

Enrolment form for 'young students'

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.

Study and employment

Are you studying at another college this year? Yes No

If you are studying elsewhere, are you studying for:

Fewer than 540 hours or more than 540 hours.

Prior attainment

Do you have: GCSE Maths Yes No Grade:

GCSE English Yes No Grade:

Please indicate your employment status:

In paid work: Employed Self-employed How many hours do you work per week?

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 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 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.

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 (City Lit)

Date



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

City Lit office use

Departmental authorisation

For students under 18 at the start of the course.

What are the risks to people aged under 18? 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	

Decision:

Name of authoriser

Date

Customer engagement team

ID checked

Learner GLH checked

Number of courses attending checked

PLR checked and printed out

CET staff signature

Date