

# enrolment form and learning agreement

city lit

## Important:

- Do you need help with filling in this form? Ask our Customer Engagement team in the ground floor foyer, or call us on 020 7831 7831 to book your place over the telephone.
- Do I need to complete the whole form? If you've enrolled with us since 6 June 2018, you only need to complete the tinted sections of this form, or pick up a fast track enrolment form from the Information and Bookings desk on the ground floor.
- Do you need more information on your course? A course outline is available for all our courses, describing the course content, the level of the course and any interviews required. You can search for your course at [www.citylit.ac.uk](http://www.citylit.ac.uk) or contact our Customer Engagement team.
- Please check our refund and City Lit credit policies before you enrol. Visit [www.citylit.ac.uk/refunds](http://www.citylit.ac.uk/refunds).

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

Thank you in advance for answering all the required questions. We need this information as the government subsidises courses at City Lit and requires information about who it is funding. We also need to monitor the effectiveness of our equality and diversity policy.

### Section 1: personal details

First name:	Surname:
Middle name:	Preferred name (if different from first name):
Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>	
Date of birth:	Student reference number (if known):

### Section 2: contact details

Mobile phone:	<input type="checkbox"/> Text only
Address:	
Postcode:	
Telephone: (day)	(evening)
Email:	

### Section 3: course details

Course code:	Course title:	(City Lit use only) Programme area approved – signature and stamp needed																																																												
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### Section 4: access and support for learners who are deaf

Are you deaf/hearing impaired or hard of hearing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you need communication access or support (e.g. a radio aid, British Sign Language interpreting, notetaking)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you do not need access/support services, would you like your tutor and the department to know about your hearing loss?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

To arrange access or support: please contact Access, Inclusion and Support as soon as possible.  
Advice and Information drop in – Wednesdays, 11.00 to 12.00, in mezzanine support room 4 (term time only).  
SMS: 07624 818558 Voice: 020 7492 2506 Email: [support@citylit.ac.uk](mailto:support@citylit.ac.uk)

### Section 5: support for your learning

If you are disabled or have a learning difficulty or other impairment, would you like to discuss your support needs prior to the course?

Yes  No

If you have ticked 'yes' we will email you, once you have enrolled, to discuss the support you need, and whether we are able to provide it. Please respond as soon as possible as we need at least three weeks leading up to the course start date to arrange support. If you would like to discuss your requirements before you enrol, please contact us. Tel: 020 7492 2506, email: support@citylit.ac.uk

To put the correct support in place we need to share information about you and your support needs with your tutor, as well as other key staff in the college.

If you would like this information to be shared with your tutor and any relevant examination or awarding body in order to provide reasonable adjustments, please tick here:

If you decide later that you would no longer like this information shared with your tutor you can update your My City Lit account online.

## Section 6: additional information

### 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 (EEA) country – 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.

### Employment

Please indicate your employment status:

#### In paid work

Employed

Self employed

How many hours do you work per week?:

What is your workplace postcode? (optional):

If you are enrolling on a course to gain the skills needed to get a job, please list the course code(s)

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

Please note that our funders require us to contact you for a follow-on survey.

#### Household situation

I'd describe my household (including myself) as having:

no adults in work and one or more dependent children (aged 0-17 years or 18-24 years if full time student or unemployed)

no adults in work and no dependent children

only one adult and one or more dependent children

none of the above

prefer not to say

#### Not in paid work

Actively seeking a job

Not seeking a job, e.g. retired

If actively seeking a job, how long have you not been in paid work?

Less than 6 months

24-35 months

6-11 months

Over 36 months

12-23 months

### Disability

Are you disabled or do you have a learning difficulty or other impairment?

Yes

No

Prefer not to say

If you have a disability or learning difficulty please let us know which of the following best describes this:

Disability affecting mobility

Dyslexia

Other physical disability

Dyscalculia

Visual impairment

Other specific learning difficulty

Communication impairment

Moderate learning difficulty

Mental health difficulty

Severe learning difficulty

Profound/complex disability

Social and emotional difficulties

Unseen disability or medical condition

Autistic Spectrum disorder

Temporary disability after illness

Aspergers Syndrome

Other disability

Other learning difficulty

Prefer not to say

### Ethnic origin

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

## Previous level of education

Please indicate your highest level of education. If you are unsure of your level of qualification, please ask a member of the Enrolments team.

- |   |   |
|---|---|
| <input type="checkbox"/> No qualifications  | <input type="checkbox"/> Level 4: QCF qualification; HNC; HE Certificate          |
| <input type="checkbox"/> Entry level  | <input type="checkbox"/> Level 5: QFC qualification; HND; Foundation Degree       |
| <input type="checkbox"/> Level 1: GCSE/O Level (5 graded D-G/less than 5 graded A-C); AS level; QFC qualification         | <input type="checkbox"/> Level 6: QCF qualification; Bachelor Degree              |
| <input type="checkbox"/> Full level 2: GCSE/O Level (5 graded at A*-C); 2 AS Levels; A Level; QCF Diploma/Certificate NVQ | <input type="checkbox"/> Level 7 and above: QCF qualification; Masters; Doctorate |
| <input type="checkbox"/> Full level 3: 2 advanced A Levels; 4 AS Levels; QFC Diploma; Access to HE; GNVQ Advanced; NVQ    | <input type="checkbox"/> Other, level not known                                   |

## Section 7: fees

Please indicate which fee applies to you by ticking the relevant box below:

- Full fee

### Reduced fees (concessions)

You may be entitled to claim a reduced (concessionary) fee if one of the categories listed below applies to you.

- Under 19 at 31 August 2018

If you have answered yes to the question above, are you studying full-time (540 hours) at another college?  Yes  No

- Receiving Employment and Support Allowance WRAG (ESA Work Related Activity Group)  Receiving Jobseeker's Allowance

If the above do not apply to you, please indicate if you are in receipt of one of the benefits listed below.

- |  |   |
|--|---|
| <input type="checkbox"/> Universal Credit (conditions apply)     | <input type="checkbox"/> Working Tax Credit (and have a household income of less than £15,276)            |
| <input type="checkbox"/> Council Tax Support (means tested)      | <input type="checkbox"/> Employment and Support Allowance- Non-Work Related Activity Group (ESA non-WRAG) |
| <input type="checkbox"/> Pension Guarantee Credit/Income Support |   |
| <input type="checkbox"/> Housing Benefit                         |   |

The government is phasing in universal credit to replace a number of existing benefits. Certain conditions may apply, so if you're unsure, ask enrolments for more details.

We will need to see your proof of benefit at the time of enrolment in order to charge you the concessionary fee, and we cannot process your concessionary fee enrolment without this. Further information on fees and benefit evidence is available in our course guide and at [www.citylit.ac.uk](http://www.citylit.ac.uk). Your evidence must be dated no older than six months, show that your benefit is ongoing and must cover the start date of your course. (Please note that we cannot accept Jobseeker's Allowance appointment letters or booklets as valid evidence).

### Senior fees

If you are over 65 years on the day the course begins and rely entirely on a state pension, or if you are over 65 years on the day begins and have a household income of less than £15,276 pa, please indicate if you would like to claim the senior fee.

- I wish to claim the senior fee and I'm 65 or over.

## Section 8: payment

How do you wish to pay? (You will need to pay in order for us to enrol you).

- |   |  |
|---|--|
| <input type="checkbox"/> Credit/debit card (Visa/Mastercard/American Express) | <input type="checkbox"/> Cheque (made payable to 'City Lit') |
| <input type="checkbox"/> Cash (if you are booking in person)                  | <input type="checkbox"/> City Lit gift vouchers              |
| <input type="checkbox"/> Employer/sponsor is paying for my fees               |  |

(Please provide your company credit card details below. Alternatively, if your course starts in over a month's time, please provide a purchase order or letter on headed paper from your employer requesting an invoice when you enrol. This must state your name, course code(s), amount, your employer's 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 below:

£

### 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 below:

£

### Gift Aid

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

### Credit/debit card

Total amount: £

I authorise you to debit my card with the amount above. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you are posting, emailing or faxing this form, and you wish to pay by card, please enter your card details below.

Card number:             Valid from date:   /

Expiry date:   /   Issue number: (if applicable)   Card security number: (last 3 digits on signature strip)

Cardholder's name (if different from personal details in section 1): \_\_\_\_\_

Cardholder's address (if different from person enrolling a receipt will be sent to the cardholder): \_\_\_\_\_

Postcode: \_\_\_\_\_

## Section 9: 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 Data Protection Law and 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](mailto: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, 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.
- 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  Text

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

### 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 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 agree to be contacted for other purposes 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 10: 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 transfer policy. Please see our course guide or visit our website for more information on our policies.
- 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).

Signed (student): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (for City Lit): \_\_\_\_\_ Date: \_\_\_\_\_

Type of evidence for concessionary fee seen (City Lit use only): \_\_\_\_\_

Signed (for City Lit): \_\_\_\_\_ Date: \_\_\_\_\_

Please send or bring this form to City Lit, Keeley Street, Covent Garden, London WC2B 4BA or fax it to 020 7492 2735.



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