

Learner Reference: 

Enrolment Form 2009/2010



- **BOOK BY PHONE** - To save you time and help you with the enrolment process. Our friendly staff can now assist you by taking all details and payment by credit/debit card over the telephone. **01582 490033**
- Please complete this form clearly in **BLOCK CAPITALS** and return to: **Luton Adult Community Learning, Lea Manor Community College, Northwell Drive, Luton, Beds, LU3 3TL**
- If you are paying by cash or cheque please complete this enrolment form and return it to the address above or one of our two other centres in brochure and complete section 7

Do you need any information and advice?

Would you like any additional support before booking on your course? We are here to give you impartial, information and advice to help you make decisions about the right course for you. To discuss this please call us on the number above.

If you would like more detailed advice on career and learning opportunities or would like a confidential in-depth advice session, please tick box and a member of our team will contact you.

Advice session required? Yes

1. Personal Details

Title:		First Name:		Middle Name:		Surname:	
Address:							
Town:		County:			Postcode:		
Work Tel:				Home Tel:			
Mobile Tel:				Emergency Contact Name and Tel:			
Nationality:				Country of Domicile:			
Email address:				Male: <input type="checkbox"/> Female: <input type="checkbox"/>		Date of Birth:	

2. Course Choices: Please enter details of the course/s you wish to enrol/register for:

Course Code:	Course Name:	Venue	Start Date:	Fee:
I am a full fee payer <input type="checkbox"/> Yes <input type="checkbox"/> No (If No please complete section 4)				Total Cost of Courses

3. Course Payment Method

I wish to pay by the following payment method – please tick

<input type="checkbox"/> Cash and Credit Card. Payments can be made in person at Lea Manor, Bury Park or Lewsey Farm centres – for address details see our brochure. Note: Payments by Credit Card will incur a surcharge of 1.54% and Debit Cards 0% surcharge	LBC REF NO: OLP/PDQ <input type="checkbox"/>
<input type="checkbox"/> Cheque or PO - Payable to: Luton Borough Council	TR
<input type="checkbox"/> Invoice your employer (please include a letter confirming their support, telephone for more information on the number above)	Staff Initials Date:
For Office Use:	

4. Reduced Fees

You may be entitled to a concessionary or benefit rate if you fall into one of the following categories. To claim a concession please tick one on the list below. Note you will be required to show the evidence on the right to support your application. The list is not comprehensive and it may be that we can accept other evidence. Please contact one of our staff with the number on the front page if you have any questions.

Concession/Benefit

Required Evidence

- I am a learner over 60
- learners studying their first full Level 2 qualification
- 19–25 year-old learners studying their first full Level 3
- Those in receipt of income-based benefits, formerly known as means-tested benefits, that is:**
- unemployed people in receipt of income-based Jobseeker's Allowance
- those in receipt of Council Tax Benefit
- those in receipt of Housing Benefit
- those in receipt of Income Support
- those in receipt of Working Tax Credit with a household income of less than £15,575
- those in receipt of Pension Credits (Guarantee Credit only).
- those in receipt of income-related Employment and Support Allowance (ESA) – a new allowance from 27 October 2008
- unemployed people in receipt of contribution-based Jobseeker's Allowance
- the unwaged dependants (as defined by Jobcentre Plus) of those listed above
- offenders who are serving their sentence in the community
- those taking learning aims that are funded as basic skills, excluding ESOL
- asylum seekers eligible for LSC FE funding and in receipt of the equivalent of income-based benefit (assistance under the terms of the Immigration and Asylum Act 1999) and their dependants
- learners participating in LSC-funded projects where identified in the project specification.

- To be Self-Certified on Learning Agreement
- Interview required
- For proof of age: Passport, Driving Licence, Birth Certificate
- Letter from Job Centre Plus confirming entitlement (valid for current year) or Bank Statement showing Benefit Payment
 - Entitlement to Benefit Form or Letter of Confirmation from Local Council or Social Security Office
 - Award Notice TC602 or Confirmation Letter from Inland Revenue
 - Original Pension Service Award (not copy)
 - Entitlement to Benefit Form or Letter
- Letter from Job Centre Plus confirming entitlement (valid for current year)
- Proof of benefit and dependency
- Interview required
- Interview required
- Entitlement to Benefit Form or Letter of Confirmation from Local Council or Social Security Office

Office Evidence Seen:

Staff IN: _____ Date

5. Ethnic Origin Please the relevant section

Asian/Asian British	Chinese and Other Ethnic Group	White
<input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Asian/Asian British – Other	<input type="checkbox"/> Chinese Mixed <input type="checkbox"/> Mixed/White and Asian <input type="checkbox"/> Mixed/White and Black African <input type="checkbox"/> Mixed/White and Black Caribbean <input type="checkbox"/> Mixed/Other Background (please specify below)	<input type="checkbox"/> White/British <input type="checkbox"/> White/Irish <input type="checkbox"/> White/Other
Black/Black British		Other
<input type="checkbox"/> Black African <input type="checkbox"/> Black British <input type="checkbox"/> Black Caribbean <input type="checkbox"/> Other Black – please specify		<input type="checkbox"/> Any other (please specify below)

6. Disability/Learning Difficulty

We are committed to supporting learners with a disability/learning difficulty.

Do you have a disability/learning difficulty? No Yes

Are you a wheelchair user No Yes

If you require any support, please tick here and you will be contacted by a member of our staff

It would be helpful if you could indicate which disability/learning difficulty applies to you by ticking the appropriate box below:

▪ Disability:

- Emotional/ Behavioural Difficulties
- Profound/Complex Disabilities
- Temporary Disability after Illness or Accident
- Other Medical Condition eg Epilepsy, Asthma, Diabetes

- Hearing Impairment
- Visual Impairment
- Multiple Disabilities
- Mental ill Health Difficulty
- Aspergers syndrome
- Other Physical Disability

- Disability Affecting Mobility
- Other - **please give details below**

▪ Learning Difficulty :

- Moderate Learning Difficulty
- Dyscalculia
- Multiple Learning Difficulties
- Autism spectrum disorder

- Severe Learning Difficulty
- Specific Learning Difficulty
- Dyslexia

- Other - **please give details below**

7. Learner Verification

If you are paying by cash, cheque or paying on behalf of someone else, please provide one of the following forms of identification. Note: If you're paying for some else they will also need to provide verification.

- Passport** **Bank Credit Card/Debit Card** **Driving Licence** **National Identity Card**
 Certificate of Entitlement to Funding **Other (detail):**

Date Seen:

Staff initials:

8. Previous Study - Qualifications

Have you undertaken any form of study in the last three years? No Yes

Please select your existing highest qualification from the list below

(for example 2 GCSE/O Levels – Level 1)

- Entry** Word Power / Number Power, Certificate in Adult Literacy, Numeracy, English for Speakers of Other Languages (ESOL) Skills for Life (E1-E3)
- 1** - GCSE/O Level Grades D-G or fewer than Five at Grades A-C, CSE below Grade 1, One AS Level, BEC General Certificate or Diploma, BTEC First Certificate, GNVQ Foundation, City & Guilds Operative Award, Certificate in Adult Literacy, Numeracy or ESOL level 1
- 2** - GCSE/O Level (5 or more Grades A-C), CSE Grade 1 (5 or more), 1 Advanced Level, 2 or 3 AS Levels, BEC General Certificate/Diploma with Credit, City & Guilds Higher, GNVQ Intermediate, Pitmans Intermediate Level 2, Diploma Certificate, RSA Diploma, Certificate in Adult Literacy, Numeracy or ESOL level 2
- 3** - Two or more Advanced Levels, Four or more AS Levels, BEC National ONC/OND, BTEC National ONC/OND, City & Guilds Advanced Craft, GNVQ Advanced, Pitmans Level 3 Advanced Higher Certificate, RSA Stage 3 Advanced Diploma,
- 4** - Teaching Qualifications (including PGCE), First Degree, BEC National HNC/HND, BTEC National HNC/HND, HE Certificate or Diploma, Nursing (SRN), RSA Advanced Certificate or Higher Diploma
- 5 or Above** Higher Degree, Continuing Education Diploma, Other High Level Professional Qualifications

9. Additional Support

Skills for Life

Support with English, maths and language skills is also available. If you would like to be contacted by our Skills for Life Team please tick the box. **Yes**

Learner Support

If you are finding it difficult to fund your course, we may be able to help with the costs of childcare, travel, materials, books and equipment. If you would like further details please telephone 01582 490033

Childcare

At some of our centres we have childcare facilities for the children of parents or carers who wish to study during the day. Places depend on your circumstances, availability and payment of a nominal cost. For further information please telephone us on **01582 490033**

10. Residential Status/Entitlement

Please tick one box to indicate your current status:

(Learners need to provide Status Evidence)

Your Residential Status

- UK Resident for last 3 years or more – if less please enter date in box on the right (or spouse or civil partner with settled status who has been both married and resident in the UK for one year, or child)
- Refugee who has been resident in UK since being recognised by UK Government or spouse, civil partner or child of such a refugee.
- National of European Union (EU) country who has been resident in European Economic Area (EEA) for last 3 years (or spouse, civil partner or child)
- Migrant Worker who has resided in EEA for last 3 years not in full-time education (or spouse, civil partner or child).
- Asylum Seeker who has legally been in the UK pending consideration by the Home Office for more than 6 months or granted support under Section 4 of Immigration and Asylum Act 1999
- Other – please provide details. _____

Evidence Required

Passport, Certificate of Naturalization, National ID Card, Household Bill, Tenancy Agreement, Mortgage Documentation.

Asylum Application, Application Registration Card (ARC), Home Office Confirmation

Home Office confirmation valid for period of programme

Please note – If you are unable to tick one of the above boxes, we may not be able to obtain funding from the Learning & Skills Council and you will therefore be liable to pay a higher fee.

11. How did you hear about our courses?

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Our Brochure or Leaflet
<input type="checkbox"/> Newspaper
<input type="checkbox"/> Bite-size or Taster Session
<input type="checkbox"/> Newspaper insert or wrap-around | <input type="checkbox"/> Community Centre
<input type="checkbox"/> Council Event
<input type="checkbox"/> Local College | <input type="checkbox"/> Internet/Website
<input type="checkbox"/> Library/Museum
<input type="checkbox"/> Arndale Display
<input type="checkbox"/> Local Radio | <input type="checkbox"/> Community Event
<input type="checkbox"/> Previous Student
<input type="checkbox"/> Family or Friend |
|--|---|--|--|

Please tick to be added to our e-mail list to be sent details of new courses at any of our centres

12. Data Protection

The information provided will only be passed to the Learning & Skills Council, which is registered under the Data Protection Act. The data is collected primarily for statistical purposes and you may be contacted for surveys. You do have the option of saying you do not wish to be contacted when you enrol or when you sign your Learner Agreement. Further information on Data Protection is available at Lea Manor.

Further course information can also be found on our website

www.lutonacl.ac.uk