

Enrolment form for 'young students' and students with an Education, Health and Care Plan (EHCP)

Student details

First name

Surname

Middle name

Preferred name

Male Female Other

Date of birth*

Student reference number

* If you are authorised to attend the course, you will need to send or bring proof of your age before we enrol you on the course.

Address

Post code

Telephone

Email

How would you best describe your ethnic origin?

Are you disabled or do you have any learning difficulties? Yes No

If 'Yes', please tell us what they are:

Do you have an Education Health Care Plan (EHCP)? Yes No

Residency

Are you a UK citizen, citizen of the European Economic Area (EEA) or do you have permission granted by the UK government to live in the UK which is not for educational purposes? Yes No

In which country have you been ordinarily resident in the last three years? Note: a student visa does not constitute ordinary residence.

England

Other UK/European Economic Area—please name the country:

Country outside of EEA—please name the country:

If you are a refugee, asylum seeker or have another immigration status please contact our enrolment team to discuss enrolling and fees.

Prior study and employment

Are you currently working? Yes No If 'Yes', how many hours a week do you work?

What is your highest level of education?

Course you want to attend

Course code and title:

Course start date:

Tell us why you want to study this course at City Lit and not elsewhere (i.e. your local FE college).

How we use your personal information

City Lit are committed to protecting and respecting your privacy when you use our services. All your personal data is treated in strict confidence and processed in accordance with the UK General Data Protection Regulation (GDPR). UK GDPR gives you a number of rights to control what personal information is collected by us and how we use it. Further information can be found in our [Privacy Notice](#) located on our website or you can contact data.protectionofficer@citylit.ac.uk

Besides processing your personal data to provide you with the information or service you have requested we may need to share your data with third parties including for the following purposes:

- to enter you for examinations with awarding bodies
- internally with various City Lit teams including, Access, Inclusion and Support, Finance and others so that they can support our purpose in monitoring performance, designing, and providing support and courses for you. Your personal data may be converted ('anonymised') into statistical data in such a way that ensures that you cannot be identified from it.
- externally with partner organisations who provide services on our behalf and for statutory funding and statistical reporting purposes.
- City Lit is obligated as part of our funding agreement to collect personal information about you to pass on to the Department for Education & the Education and Skills Funding Agency (ESFA).

Sign up for City Lit updates and information

Don't miss out – City Lit would like to contact you regarding special offers, discounts, news and information about our latest courses and events.

Please selection which contact methods you are happy with. Post Email Telephone

You will continue to receive information to support you on any course on which you are enrolled.

Learning agreement

- I declare that, to the best of my knowledge, the information I have provided whilst enrolling is correct and that should my circumstances change, I will notify City Lit immediately.
- I accept City Lit's policies.
- I understand that I cannot send anyone else on the course in my place.
- I am satisfied that appropriate information about my course(s) has been available to me prior to enrolment.
- I understand that I will lose my place on my course if I do not attend for four consecutive sessions or more.
- I understand that there will be a briefing on health and safety issues during the first session of the course(s).
- I agree to the processing of my personal data in accordance with the City Lit Privacy Policy on our website.
- I agree that as a student I shall respect other students, staff, facilities, equipment and resources.
- I understand that staff should be treated respectfully. Any abusive and disruptive behaviour towards staff will not be tolerated and could result in my access to the Student Centre & Library, and potentially the entire college being withdrawn.
- I agree to comply with the college rules for computer use. If inappropriate material is accessed while in the Student Centre & Library, my membership will be withdrawn immediately.
- I understand that computers in the Student Centre are for current students of City Lit. If I have not enrolled or attended a course for 3 months or more computer access will be withdrawn to prioritise access for those currently studying.

Signed (student)

Date

Signed (City Lit)

Date

City Lit office use

Departmental authorisation

For 'young students aged 16-18', as defined in our 16-18 Student policy.

What are the risks to young people? Consider any mitigation that could be applied.

a) Course content (e.g. subject matter, images)	
b) Equipment/ processes	
c) e-safety	
d) Off-site activities	
e) Personal contact	
f) Other	

Check tutor DBS status with the HR team.

Decision:

Name of authoriser

Date

Signature of DSL or DDSL

Date

Students with an Education Health and Care Plan (EHCP)

Does the student have and EHC plan?

If the student indicated the they have an EHC plan on the first page of the application form, please forward this form the AIS team to arrange the appropriate support before the enrolment can be completed.

Customer engagement team

ID checked

CET staff signature

Date