="text"/> months <input type="text"/>		
		Have you been living in the UK the past three years? <input type="checkbox"/> YES <input type="checkbox"/> NO			
		If no, Country of residence for last 3 years	<input type="text"/>	If you are not a British Citizen, date of entry to the UK	<input type="text"/>

PLEASE STATE YOUR ETHNIC ORIGIN

White	Mixed / Multiple Ethnic Group	Asian / Asian British	Black / African / Caribbean / Black British
<input type="checkbox"/> 31 English / Welsh / Scottish / Northern Irish / British	<input type="checkbox"/> 35 White and Black Caribbean	<input type="checkbox"/> 39 Indian	<input type="checkbox"/> 44 African
<input type="checkbox"/> 32 Irish	<input type="checkbox"/> 36 White and Black African	<input type="checkbox"/> 40 Pakistani	<input type="checkbox"/> 45 Caribbean
<input type="checkbox"/> 33 Gypsy or Irish Traveller	<input type="checkbox"/> 37 White and Asian	<input type="checkbox"/> 41 Bangladeshi	<input type="checkbox"/> 46 Any Other Black / African / Caribbean Background
<input type="checkbox"/> 34 Any Other White Background	<input type="checkbox"/> 38 Any Other Mixed / Multiple Ethnic Background	<input type="checkbox"/> 42 Chinese	
		<input type="checkbox"/> 43 Any Other Asian Background	
Other	<input type="checkbox"/> 98 Any Other Ethnic Group	<input type="checkbox"/> 99 Not Known / Not Provided	

Emergency Contact 1

First Name	<input type="text"/>	Address	<input type="text"/>	Telephone (eve)	<input type="text"/>
Last Name	<input type="text"/>			Telephone (day)	<input type="text"/>
Relationship	<input type="text"/>	Mobile Number	<input type="text"/>	Email Address	<input type="text"/>

Emergency Contact 2

First Name	<input type="text"/>	Address	<input type="text"/>	Telephone (eve)	<input type="text"/>
Last Name	<input type="text"/>			Telephone (day)	<input type="text"/>
Relationship	<input type="text"/>	Mobile Number	<input type="text"/>	Email Address	<input type="text"/>

Consent to Share

I consent to the College sharing information about my education & progression with the above people, my employer (if applicable) and, if under 18, my parents, guardian and/or carer.

Employment Status

EMPLOYMENT STATUS (ALL 19+ LEARNERS AND PART-TIME 16-18 LEARNERS)

Tick the relevant box if you are self-employed
 less than 16 hours 16-19 hours 20 hours or over

Tick the relevant box if you are in paid employment
 less than 16 hours 16-19 hours 20 hours or over

Tick a box if you are not in paid employment and
 available to start work
 not looking for work and not available to start work

If not in employment, length of time since you were last employed:

Tick the boxes if you are in receipt of any of the following:
 JSA ESA (WRAG) Universal Credit
 other state benefit

Household Situation

Please tell us about your household situation. You have the option to withhold this information. Please tick which statement(s) apply. **(19+ Learners only)**

<input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Learner - Is Unemployed	IF YES	IF NO
<input type="checkbox"/> Learner - In Employment	A Is everyone in your household (including you) unemployed?		
A Are you the only Adult in the household with one or more dependent children?	B Do you have one or more dependent children?		
	C Are you the only Adult in the household?		

Entry Requirements

Please indicate your highest level of qualification previously achieved

- | | |
|--|--|
| <input type="checkbox"/> Entry level | <input type="checkbox"/> Level 4: (e.g. HNC) |
| <input type="checkbox"/> Other qualifications below Level 1 | <input type="checkbox"/> Level 5: (e.g. HND or Foundation Degree) |
| <input type="checkbox"/> Level 1: (4 GCSEs A*-D or 3-9 or equivalent e.g. Level 1 Diploma) | <input type="checkbox"/> Level 6: (e.g. Degree) |
| <input type="checkbox"/> Level 2: (5 GCSEs or more at A*-C or 4-9, First Diploma, NVQ 2 or equivalent) | <input type="checkbox"/> Level 7 and above (e.g. MA/MSc/MPhil/PhD) |
| <input type="checkbox"/> Level 3: (e.g. A Levels/National Diploma) | <input type="checkbox"/> No Qualifications |

If you are aged 16-18 on 31st August 2018 what were your GCSE Maths and English Language grades?

GCSE Maths Date achieved / / GCSE English Language GCSE English Literature Date achieved / /

PREVIOUS QUALIFICATIONS

Have you completed units or a qualification in a subject that relates to the course/s you intend to study? YES NO

If so, what was the qualification and level?

Additional Information

Have you attended this College before? YES NO Are you currently studying at another institution YES NO

If you attended a school, college, university, or training provider in 2017-18, please state the name

Have you had exam access arrangement at your previous school/college? YES NO

Do you consider yourself to have any of the following disabilities, learning difficulties and/or health problems. Please tick all that apply:

- | | |
|--|--|
| <input type="checkbox"/> 5 Hearing Impairment | <input type="checkbox"/> 4 Visual impairment |
| <input type="checkbox"/> 7 Profound complex difficulties | <input type="checkbox"/> 6 Disability affecting mobility |
| <input type="checkbox"/> 9 Mental health difficulty | <input type="checkbox"/> 8 Social and emotional difficulty |
| <input type="checkbox"/> 11 Severe learning difficulty | <input type="checkbox"/> 10 Moderate learning difficulty |
| <input type="checkbox"/> 13 Dyscalculia | <input type="checkbox"/> 12 Dyslexia |
| <input type="checkbox"/> 15 Asperger's syndrome | <input type="checkbox"/> 14 Autism spectrum disorder |
| <input type="checkbox"/> 93 Other physical disability | <input type="checkbox"/> 16 Temporary disability (e.g. Post-viral) or accident |
| <input type="checkbox"/> 95 Other medical condition (e.g. epilepsy, asthma, diabetes) | <input type="checkbox"/> 17 Speech, language and communication needs |
| <input type="checkbox"/> 98 Prefer not to say | <input type="checkbox"/> 94 Other specific learning difficulty (e.g. dyspraxia) |
| <input type="checkbox"/> No Disability | <input type="checkbox"/> Other disability |

Please specify which number represents your main disability/learning difficulty or health problem

Do you have an Education Health Care Plan? YES NO

If you have any specific requirements, e.g. relating to disability or access, please contact our Learning Services Team.

Email: learningservices@kendal.ac.uk

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

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.

Keeping in Touch

I would be interested in receiving information about college: Courses Events
I am happy for you to contact me via: Email Post Text (SMS)

If you have consented to any of the above, please see the Privacy Notice in the Terms & Conditions for more information overleaf.

Your Course

Course activity has been directly or indirectly part-financed by the European Social Fund – helping develop employment by promoting employability, business spirit and equal opportunities and investing in human resources.

Course

Total Fee Start Date / / Day/Time

Course

Total Fee Start Date / / Day/Time

Course

Total Fee Start Date / / Day/Time

OFFICE USE ONLY

Planned Hrs End Date / / Core aim (16-18)

Receipt Details

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

Rec/Inv No. Amount

Planned Hrs End Date / / Core aim (16-18)

Receipt Details

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

Rec/Inv No. Amount

Planned Hrs End Date / / Core aim (16-18)

Receipt Details

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

Rec/Inv No. Amount

Paying for your Course

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

If fees are due, who will be paying?

- Self Parents/Carer
 Self (and then recovering fees from employer)
 School Other
 Employer Employer Name

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
- I confirm that guidance took place before enrolment**

If your employer is paying fees, the person who has the authority to pay fees needs to **email confirmation to enrolments@kendal.ac.uk** or include a confirmation letter on headed paper with this enrolment form. Alternatively they can make a direct cash, card or cheque payment made payable to Kendal College.

I do not have to pay for my fees because

- Aged 14-16 on 31/08/2018
 Aged 16-18 on 31/08/2018 (funded courses)
 Applied to the Learner Support Fund
 I earn less than £15,736.50 (please complete a Self Declaration Form)

OFFICE USE ONLY

LSF Application received / / Staff Initials

- Applying for 19+ Advanced Learner Loan
 I am unemployed and in receipt of JSA or ESA (WRAG)/ Universal Credit/ eligible state benefit (please complete a Self Declaration Form)

- Aged 19-23 on entry level/L1 course with intent to progress to L2*
 Aged 19-23 on first L2/L3 course*

*** I have read and understood the guidelines and declaration in relation to Entry level, level 1/2/3 Entitlement printed overleaf and declare that I am entitled to claim remission on my fees.**

* Signature:

Privacy Notice - Government Agencies

You may be contacted after you have completed your course. Please see the ESFA Privacy Notice in the terms and conditions for further details.

Contact Preference I would like to be contacted by:

- By post By phone By email

You can opt in for contact for other purposes by ticking the following boxes:

- About courses or learning opportunities For surveys and research

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit: <https://www.gov.uk/government/publications/esfa-privacy-notice>

Signatures

By signing this enrolment form I confirm that:

- I have read, understood and agree with the terms and conditions
- My level of learning prior to enrolment is, to the best of my knowledge, correct
- Information regarding my household situation, where supplied, is correct
- I have received a copy of this enrolment form

Student's Signature

Date / /

Enroller's Signature

Date / /