



### 3. Ethnic Origin

Please tick one of the boxes below to describe your ethnic origin.

#### White

- 31 English / Welsh / Scottish / Northern Irish / British
- 32 Irish
- 33 Gypsy or Irish Traveller
- 34 Any other white background

#### Asian / Asian British

- 39 Indian
- 40 Pakistani
- 41 Bangladeshi
- 42 Chinese
- 43 Any other Asian background

#### Other ethnic group

- 47 Arab
- 98 Any other ethnic group
- 99 Not known / not provided

#### Mixed / multiple ethnic group

- 35 White and Black Caribbean
- 36 White and Black African
- 37 White and Asian
- 38 Any other mixed / multiple ethnic background

#### Black / African / Caribbean /

##### Black British

- 44 African
- 45 Caribbean
- 46 Any other Black / African / Caribbean background

### 4. How did you find out about the Course/College

- 1 Prospectus
- 4 Direct from College
- 5 Careers Advisor
- 98 Other ie, school, newspaper, leaflet/poster, library (please specify)
- 6 Employer
- 7 Friend or relative
- 8 Open Day
- 9 College Website
- 12 British Council
- RS Returning Student

### 5. Additional Support

Please tick any of the boxes which are relevant. A member of the Learning Skills Team will contact you to discuss your support needs.

#### Do you consider yourself to have a disability (L15)?

- 01 Visual impairment & will need extra help
- 02 Hearing impairment & will need extra help
- 03 Disability affecting mobility
- 04 Other physical disability & will need extra help
- 06 Emotional/behavioural difficulties
- 07 Mental health difficulty
- 08 Temporary disability after illness (e.g post-viral or accident)

#### No Yes If Yes, please specify below

- 09 Profound complex disabilities
- 10 Aspergers Syndrome
- 05 Other medical condition which could affect my studies e.g epilepsy, ME, diabetes please state:

- 05a Asthma

#### Do you consider yourself to have a learning difficulty (L16)? No Yes If Yes, please specify below

- 01 Moderate learning difficulty
- 02 Severe learning difficulty
- 10 Dyslexia
- 11 Dyscalculia

- 19 Other specific learning difficulty
- 20 Autism spectrum disorder
- 90 Multiple learning difficulties

### 6. Previous Education/Qualifications

Please tick the box showing your highest qualification: (please see qualifications explained on website).

- 01 Level 1 (e.g. NVQ Level 1)
- 02 Full Level 2 (e.g. 5 GCSEs & above or 2 AS/A2s)
- 03 Full Level 3 (e.g. 4 AS/A2s)
- 04 Level 4 (e.g. First Degree)
- 05 Level 5 (e.g. Postgraduate)
- 07 Other - below Level 1
- 09 Entry Level
- 98 Not known
- 99 No qualifications

Did you receive additional support at school Yes  No

If you have been in full-time education in the last three years please give the name of the school or college:

I do not give permission for the school named above to forward records of my education to date to City of Bath College

## 7. Employment. Are you?

Please tick one box.

- 06 Employed - full-time
- 07 Employed - part-time
- 08 Unemployed (through redundancy) and in receipt of income-based JSA
- 09 Unemployed (through redundancy) and in receipt of income-based ESA
- 10 Unemployed (through redundancy) and **not** in receipt of income-based JSA or ESA
- 11 Unemployed (through reasons other than redundancy) and in receipt of income-based JSA
- 12 Unemployed (through reasons other than redundancy) and in receipt of income-based ESA
- 13 Unemployed (through reasons other than redundancy) and **not** in receipt of income-based JSA or ESA
- 14 Unemployed (reason not known/not provided) and in receipt of income-based JSA
- 15 Unemployed (reason not known/not provided) and in receipt of income-based ESA
- 16 Unemployed (reason not known/not provided) and **not** in receipt of income-based JSA or ESA
- 17 Economically inactive
- 98 Not known/not provided

### Section A

**1. Are you?** Please tick one box.

- In secure employment
- Threatened with redundancy

**2. Type of employer** Please tick one box.

- Public sector
- Small medium (1-249 employees)
- Large organisation (250+)

**3. In which employment sector are you currently working?** Please tick one box.

- Agriculture
- Food, Drink & Tobacco
- Public Admin & Defence
- Services (other)
- Engineering
- Professional Services
- Chemicals
- Utilities (gas, water, elec)
- Mining & related
- Transport & Comms
- Education
- Health Services
- Textiles & Clothing
- Construction
- Distribution and Hotels
- Other
- Bank and Business
- Manufacturing (other)
- Metals & Minerals
- Not known

### Section B

**If you are unemployed/retired, how long have you been unemployed/retired?** Please tick one box.

- Less than 6 months
- 6-11 months
- 12-23 months
- 24-35 months
- Over 36 months
- Unknown

## PART TWO

### 1. Course details

Course for which you are enrolling

Please note all fees are due regardless of withdrawal from the course(s) (See terms and conditions of enrolment)

Course code	Course Title	Start Date	End Date	Total Cost (£)
-				
-				
-				
-				

**If you are aged 19 or above, please complete the following questions:**

Do you already have a full Level 2 qualification Yes  No

Do you already have a full Level 3 qualification Yes  No

Please see **6. Previous Education/Qualifications** of this form for a full list of our full Level 2/Level 3 qualifications.

If you do not have a Full Level 2 or 3 qualification, you may be entitled to free tuition (examination and registration fees still apply), please see the fee section in the Part-Time Prospectus for clarification and eligibility. If you meet the criteria, please complete the C01 section at the end of this form.

## PART THREE

### 1. Fees

If you are paying the full fee, please proceed to the next section.

If you are applying to pay a reduced fee you will need to provide:

- The letter of proof of benefit/award for Income based Jobseeker Allowance (JSA) Income-based Employment Support Allowance (ESA) from the Jobcentre Plus (JCP) dated after 30/06/11. If the letter you currently hold is prior to this date an up-to-date letter can be obtained from the JCP. Please note Contribution - based JSA or ESA does not entitle you to a reduced fee.
- additional form C01 if you are claiming remission for a full Level 2 or 3 course
- C025 - Application for a Reduction in College Fees form

#### Employer

If your employer is paying your fees, please attach Authority for Invoicing Fees form C015.

#### Student Loans

If your fees are being paid by Student Finance Direct, please provide a copy of the final Student Finance Notification.

All forms are downloadable from our website: [www.citybathcoll.ac.uk/howtoenrol](http://www.citybathcoll.ac.uk/howtoenrol)

### 2. How to pay

You can pay by cash, credit/debit card, postal order or cheque.

#### Cheques

Should be made payable to City of Bath College

#### Credit Card Authorisation

I authorise City of Bath College to charge my Access/Visa/Delta/Maestro account:

Card number	<input type="text"/>				
Start Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Expiry Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Issue number	<input type="text"/>	Amount	<input type="text"/>	Security Code	<input type="text"/>
Postcode	<input type="text"/>	House number	<input type="text"/>		
Name on card	<input type="text"/>				
Card holder's Signature	<input type="text"/>				

Are you an Apprentice? (tick box)

Yes  No

Who is your employer? (tick box)

City of Bath College  Other

#### Data Protection Act 1998

The College abides by the Data Protection Act 1998. The personal information you have provided will be processed by the College for the purposes of providing educational and related services. The information may be disclosed to specific third parties, such as the Learning Partnership West and examination boards if relevant.

The College's Data Protection Policy and Data Sharing Declaration can be found at:

[www.citybathcoll.ac.uk/privacy](http://www.citybathcoll.ac.uk/privacy)

Please note that parents have no automatic right to information about their sons/daughters but it may, in certain circumstances, be beneficial for the College to liaise with parents, provided the student is given the opportunity to object to a disclosure being made.

If you disclose a learning disability, the information will be used for the purpose of determining what adjustments, if any, are reasonable to ensure you are not put at substantial disadvantage. The information will be disclosed only to those staff that need to know in order to implement such reasonable adjustments.

## STUDENT DECLARATION

I declare to the best of my knowledge that the information I have given is correct and that should my circumstances change I will inform the College immediately.

- I agree to abide by the terms and conditions of the College as set out in the College Prospectus 2011/12.
- I confirm that I have received guidance and assessment in relation to choice and suitability of the programme of study, entry requirements and support available. I am aware that I am entitled to further impartial guidance about my choice of programme of study from the College.

I understand that City of Bath College will need to process personal information about applicants/ students in order to make admissions decisions and to provide education and training in accordance with the details set out above.

I confirm that all the information on this form is correct and I understand that if I have declared false information the provider may take action against me to reclaim the tuition fees and any support costs provided.

Signature of Student:  Date:

### Contact from funding agencies and other external bodies:

**Please tick if you do not want to be contacted:**

- for surveys and research
- about courses or opportunities
- under any circumstances

**Please tick if you do not wish to:**

- share your data with the Learning Records Service

The YPLA, Skills Funding Agency or its partners may wish to contact you from time to time about courses or learning opportunities relevant to you. The data you supply will be used by the Skills Funding Agency to issue you with a Unique Learner Number (ULN) and share information about your learning. Further details of how your data is processed and shared can be found at [www.learningrecordservice.org.uk](http://www.learningrecordservice.org.uk)

**Please tick if you do not want to be contacted by:**

- Phone
- Email
- Post

**Please note, aside from this, if there is an issue with the course running, the College may need to contact you by telephone.**

### FOR COLLEGE STAFF ONLY

Name of Lecturer initiating enrolment

Signature of Lecturer  Date:

Signature of data inputter  Date:

Enrolment check



# Declaration of Previous Qualifications 2011-2012

Please complete the section which applies to the level of your course

**FIRST LEVEL 1**

I am aged 19 and over, and I am studying a Level 1 qualification in a new subject. I declare I do not have one of the Level 2 or Level 3 qualifications listed below, and I intend to use the Level 1 qualification as a progression route to a full Level 2 or a full Level 3 qualification.

Name:

Signed:

Date:

**FIRST LEVEL 2**

I am aged 19 and over and studying my first full Level 2 qualification and I declare I do not have one of the following qualifications listed below:

- 5 GCSEs at grade A\* - C
- O level passes
- CSEs grade 1
- 2 AS/A2 levels
- NVQ 2
- Intermediate GNVQ or higher
- Edexcel/BTEC 1st Diploma or higher
- City and Guilds part 2
- NVQ 3
- NVQ 4
- GNVQ Advanced
- Edexcel National Diploma or higher
- Access to Higher Education course
- HND/HND
- First degree/Higher degree

Name:

Signed:

Date:

**FIRST LEVEL 3**

I am aged 19-24 (inclusive) and studying my first full Level 3 qualification and I declare I do not have one of the following qualifications listed below:

- 4 AS/A2 levels
- NVQ 3
- NVQ 4
- GNVQ Advanced
- Access to Higher Education course
- Edexcel National Diploma or higher HND/HND
- First degree/Higher degree

Name:

Signed:

Date:

**FOR OFFICE USE ONLY**

Signature on behalf of the Tutor  Date: