

SHORT COURSE ENROLMENT FORM 2016-17

For courses running for one week or less and not partly or fully funded by the SFA or other government agency. Please complete this form in printed BLOCK CAPITALS.



Section 1: Your Details

Student number

Mr Mrs Miss Ms Other

Male Female

First name

Last name

Date of birth

National Insurance Number

Address

Post Code

Time at this address?

Telephone (eve)

Telephone (day)

Mobile number

Email address

Car/M'cycle reg

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

Employment Status (all 19+ and part-time 16-18 learners)

Tick the relevant box if you are self-employed

Less than 16 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 an in receipt of

JSA ESA (WRAG) Universal Credit Other State Benefit None

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

JSA ESA (WRAG) Universal Credit Other State Benefit None

If not in employment prior to enrolment, length of unemployment

yr(s) month(s)

How will you be paying for the course?

Self Funded Employer Funded

If your employer is paying for your 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 pay by cheque, cash or card. Please ensure that you have read and understand the terms and conditions on the overleaf.

Do you have a criminal conviction, or criminal 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.

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

Status on the day before starting (tick all that apply)

- In paid employment
 - Self employed
 - Employed for 16 or more hours per week
 - Employed for less than 16 hours per week
- Not in paid employment and looking for work
- Not in paid employment and not looking for work
 - Unemployed for less than 6 months
 - Unemployed for 6-11 months
 - Unemployed for 12-23 months
 - Unemployed for 24-35 months
 - Unemployed for over 36 months
- In receipt of JSA
- In receipt of ESA - WRA
- In full time education or training prior to enrolment

Have you attended this College before? Yes No

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

Section 2: Your course

Office use only

Course <input type="text"/>	Start Date <input type="text"/>	Chq/Card/Cash/Invoice/Refund/Credit Inv	Date <input type="text"/> / <input type="text"/> / <input type="text"/>
Course Code <input type="text"/>	Fee £ <input type="text"/>	Rec/Inv No <input type="text"/>	Amount £ <input type="text"/>
Course <input type="text"/>	Start Date <input type="text"/>	Chq/Card/Cash/Invoice/Refund/Credit Inv	Date <input type="text"/> / <input type="text"/> / <input type="text"/>
Course Code <input type="text"/>	Fee £ <input type="text"/>	Rec/Inv No <input type="text"/>	Amount £ <input type="text"/>

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.

Cancellations: Terms and Conditions

If you wish to cancel your place on a course, then you must notify the college within 10 working days of the start date of the course. Cancellations received within less than 10 working days of the start

date of a course will not be eligible for a refund. In the event of any course being cancelled by us, our liability is limited to the individual delegate fees paid, unless a complaint, made via the official Complaints procedure, is upheld. An administration fee of £30 will be made on all refunds where the request has been made by the learner. Refunds will be issued by the Finance Department within 14 days of the Finance Department receiving a completed authorised refund claim form.

Student's Signature

Date

Enroller's Signature

Date

OFFICE USE ONLY

Date input

Input by

Date checked

Checked by

By signing this you agree to the terms and conditions outlined on the overleaf.

Terms and Conditions

Welcome

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. 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

If your course has a duration of 15 weeks or more 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 fifteen weeks and/or fees under £200, fees must be paid in full at enrolment.

Financial guidance

Please discuss funding of your course with our Student Services Team, call 01539 814700 or email enquiries@kendal.ac.uk

Can I study for free?

If you are aged 16-18, all funded courses are free. If you do not hold a GCSE in Maths & English graded A*-C, you will be required to enrol onto a Maths and/or English course before completing another course. We also have a wide range of full-time and apprenticeship programmes that you can study for free – contact Student Services for information. If you are aged 19-23 and this is your first FULL LEVEL 2 qualification (a full Level 2 is 5 A*-C GCSE, NVQ2 or equivalent) or first FULL LEVEL 3 qualification (a full Level 3 is 2 A Levels, NVQ3 or equivalent) you will not have to pay tuition or exam fees.

The government Advanced Learning Loan scheme provides financial support towards tuition costs for 19+ learners studying a full Level 3 or 4 qualification. Similar to a loan available for those in Higher Education, repayments start once you have completed the course and are earning at least £21,000. Repayments automatically stop if, for any reason, your salary drops below £21,000 and pensions are not counted as income.

If you are in a low income household, or in financial hardship, you can apply to the Learner Support Fund, which may be able to help cover some of the costs of coming to college e.g. fees, childcare, transport, etc. Contact Student Services for an application form.

If you are unemployed, receiving a state benefit and the course will support you to progress to employment, you may get the course for free. Contact Student Services for information.

English & Maths GCSEs – if you do not already have a Maths or English GCSE graded A*-C, you can study these qualifications for free.

If you are unsure about whether you are eligible for the above, please contact Student Services.

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.

Terms and Conditions

Privacy Notice

This privacy notice is issued by the Skills Funding Agency (SFA) on behalf of the Secretary of State for Business Innovation and Skills to inform learners of how their personal information will be used for statutory and other legitimate purposes by:

- 1) the SFA, an executive agency of the Department of Business Innovation and Skills (BIS)
- 2) BIS
- 3) the Department for Education (DfE), including the Education Funding Agency
- 4) any successor bodies to these organisations
- 5) by other bodies with whom data is shared by the SFA

BIS and DfE (largely for learners aged 16-18) are data controllers of this information.

How We Use Your Personal Information

The personal information you provide is passed on to the Skills Funding Agency, and the Departments for Business, Innovation and Skills. Where necessary it is also shared with the Department for Education, including the Education Funding Agency

The information is used for the exercise of functions of these government departments and to meet 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). The information you provide may be shared with other organisations for education, training, employment and well-being related purposes, including for research.

You may be contacted after you have completed your programme of learning to establish whether you have entered employment or gone onto further training or education. You may be contacted by the English European Social Fund (ESF) Managing Authority, or its agents, to carry out research and evaluation to inform the effectiveness of the programme.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at: <https://www.gov.uk/government/publications/sfa-privacy-notice>

Learning records service

The data you supply will be passed to Learning Records Service (LRS) for the purpose of allocating you a Unique Learner Number (ULN) and creation of your Personal Learning Record, if you do not already have one. 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 more information about how your information is processed and shared refer to the Extended Privacy Notice available on <https://www.gov.uk/government/publications/lrs-privacy-notice>

For further details of how your data is shared and used by LRS and how to change who has access to your record, please see the Learner Records website at:

<https://www.gov.uk/government/publications/learning-records-service-the-plr-for-learners-and-parents>

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
- Extra help you might need to support you with your studies
- Information about your course or training programme and about cross-college facilities and services
- Automatic free membership of the Student's Union
- 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
- Regular and prompt feedback on your progress
- 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
- Careers guidance
- Assistance with HE entry and UCAS applications
- Your achievements logged and certificates sent promptly to you
- Academic reference
- 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
- Notification of any change of your circumstances
- 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

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, we will conduct a full investigation. Our Student Services Team 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.

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.