



Enrolment Form and Learning Agreement 2025/26

Please complete all relevant sections and sign the form where indicated. Please use **BLOCK CAPITALS** in order to help us to input your details accurately. The information you provide on this form will be held for the purposes of managing your learning, and the name you give is what will appear on any certificates.

ENROLMENT STAFF USE ONLY

Student Reference Number:

Date Input:

Input by:

ID Verified - Staff Initials:

Verification of Student identity for ALL courses

Passport

ID Card

Bank credit/debit card

NI Card

Driving Licence

Other – Please state:

Returning Student

PERSONAL DETAILS

Title

MrMrsMissMsOther

Gender (please tick)

MaleFemale

Surname/Family Name

Previous Surname (if changed)

First Name(s)

Known as (if different)

Date of Birth

D D M M Y Y Y Y

Age on 31 August 2024

National Insurance No.

A B 1 2 3 4 5 6 Z

ADDRESS AND CONTACT INFORMATION

Address

Postcode

Home Tel No.

Mobile No.

Email Address

Please note that you will be issued with a college email address that will be used in correspondence with you whilst you are a student.

Please provide two contacts in the event of an emergency (for students aged under 19, this should be the parent/carer/guardian wherever possible):

Name

Relationship

Contact Number

Email Address

Name

Relationship

Contact Number

Email Address

ETHNICITY

31	English/Welsh/Scottish/Northern Irish/British	37	White and Asian	43	Any other Asian Background
32	Irish	38	Other Mixed/multiple ethnic background	44	African
33	Gypsy or Irish Traveller	39	Indian	45	Caribbean
34	Any Other White Background	40	Pakistani	46	Any other Black/African/Caribbean background
35	White and Black Caribbean	41	Bangladeshi	47	Arab
36	White and Black African	42	Chinese	98	Any other ethnic group

RESIDENCY AND NATIONALITY

Nationality

Country of normal residence

Do you have EU Settlement Scheme (settled or Pre-settled status)?

YesNo

Have you been ordinarily resident in the UK for the last 3 years? (Since 1 September 2021)

YesNo

If **YES** please provide proof of this (e.g. code)

If **NO** please state why you are in the UK (e.g. Asylum Seeker/refugee)

Date of entry into the UK/EEA

D D M M Y Y Y Y

You may be contacted to provide additional documentation.

INDIVIDUAL NEEDS

Do you consider yourself to have a medical condition, disability or learning difficulty?

YesNo

I do not wish to declare here please contact me

If Yes, please indicate all that apply below

04

Vision impairment

18

Down's syndrome

05

Hearing impairment

93

Other physical disability

06

Disability affecting mobility

94

Other specific learning difficulty (e.g. Dyspraxia)

07

Profound complex disabilities

95

Other medical condition (for example epilepsy, asthma, diabetes)

08

Social and emotional difficulties

96

Other learning difficulty

09

Mental health difficulty

97

Other disability

10

Moderate learning difficulty

98

Prefer not to say

11

Severe learning difficulty

99

Not provided

12

Dyslexia

13

Dyscalculia

14

Autism spectrum disorder

15

Asperger's syndrome

16

Temporary disability after illness (for example post-viral) or accident

17

Speech, Language and Communication Needs

From those you have selected please identify **one** as your primary learning difficulty, disability or health problem, that impacts on your learning/education the most significant and enter the code in the box below:

Primary Health Problem

SUPPORTING YOUR NEEDS

Are you currently in care or a care leaver? **Yes** **No**

Are you a young carer? **Yes** **No**

SAFEGUARDING

We need to ask all students whether they have any 'relevant' criminal convictions and/ or pending investigations as defined by the Rehabilitation of Offenders Act 1974. 'Relevant' meaning offences against a person, whether violent or sexual, offences involving drugs or controlled substances, or theft. Students must declare any relevant convictions and / or any pending investigations. A declaration of a relevant criminal conviction will result in an inclusive risk assessment to identify whether the student poses a risk to themselves or others. This declaration requirement does not include warnings or reprimands including driving fines/points.

Where a caution has been received in connection with a sexual or violent incident, this must be declared in the boxes below.

Do you have a 'relevant' criminal convictions and/ or pending investigations? **Yes** **No**

If 'YES' this does not automatically exclude your enrolment, the Safeguarding Team will contact you to gain further information and may make contact with other relevant agencies when commencing the risk assessment process.

Do you have a caution for a violent or sexual incident? **Yes** **No**

PREVIOUS EDUCATION

Please provide the name of your school attended at AGE 16 (including town/city)

MARKETING

Please tick if you consent to receive marketing communications such as events, activities or future study opportunities.

Preferred method of contact: **Email** **SMS** **Phone**

EDUCATION DETAILS

Have you or are you intending on enrolling on a course with any other organisation in the 2024/25 Academic year? **Yes** **No** If yes where?

Please tick which qualifications you already hold:

- | | | | |
|---|--|----|---|
| 1 | Entry Level e.g., adult certificate, entry level English and maths | 8 | Level 5 e.g. NVQ 5, HND, Foundation Degree |
| 2 | Level 1 e.g. GCSE/O Level (at grades D-G or fewer than 5 at grades A-C), NVQ 1, 1 AS-level (before 1 September 2015) | 9 | Level 6 e.g. Bachelor Degree, BTEC Advanced Professional Dips, Certs and Awards |
| 3 | Level 2 e.g. Vocational and technical qualifications at level 2 (not on the level 2/3 legal entitlement list), Functional skills at level 2 | 10 | Level 7 and above e.g. Masters Degrees, Doctorates, Postgraduate Certificates and Diplomas |
| 4 | Full Level 2 e.g. 5 GCSEs/O levels at grades A*-C, GCSE (9-1) (5 or more GCSEs grade 4 or above), BTEC 1st Dip, NVQ 2, 2 or 3 AS Levels (before 1 September 2015) | 99 | No formal qualifications |
| 5 | Level 3 e.g. Vocational and technical qualifications at level 3 (not on the level 2/3 legal entitlement list), | 97 | Other (please specify below): |
| 6 | Full Level 3 e.g. 2 or more A levels, BTEC Nat Cert/Dip, NVQ 3, 4 or more AS levels, Access to HE Course | | |
| 7 | Level 4 e.g. NVQ 4, Certificates of Higher Education, HNC | | |

EMPLOYMENT STATUS

Please indicate your employment status on the day before starting your course/study programme:

Employed
0 – 10 hours per week

Employed
11 - 20 hours per week

Employed
21 - 30 hours per week

Employed
31 hours or more per week

Self Employed
Average hours per week:

Redundant
I have recently been made redundant

Not in paid employment, looking for work and available to start work

Not in paid employment, NOT looking for work and/or not available to start work

By ticking above please state current length of unemployment in the boxes opposite

I was of compulsory school age in 2023/24

Unemployed
for less than 6 months

Unemployed
for 6-11 months

Unemployed
for 12-23 months

Unemployed
for 24-35 months

Unemployed
for 36 months or more

Please indicate if you are in receipt of any of the following benefits:

Job Seekers Allowance (JSA)

Universal Credit

Employment and Support Allowance (all categories)

Another state benefit other than JSA, Universal Credit or ESA

DATA PROTECTION & PRIVACY NOTICES

Data Protection Notice:

In accordance with the Data Protection Act 2018, you are advised that the information submitted on this form will be used for the purposes listed below and will be stored electronically. Your consent to record and process these details is required. If you are unwilling to provide your consent to the recording and processing of this information, including the use of your image for the purposes described, the College may be unable to offer you a course place and may withdraw any offer already made. If you require any further information about this matter, please contact the Data Protection Officer at DPA@dnccolleges.ac.uk.

Additionally I give my consent to DN Colleges Group recording and processing information about me in the following categories:

- Race and ethnic origin
- Physical or mental health and medical condition
- Criminal records
- Sexual Orientation
- Religion and Belief

The information collected by the College will be used for the following purposes and will be shared with educational partners such as Awarding Organisations, Schools, Local Authorities and other Colleges which relates to your education, training, employment, general advice services:

- Course administration and management, guidance and monitoring
- Checking suitability and fitness for course places
- Managing and maintaining a safe and healthy College environment
- Managing the absence control policy
- Managing duties and obligations under the Disability Discrimination Act
- Statistical Monitoring to ensure that the College complies with Equal Opportunities good practice
- Issuing of travel passes for full time learners aged 16–18

Your employer – to organise the payment of course fees and any safeguarding purposes

Your School – for under 16 year olds regarding attendance, progress and behaviour will be periodically provided

For students who are under 18

Whilst you are under 18, your parent(s) and/or guardian(s) will only be contacted or information disclosed to them when the relevant personnel within the College believes it is in your best interests to do so, following full consultation with you, where possible. This may be in connection with your attendance, academic progress or performance and/or with disciplinary proceedings for academic and non-academic offences.

You will be encouraged to enable your parents / guardians to view your on-line Report as this contains summary information on your progress, performance and highlighting any concerns that the College may have regarding your academic progress. You will have an opportunity to see and comment upon this report when it is prepared.

The College will also capture and store electronic images for use on ID cards and CCTV for other health and safety and security purposes for preventing and investigating crime. For further information regarding how the College is committed to protecting your personal data in line with the General Data Protection Regulation (EU) 2016/679 and Data Protection Act 2018. Our Privacy Notices provide more detailed information, and are specifically tailored to enquirers/students, visitors, suppliers/organisations and parents/guardians/third parties. These are available on our website.

Privacy Notice - 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) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. Our lawful basis for using your special category personal data is covered under Substantial Public Interest based in law (Article 9(2)(g)) of GDPR legislation. This processing is under Section 54 of the Further and Higher Education Act (1992).

The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well-being purposes, including research.

We retain your ILR learner data for 20 years for operational purposes (e.g. to fund your learning and to publish official statistics). Your personal data is then retained in our research databases until you are aged 80 years so that it can be used for long-term research purposes. For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr>

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training.

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/departments-for-education/about/personal-information-charter>) and the DfE Privacy Notice (<https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education>)

If you would like to get in touch with us or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways:

Using our online contact form https://form.education.gov.uk/service/Contact_the_Department_for_Education

By telephoning the DfE Helpline on 0370 000 2288

Or in writing to: Data Protection Officer, Department for Education (B2.28), 7 & 8 Wellington Place, Wellington Street, Leeds, LS1 4AW

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>

Learning Records Service Privacy Notice – Unique Learner Number (ULN)

The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Department for Education (DfE) in England. For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notices>

STUDENT DECLARATION

I confirm that I have received appropriate initial assessment and guidance from College staff which covered the choice and suitability of programme (including course content, duration of programme, course accreditation and progression routes available), entry requirements and support arrangements.

- I am aware that copies of the College Rights & Responsibilities and other parts of the Learning Agreement are available on request. I agree to abide by these regulations, student policies and Procedures and conduct myself accordingly
- Any disclosures contained within this form will be treated sensitively and used only for the benefit of students. Non-disclosure could affect our ability to respond to your needs
- I agree to the monitoring of my attendance
- I have satisfied the entry requirements of the programme
- I have not been and am not currently subject to expulsion from the College
- My enrolment is accepted subject to payment of relevant fees and the conditions in any offer letter being met
- The College reserves the right to cancel or change courses without prior notice should circumstance dictate
- **Data Protection Consent** - I understand that the information stated above will be used only for the purpose set out in the Data Protection Notice above, and my consent is conditional upon the College complying with their obligations under the Data Protection Act 2018.
- I understand that the College reserves the right to cancel or amend classes due to unforeseen circumstances and operational reasons and that it may withhold certificates where there are outstanding monies or unreturned items. I am aware of the College's Fees and Charging Policy. I understand that all fees due must be paid at enrolment and may only be refunded in specific circumstances as described in the College's Refunds Policy.
- I certify that I have read and understand the declaration and regulations and the information I have been given on this form is correct to the best of my knowledge and belief. I undertake to notify the College of any changes to the information provided on this form as soon as they occur.

Student Signature

Agreement Date

D	D	M	M	Y	Y	Y	Y

STAFF DECLARATION

Assessment and guidance was provided for the programme and covered the following key areas: implications of the choice of the student's programme of study, entry requirements to the chosen programme for the student; any financial or other support required by the student; an assessment of the suitability of the programme.

I confirm that, as far as I am able to determine, the student has provided an accurate record and has met the entry criteria for this programme of study.

College staff Signature

Date

D	D	M	M	Y	Y	Y	Y

Name

PROGRAMME OF STUDY DETAILS – MUST BE COMPLETED BY MEMBER OF COLLEGE STAFF

A full time programme will include organised tutorial sessions and progression and development weeks. You will also have the opportunity, as appropriate to your studies to undertake a range of other activities to develop your skills including problem solving, employability (including work experience where relevant) and personal and social development.

COURSE 1 DETAILS

Course Code

Course Title

Aim Group

Start Date End Date

Total GLH Fund Source

Fees – to be charged at enrolment

Type	Full Fees	Fee Remission	Support Fund	Fee Type Code
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Tuition

Reg Fee

Exam Fees

Materials

Total

Has the student taken this qualification at this College before?

Yes **No** **If Yes**, provide reason for retake:

Previously unsuccessful To improve existing pass grade

Subcontractor Name

COURSE 2 DETAILS

Course Code

Course Title

Aim Group

Start Date End Date

Total GLH Fund Source

Fees – to be charged at enrolment

Type	Full Fees	Fee Remission	Support Fund	Fee Type Code
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Tuition

Reg Fee

Exam Fees

Materials

Total

Has the student taken this qualification at this College before?

Yes **No** **If Yes**, provide reason for retake:

Previously unsuccessful To improve existing pass grade

Subcontractor Name

English and mathematics are essential qualifications. If you have not achieved a GCSE grade C or above or new GCSE 9 to 4 in either subject and are aged 16-18 you must continue to work towards that subject. This is a mandatory requirement of your enrolment.

English GCSE?	Yes	No	Grade	Year achieved	Achieved by year 11?	Yes	No
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Maths GCSE?	Yes	No	Grade	Year achieved	Achieved by year 11?	Yes	No
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English	Not required	GCSE
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Functional Skills (Select Level)	L2 L1	E3 E2 E1
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Course Code:

Maths	Not required	GCSE
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Functional Skills (Select Level)	L2 L1	E3 E2 E1
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Course Code:

TUITION FEES

If fees are payable for your course, who will be paying?

I will be paying my fees by the following method:

Cash/Card
Cheque
Direct Debit
Advanced Learning Loan

Employer/Sponsor will be paying my fees (you will need written confirmation on headed paper from your sponsor stating their intent to pay the fees)

Employer/Sponsor Name:

Contact name & Tel no.

Address (inc. postcode)

Payment of Debts to the College

If you fail to pay any debts due to the College, information relating to these outstanding debts will be forwarded to a Debt Collection Agency who will pursue any outstanding debts on behalf of the College. Full terms and conditions can be found within the College Tuition Fee Policy. Tuition fees are due at the time of enrolment. You may be exempt from paying fees because of your age, level of course or because you are in receipt of certain benefits.

I am claiming fee remission and have completed a 'benefits waiver' form or a 'L2/3 entitlement' form which must be included with this enrolment form

Comments