

Enrolment form and learning agreement



Do you need a large print version of this form? Contact Enrolments on 020 7831 7831.

SECTION 1: PERSONAL DETAILS

Student Reference Number (if known): _____

First Name: _____

Surname: _____

Preferred Name (if different from first name): _____

Sex: Male Female Other

Date of Birth:

D	D	M	M	Y	Y	Y	Y
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Mobile: _____

Email: _____

Home Address

Postcode

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Telephone Day: _____

Telephone Eve: _____

SECTION 2: RESIDENTIAL DETAILS

In which country have you been ordinarily resident in the last 3 years

England

Other UK/EEA Country Please state Country: _____

Country outside the EEA Please state Country: _____

Are you a UK/EEA citizen? Yes No

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

SECTION 3: COURSE DETAILS

Course code:

Course title:

Tick if studying course
to Gain Skills required
for employment

(City Lit use only)
Programme area approved
– signature and stamp needed

Course code	Course title	Tick if studying course to Gain Skills required for employment	(City Lit use only) Programme area approved – signature and stamp needed
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

SECTION 4: ACCESS AND SUPPORT FOR LEARNERS WHO ARE DEAF, HEARING IMPAIRED OR HARD OF HEARING

Do you need communication access or support (e.g. a radio aid, British Sign Language interpreting, notetaking) Yes No

If you do not need access/support, would you like your tutor and the department to know about your hearing loss? Yes No

To arrange access or support please contact Access, Inclusion and Support as soon as possible. We need 4 weeks to book communication support. Come to drop in Advice & Information, Wednesday 11.00 to 12.00 Mezzanine support room 1 (term time only).
SMS: 07624 818558 Voice: 020 7492 2506 Email: support@citylit.ac.uk

SECTION 5: HIGHEST QUALIFICATIONS:

Level	Examples of Qualification equivalent
<input type="checkbox"/> Entry Level	Certificate in Adult Literacy, Numeracy, ESOL at Entry level, Entry Level Functional Skills
<input type="checkbox"/> Level 1	GCSE/O Level (at grades D-G or fewer than 5 at grades A-C) Functional Skills Certificate in Adult Literacy, Numeracy, ESOL at Level 1
<input type="checkbox"/> Full Level 2	GCSE/O Level (5 or more GCSEs grades A*-C) GCSE (9-1)
<input type="checkbox"/> Full Level 3	A Levels (2 or more advanced level passes), QAA Access to HE
<input type="checkbox"/> Level 4	HE Certificate
<input type="checkbox"/> Level 5	Foundation Degree
<input type="checkbox"/> Level 6	Bachelor Degree
<input type="checkbox"/> Level 7+	Masters, Doctorate

If you do not hold any qualifications please tick here

SECTION 6: EMPLOYMENT DETAILS

In paid work

- Employed
 Self Employed

Work place postcode

How many hours do you work per week

- Up to 10 hours
 11-20 hours
 21-30 hours
 31 or more hours

Not in paid work/retired

- Actively seeking a job
 Not seeking a job, e.g. retired

How long have you not been in paid work

- Less than 6 months
 6-11 months
 12-23 months
 24-35 months
 36 months or more

Have you been in full time education or training just prior to enrolling? Yes No

Are you claiming any of these benefits

- Jobseekers Allowance (JSA)
 Employment & Support Allowance (Work Related Activity Group) (ESA WRAG)
 Universal Credit (UC) Other Benefits Please specify _____

National Insurance Number (Please provide this if you are claiming JSA/ESA WRAG/UC)

SECTION 7: DISABILITY, LEARNING DIFFICULTY AND OR HEALTH PROBLEMS

Are you disabled or do you have a learning difficulty, other impairment or health problem? Yes No Prefer not to say

If you have ticked 'yes' please select all options that you wish to disclose from the list below

Disability

- Visual impairment
 Hearing impairment
 Disability affecting mobility
 Profound complex disabilities
 Social and emotional difficulties
 Other physical disability
 Mental health difficulty
 Temporary disability after illness (for example post-viral) or accident
 Other disability

Learning Difficulty

- Moderate learning difficulty
 Severe learning difficulty
 Dyslexia
 Dyscalculia
 Autism spectrum disorder
 Asperger's syndrome
 Speech, Language and Communication Needs
 Other specific learning difficulty (e.g. Dyspraxia)
 Other learning difficulty

Health Problems

- Other medical condition (for example epilepsy, asthma, diabetes)
 Prefer not to say

To make adjustments and put correct support in place we need to share the information with your tutor as well as other key staff. To discuss your requirements before you enroll please contact us: Tel: 020 74 922506, email: support@citylit.ac.uk

Would you like to discuss any support needs with the Access and Inclusion team prior to the course? Yes No

If you have ticked 'yes' we will email you to discuss the support you require and whether we can provide it

Would you like this information to be shared with your tutor and any relevant examination or awarding body in order to provider reasonable adjustments (If you decide later you do not wish this information to be shared with your tutor you can update your MyCity Lit Account online)

Yes No

SECTION 8: ETHNIC BACKGROUND

How would you best describe your ethnic origin?

White

- British (English/Welsh/Scottish/Northern Irish)
- Irish
- Gypsy or Irish Traveller
- Any other white background

Mixed/multiple ethnic group

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed/multiple ethnic background

Asian/Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

Black/African/Caribbean/Black British

- African
- Caribbean
- Any other Black/African/Caribbean background

Other

- Arab
- Any other ethnic group
- Prefer not to say

SECTION 9: HOUSEHOLD SITUATION

Please tick the statement that best describes your household situation

- No household member is in employment and the household includes one or more dependent children
- No household member is in employment and the household does not include any dependent children
- I live in a single adult household with dependent children
- I Prefer not to say
- None of these statements apply

SECTION 10: COURSE FEES

Please tick which fee applies to you by ticking the relevant box

- Full Fee
- Senior Fee (I am aged 65 and over and rely entirely on a state pension or my household income is <£15,276pa)
- Selected courses only - Concessionary Fees (I am aged 19 and over and in receipt of JSA/ESA (WRAG))
- Selected courses only - Concessionary Fees (I am aged 19 and over and in receipt of benefits (other than JSA/ESA (WRAG))
- Selected courses only - Concessionary Fees (I am employed/self-employed and earn less than the London living wage)
- First Full Level 2 (I am aged 19-23 and want to study for my first full level 2 course)
- First Full Level 3 (I am aged 19-23 and want to study for my first full level 3 course)
- BSL qualification Level 2 and below (I am aged 19 and over and BSL is my first/preferred language)

SECTION 11: PAYMENT

Please tick the method of payment you wish to use

- Credit/debit card (Visa/Mastercard/American Express)
- Cheque (made payable to 'City Lit')
- Cash (if you are booking in person)
- City Lit gift vouchers
- Employer/sponsor is paying for my fees
(Please provide a letter on headed paper from your employer/sponsor requesting an invoice when you enroll.
The letter must state your name, course code(s), amount, your employers/sponsors name, address, email address and phone number)

City Lit gift vouchers

City Lit gift vouchers make a great gift. They come in £10, £20 or £50 denominations and can be used towards any of our courses. Please enter the amount you would like to purchase here:

£

Student bursary donation

We welcome donations to our City Lit student bursary to help those students who are unable to pay the full fee. If you would like to donate to our student bursary, please enter your amount here:

£

Would you like a receipt and to hear more about how your money will be used? Yes No

Gift Aid

- Please tick if you are a UK taxpayer and would like the donation treated as a Gift Aid donation.

SECTION 12: HOW DID YOU HEAR ABOUT YOUR COURSE/S

- Internet Search (e.g. Google, Bing)
- Other
- Emails from City Lit
- Recommended by friends/family
- Existing Student
- Open day / City Lit Events
- Social media (Facebook, Instagram)
- Hotcourses
- Printed Course Guide/ Direct Mail

SECTION 13: DATA PROTECTION AND PRIVACY STATEMENTS

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 Data Protection Law in particular the General Data Protection Regulation (GDPR). Data Protection Law 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 register you with awarding bodies for qualification purposes
- internally with various City Lit teams including, Access, Inclusion and Support, Business Intelligence, 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.
- share externally with partner organisations who provide services on our behalf and for statutory funding and statistical reporting purposes. City Lit 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 – let us keep you up to date. Get news and information about City Lit, details of follow on and new courses, offers and upcoming events, sent straight to your inbox. Tick if you want to be contacted by: Post Email Telephone

You'll continue to receive information to support you on your course, and you may be contacted after your course has finished to find out how you have benefited from your studies at City Lit.

ESFA Privacy Notice

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 used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation.

You can agree to be contacted by other third parties by ticking any of the following boxes:

About courses or learning opportunities. For surveys and research. By post. By phone. By e-mail.

Further information about use of and access to your personal data, 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>

SECTION 14: 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, including my eligibility for concessionary fees, I will notify City Lit immediately.

- I accept City Lit's policies, including City Lit's Refund and Credit policy (the Refund and Credit policy can be viewed on our website).
- I intend to attend the course(s) I have enrolled on and I am aware of the commitment required.
- 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 should my sponsor fail to pay my fees, I will remain liable to pay.
- I understand that should I fail to pay my instalment plan or any amounts owed, I will lose my place on the course and I will remain liable to pay. I understand I will not be able to enrol onto any further courses until I have paid any amounts owed.
- I understand that there will be a briefing on health and safety issues during the first session of the course(s).
- I agree to my personal data being processed in accordance with the City Lit Privacy Policy which can be found on the main website.

I certify the information I have provided on this form is correct to the best of my knowledge:

Learner Signature _____

Date _____

Please send or bring this form to City Lit, Keeley Street, Covent Garden, London WC2B 4BA.

OFFICE USE ONLY

I am satisfied that the: Learner is eligible for public funding

Learner is eligible for a concessionary fee Evidence: _____

Payment Details

Total Amount paid: £ _____ Date: _____ Receipt No. _____

Card Cash Cheque Other Please state _____

Staff Signature

Print Name _____

Date _____

Audited by _____

Date _____



SUPPORTED BY
MAYOR OF LONDON

The European Social Fund (ESF)
– Europe's main instrument for
supporting jobs, helping people
get better jobs and ensuring fairer
job opportunities for all EU citizens