

HSDC 2020/21 Higher Education and Part-time Enrolment Form & Learning Agreement



For office use only Student Reference No:

Student Information

Title:	Surname/Family Name:		
First Name(s) in full:			
Preferred name:		Previous name (if applicable):	
Address:			
Postcode:			
if you've changed address within the last 3 years please provide previous Postcode:			
Date of Birth (dd/mm/yyyy):	Age:	Legal Sex: Male <input type="checkbox"/> Female <input type="checkbox"/> i.e. stated on passport/ birth certificate	
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> (Please specify)			
Home Tel No:		Mobile No:	
Email address:			
For Professional Institute Courses e.g. CIPS, CIMA, CMI etc. please provide you Institute Membership No.:			National Insurance Number:

Please indicate your ethnic group: please tick ONE box

White <input type="checkbox"/> English/Welsh/Scottish/Northern Irish/British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any Other White Background Mixed/Multiple ethnic groups <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed/multiple ethnic background Asian/Asian British <input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background Black/African/Caribbean/Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black/African/Caribbean background Other ethnic group <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group
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Have you lived outside the European Economic Area during the last 3 years? Yes No

If yes please:-	give date of entry/return into the EEA (dd/mm/yyyy):	Staff Use – please ensure this is signed to indicate that residency has been established if learner has ticked 'Yes' above. Document seen: Staff Signature: Date:
	inform us where you have lived during this time:	
	indicate your current Visa status <input type="checkbox"/> Entering the UK to accompany parent/husband/wife who has the right to abode in the UK <input type="checkbox"/> Granted leave to enter/remain in the UK <input type="checkbox"/> Asylum Seeker / Refugee status / Humanitarian protection <input type="checkbox"/> Section 67 of the Immigration Act 2016 Leave <input type="checkbox"/> Calais leave to remain	

Do you have a criminal conviction (excluding minor motoring offences)? Yes No

If yes, a meeting may be arranged to discuss your record as part of our safeguarding arrangements. Failure to disclose this information may result in exclusion from College.

Emergency Contact Details

Emergency contact name:	Relationship:
Mobile telephone no:	Home telephone no:

Please tick which of the following statements apply - please tick all that apply, if no option is indicated the starred * option will be selected

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.
 None of these statements apply.
 * I confirm that I wish to withhold this information.

Prior Attainment/Highest Previous Qualifications – The government subsidises your course, through the Educations & Skills Funding Agency (ESFA) and is particularly interested to know the **level of your highest qualification** before you started the course in order to monitor government targets of improving people’s qualifications. **Please tick ONE box**

- | | |
|---|--|
| <input type="checkbox"/> Entry Level (<i>Basic Entry Level, E</i>) | <input type="checkbox"/> Level 4 (Certificate of Higher Education; HNC) |
| <input type="checkbox"/> Qualifications below Level 1 (Pre-entry) | <input type="checkbox"/> Level 5 (Foundation Degree; HND) |
| <input type="checkbox"/> Level 1 (5 GCSEs D-G/3-1; 1 AS Level; GNVQ Foundation; BTEC First Certificate) | <input type="checkbox"/> Level 6 (Bachelor’s Degree; Graduate qualification) |
| <input type="checkbox"/> Full Level 2 (5 GCSEs A*-C/9-4; NVQ2; 2 or 3 AS Levels; GNVQ Intermediate; BTEC First Diploma) | <input type="checkbox"/> Level 7 or above (Master’s Degree; Postgraduate qualification; Doctorate) |
| <input type="checkbox"/> Full Level 3 (4 AS Level; 2 A2/A Level; NVQ3; BTEC Diploma/Extended Diploma/Access to HE) | <input type="checkbox"/> Other qualification; level not known |
| | <input type="checkbox"/> No qualifications |
| | <input type="checkbox"/> Not known |

Disability, Learning Difficulty and or Health Problem – please tick all that apply, if no option is indicated the starred * option will be selected

Do you consider that you have a learning difficulty, disability or health problem?

Yes *No Other Please specify:

- | | | |
|--|--|---|
| <input type="checkbox"/> Allergy | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Social, Emotional & Behavioural Difficulties |
| <input type="checkbox"/> Asperger’s Syndrome | <input type="checkbox"/> Hearing Impairment | <input type="checkbox"/> Speech, Language and Communication needs |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Diagnosed mental health condition | <input type="checkbox"/> Temporary Disability after Illness or accident |
| <input type="checkbox"/> Autism Spectrum Condition | <input type="checkbox"/> Moderate Learning Difficulty | <input type="checkbox"/> Visual Impairment-excluding glasses/contact lenses |
| <input type="checkbox"/> Cystic Fibrosis | <input type="checkbox"/> Physical Disability | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Other Specific Learning Difficulty e.g. Dyspraxia | <input type="checkbox"/> Are you a wheelchair user? |
| <input type="checkbox"/> Disability Affecting Mobility | <input type="checkbox"/> Profound/Complex Disabilities | |
| <input type="checkbox"/> Dyscalculia | <input type="checkbox"/> Severe Learning Difficulty | |
| <input type="checkbox"/> Dyslexia | | |

If you have ticked more than one of the above, please state which disability, learning difficulty and/or health problem impacts most on your learning

If you have a support need and would benefit from a confidential interview, please tick this box

Do you have an EHCP/Moving on Plan: Yes

Are you or have you been a Looked-After Child (LAC)/Care Leaver as defined in the Children Act 1989 as one who is or has been in the care of, or provided with accommodation by, an English local authority Yes No Prefer not to say

Course Information *office use only

Course Code		Day		Start Date		Tuition fee £		No of Wks *	
Course Title		Time		End Date		Assess fee £		No of Hrs/Wk*	
Campus/Venue/ Postcode of Study						Total to pay £		GLH/Year*	
Course Code		Day		Start Date		Tuition fee £		No of Wks *	
Course Title		Time		End Date		Assess fee £		No of Hrs/Wk*	
Campus/Venue/ Postcode of Study						Total to pay £		GLH/Year*	

Leading to the following Qualification Aim (Only for ESOL & Functional Skills)

Office use only	BKSB E1	BKSB E2	BKSB E3	BKSB L1	BKSB L2	Start Date	Expected End Date	Total GLH
Unregulated ESOL								
Speaking & Listening								
Reading								
Writing								
Functional Skills English								
Functional Skills Maths								
English Unit(s)								
Maths Unit(s)								

Course fees and payment - Please select one option below

You may be eligible for a fee reduction. Fee reduction is not available for Level 3+ and full cost courses indicated by a 'SC' or 'HC' code

<input type="checkbox"/>	1. Aged under 19 on 31/8/20.	
<input type="checkbox"/>	2. Aged 19+ on 31/8/20, have not reached GCSE grade C/4 or above and enrolling on a GCSE/Functional Skills English/maths course to do so.	
<input type="checkbox"/>	3. Aged 19-23 on 31/8/20 studying Entry/Level 1 course in order to meet the entry criteria to enrol on a Level 2 course which would result in achieving my first full Level 2 qualification prior to the age of 24.	
<input type="checkbox"/>	4. Aged 19-23 on 31/8/20 studying my first full Level 2 funded qualification.	
<input type="checkbox"/>	5. Aged 19-23 on 31/8/20 studying my first full Level 3 funded qualification.	
<input type="checkbox"/>	6. Aged 19+ on 31/8/20, studying an Entry, Level 1 or Level 2 qualification and in receipt of Jobseekers Allowance (JSA) - evidence will be required.	<p>Evidence seen for statements 6 - 9</p> <p>Staff Signature</p> <p>Student to sign to indicate unemployed status/low income status or earning under £338/month:</p> <p>Student Signature:</p>
<input type="checkbox"/>	7. Aged 19+ on 31/8/20 studying an Entry, Level 1 or Level 2 qual & in receipt of Employment Support Allowance (ESA)- evidence will be required.	
<input type="checkbox"/>	8. Aged 19+ on 31/8/20, studying an Entry, Level 1 or Level 2 qualification, earning less than £338/month (individual) or £541/month (household) and in receipt of a relevant state benefit/Universal Credit- evidence will be required.	
<input type="checkbox"/>	9. Aged 19+ on 31/8/20, studying an Entry, Level 1 or Level 2 qualification and earning less than £17,004.04 annual gross salary- evidence will be required.	
<input type="checkbox"/>	10. Paying in full – please make cheques payable to Havant & South Downs College	
<input type="checkbox"/>	11. Applying for a 19+ Advanced Learning Loan www.gov.uk/advanced-learner-loan - Only available for Level 3+ Further Education courses including Access to HE . The loan must be in place by the start date of the course.	
<input type="checkbox"/>	12. Taking out a college instalment Plan if tuition fee is over £600.00.	
<input type="checkbox"/>	13. Applying for a Higher Education Tuition Fee Loan – Only available for Higher Education courses www.gov.uk/studentfinance from Student Finance England.	
<input type="checkbox"/>	14. Receiving Employer Assistance – I have attached an official order/authorisation from my employer and request that you invoice my employer – please complete the details below.	
Company name		Contact name
Telephone number		Email

Employment Information - The government requires the college to collect information about students' employment status to monitor the effect of learning programmes on employment. **If no option is indicated the starred * option will be selected**

1. On the first day of this course, what is your employment status? (please tick one)	2. If you are unemployed, how long have you been unemployed (please tick one)	3. If unemployed, please tick one of the following															
	<input type="checkbox"/> * Less than 6 months	<input type="checkbox"/> In receipt of JSA															
	<input type="checkbox"/> 6-11 months	<input type="checkbox"/> In receipt of ESA (Part of WRAG group)															
	<input type="checkbox"/> 12-23 months	<input type="checkbox"/> In receipt of Universal Credit															
	<input type="checkbox"/> 24-35 months	<input type="checkbox"/> In receipt of another State Benefit															
	<input type="checkbox"/> 36 months or over																
<input type="checkbox"/> Paid employment <input type="checkbox"/> Self employed <input type="checkbox"/> Not in paid employment & looking for work <input type="checkbox"/> Not in paid employment & not looking for work <input type="checkbox"/> In full-time education or training prior to enrolment	<table border="1"> <thead> <tr> <th></th> <th>0 – 10 hours</th> <th>11 – 20 hours</th> <th>21 – 30 hours</th> <th>31+ hours</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		0 – 10 hours	11 – 20 hours	21 – 30 hours	31+ hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>													

Student finance declaration (not required for students under 19 as at August 2020)

- I understand that if I leave my course early, if I have taken out an Advanced Learner Loan, a Higher Education Loan or an Instalment Plan, I will still be liable to pay the full fee for the course immediately direct to the College.
- If your benefit status changes prior to the start of the course, please notify Havant & South Downs College Finance Department.
- Students are entitled to fee reductions in accordance with policy/criteria as shown on the College website, and as required by the Skills Funding Agency in its agreement with the College. Current proof of benefit must be produced at the time of booking or supplied within five working days of booking. If the proof of benefit is not supplied within that time, the booking will be cancelled. Please be aware that you may be asked to produce such proof again when the course commences.
- I agree to pay all tuition, exam and course related fees as necessary.

Privacy Statement – how we use your personal information

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:

- | | |
|---|--|
| <input type="checkbox"/> About courses or learning opportunities. | <input type="checkbox"/> By post. |
| <input type="checkbox"/> For surveys and research. | <input type="checkbox"/> By phone |
| | <input type="checkbox"/> By Email |
| I agree to visual images being used for marketing purposes. | <input type="checkbox"/> Yes <input type="checkbox"/> No |

If HSDC have qualification or centre approval withdrawn by any awarding organisation, we will support you in finding a local provider with who you can complete your studies.

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>

- This is an agreement between you and HSDC, please read it carefully. To try and save paper we do not automatically give you a copy. Should you require a copy, please tick this box.
- I give permission to the College for the use of any Intellectual Property (documents generated during your studies). Yes No

Agreement/Signature

I agree that initial assessment and guidance concerning the course has been provided, this included information about the course, its entry requirements, the implications of the choice of course, its suitability and the support which is available to students. I agree that I have read this document and the information given on this application is correct to the best of my knowledge. I agree that this information can be used to process my data for any purposes connected with my studies or my health and safety whilst on the premises or for any other contractual requirements and in particular to the disclosure of all the data on this form or otherwise collected about me to the ESFA for the purposes noted above in the Privacy Statement.

Student Signature

Date

Once completed please return the form to:

HSDC, The Admissions Team, South Downs Campus, College Road, Waterlooville, PO7 8AA

College use only: Interviewer:

Date:

Accepted: Yes No

For current full-time student approval

Tutor Name:

Tutor Signature:

Date:



European Union

European
Social Fund

