



Richmond upon Thames College

Student Enrolment: Adult & Part-time

Academic Year 2016/2017

Instructions for enrolment using this form

1. Complete all sections of the form
2. Sign 'Student Signature'
3. Post completed form plus payment or employer details to RuTC addressed to:

Admissions | Richmond upon Thames College | Egerton Road | Twickenham | TW2 7SJ

Name/Personal Details (Please complete your details in **BLOCK CAPITALS**. Tick appropriate boxes.)

Office Use Only Student ID	Surname	Title	<input type="checkbox"/> Male
			<input type="checkbox"/> Female
	Forename(s)	Date of Birth	
	Address	Unique Learner Number	
City	Post Code	National Insurance Number	

Phone Number	Mobile	Email

Nationality on passport Lived in UK for last 3 years? Yes No

If **NO**, which country?

Employer's Details

Name	Employer Contact Name	
Address	Employer Reference	
City	Post Code	Email

How did you hear about Richmond upon Thames College? Please tick whichever applies

<input type="checkbox"/> Careers Guidance	<input type="checkbox"/> RuTC website	<input type="checkbox"/> Family/Friends	<input type="checkbox"/> Floodlight	<input type="checkbox"/> Professional Bodies
<input type="checkbox"/> Job Centre	<input type="checkbox"/> Library	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Hotcourses	<input type="checkbox"/> Trade Magazine
<input type="checkbox"/> Employer	<input type="checkbox"/> Other websites	Other (please Specify)		

If you are currently a student elsewhere, please give the name of the institution and course

Please enrol me on the following course(s)

Course Name	RuTC Code	Start Date	End Date	Planned Hours	Course Fee	Exam Fee
e.g. Fabrication and Welding Level 1	XEOPA C0002	14/07/16	17/07/16	20	£399	

Details of course name, code, dates and fees are available on our website and in adult course guide.

Prior attainment
The highest qualification I have achieved

01 Level 1 (1 AS level/ level 1 diploma or NVQ / other foundation level qualification / GCSE 5 or more grades D-G or fewer than 5 grades A*-C)

02 FULL Level 2 (5 GCSE grades A to C / Level 2 Diploma or NVQ / 1 A level / 2 or 3 AS levels / other full intermediate level qualification)

03 FULL Level 3 (2 x A levels / Level 3 Diploma or NVQ / 4 or more AS levels / other full advanced level qualification)

07 Other qualification below level 1

09 Entry level

10 Level 4 – QCF Award/ Certificate/ Diploma/HNC

11 Level 5 – QCF Award/ Certificate/ Diploma/HND

12 Level 6 – QCF Award/ Certificate/ Diploma/ Bachelor’s Degree

13 Level 7 and above

97 Other qualification level not known (please specify)

99 No qualifications

Depending on your age, employment status and prior attainment you may be entitled to a fee concession.
Contact Admissions on 020 8607 8302 to discuss.

Ethnicity
Please select one of the options below

White	Mixed/ Multiple ethnic group
<input type="checkbox"/> 31 English / Welsh / Scottish / Northern Irish / British	<input type="checkbox"/> 35 White and Black Caribbean
<input type="checkbox"/> 32 Irish	<input type="checkbox"/> 36 White and Black African
<input type="checkbox"/> 33 Gypsy or Irish traveller	<input type="checkbox"/> 37 White and Asian
<input type="checkbox"/> 34 Any other White background	<input type="checkbox"/> 38 Any other mixed / multiple ethnic background
Asian/ Asian British	Black/ African / Caribbean/ Black British
<input type="checkbox"/> 39 Indian	<input type="checkbox"/> 44 African
<input type="checkbox"/> 40 Pakistani	<input type="checkbox"/> 45 Caribbean
<input type="checkbox"/> 41 Bangladeshi	<input type="checkbox"/> 46 Any other Black / African / Caribbean background
<input type="checkbox"/> 42 Chinese	Other ethnic group
<input type="checkbox"/> 43 Any other Asian background	<input type="checkbox"/> 47 Arab
	<input type="checkbox"/> 98 Any other ethnic group

Learning Difficulty / Disability or Health Need

The following information is required to ensure that all applicants can fully access their chosen course and college facilities.

Do you consider yourself to have any of the following? No Yes **If Yes, please tick all that apply**

<input type="checkbox"/> 04 Visual impairment	<input type="checkbox"/> 05 Hearing impairment	<input type="checkbox"/> 06 Disability affecting mobility
<input type="checkbox"/> 07 Profound complex disabilities	<input type="checkbox"/> 08 Social and emotional difficulties	<input type="checkbox"/> 09 Mental health difficulty
<input type="checkbox"/> 10 Moderate learning difficulty	<input type="checkbox"/> 11 Severe learning difficulty	<input type="checkbox"/> 12 Dyslexia
<input type="checkbox"/> 13 Dyscalculia	<input type="checkbox"/> 14 Autism Spectrum Disorder	<input type="checkbox"/> 15 Aspergers syndrome
<input type="checkbox"/> 16 Temporary disability after illness or accident	<input type="checkbox"/> 93 Other physical disability	<input type="checkbox"/> 94 Other specific learning difficulty e.g. dyspraxia
<input type="checkbox"/> 95 Other medical condition (e.g. epilepsy, asthma, diabetes)	<input type="checkbox"/> 96 Other learning difficulty	<input type="checkbox"/> 97 Other disability
<input type="checkbox"/> 98 Prefer not to say		

If you ticked more than one, which one might impact most on your learning? Please state the relevant number:

Do you have an Education Health Care plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a Section 139A/LDA?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you consent to the information about your disability or health need being shared to enable us to make reasonable adjustments?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Employment Status		MUST be completed by ALL learners	
You MUST supply your National Insurance Number on the front page if you are learning in the workplace or referred by JobCentre Plus			
Please tick ALL the appropriate boxes below			
<input type="checkbox"/> 10 In paid employment		<input type="checkbox"/> 11 Not in paid employment, looking for work and available to start work	
<input type="checkbox"/> Self employed		Length of unemployment	
<input type="checkbox"/> Employed for less than 16 hours per week		<input type="checkbox"/> Less than 6 months	
<input type="checkbox"/> Employed for 16-19 hours per week		<input type="checkbox"/> 6-11 months	
<input type="checkbox"/> Employed for 20 hours or more per week		<input type="checkbox"/> 12-23 months	
		<input type="checkbox"/> 24-35 months	
Employer Identifier (9 digit EDS ID) If workplace learner		<input type="checkbox"/> 36 months or more	
Length of Employment		Benefit Status Indicator	
<input type="checkbox"/> Employed for up to 3 months		<input type="checkbox"/> In receipt of Job Seekers Allowance (JSA)	
<input type="checkbox"/> Employed 4 months to 6 months		<input type="checkbox"/> In receipt of Employment and Support Allowance - Work related Activity group (ESA WRAG)	
<input type="checkbox"/> Employed 7 months to 12 months		<input type="checkbox"/> In receipt of a state benefit other than JSA, Universal credit or ESA (WRAG)	
<input type="checkbox"/> Employed for more than 12 months		<input type="checkbox"/> In receipt of Universal Credit	
		<input type="checkbox"/> None of the above	
Other		<input type="checkbox"/> Mandated to learning by Job Centre Advisor (LDM318)	
<input type="checkbox"/> In full time education or training prior to enrolment			
Household Situation (tick any that apply)		<input type="checkbox"/> 12 Not in paid employment, not looking for work and/or not available to start work	
<input type="checkbox"/> No household member is employed AND household includes one or more dependent children		Benefit Status Indicator	
<input type="checkbox"/> No household member is employed and NO dependent children		<input type="checkbox"/> In receipt of Job Seekers Allowance (JSA)	
<input type="checkbox"/> Learner is in single adult household with dependent children		<input type="checkbox"/> In receipt of Employment and Support Allowance - Work related Activity group (ESA WRAG)	
<input type="checkbox"/> None of the above		<input type="checkbox"/> In receipt of state benefit other than JSA, Universal credit or ESA (WRAG)	
<input type="checkbox"/> Learner has withheld this information		<input type="checkbox"/> In receipt of Universal Credit	
		<input type="checkbox"/> None of the above	
Enrolment Fee Information			
<p>Fees: Fee paying students are required to pay in full (including any exam/registration fees) on signing this enrolment declaration unless the employers have provided a letter or email to confirm that they will pay RuTC on receipt of an invoice.</p> <p>For courses where an awarding body or professional organisation demands a registration fee independent of the College, the student is required to pay these fees directly to the registering body. This also applies to charges for exam papers.</p> <p>Cancellation and Refund Policy: if the College cancels a course or changes the dates, days or time and you can no longer attend, you are entitled to a full refund. Refunds can only be made in exceptional circumstances and are at the discretion of the College Curriculum Directors. Refunds, if applicable, will only be made to the debit/credit card used for the original transaction.</p> <p>Concessions: under certain circumstances you may be eligible for a fee concession. Failure to provide adequate evidence of eligibility will result in full fees being payable. Please contact RuTC Admissions on 020 8607 8302 for further details or visit our website www.rutc.ac.uk</p>			
My fees will be paid by			
<input type="checkbox"/> Cheque (payable to RuTC)	<input type="checkbox"/> Invoice Employer/ Sponsor		
<input type="checkbox"/> Fee Concession	<input type="checkbox"/> *Credit/ Debit card	<input type="checkbox"/> Cash	
<input type="checkbox"/> HE loan	<input type="checkbox"/> Instalment plan negotiated with Finance	<input type="checkbox"/> Advanced Learner Loan	
*for your own security please phone 020 8607 8347 or visit our website to pay online			

Declaration

I agree I had sufficient information about my programme of study and received advice and guidance from the following source(s).
Tick **all** that apply

<input type="checkbox"/> RuTC Admissions team	<input type="checkbox"/> Course tutor/interviewer
<input type="checkbox"/> RuTC website	<input type="checkbox"/> Other (please specify)

I understand the College expects all students whilst on the College premises and in the local community to act in a responsible, mature and orderly fashion and to maintain good standards of behaviour whilst engaged in College activities.
I undertake to inform the College of any changes in my programme or personal circumstances, which may affect my eligibility for tuition fee remission (fee concession).
I understand the College reserves the right to alter fees or tutors and to reschedule, cancel or combine courses.
I understand the fee information and accept I am liable to pay the full fee unless I provide evidence of eligibility for fee concession
I understand if my employer is paying or contributing to the fees, they have the right to regular updates on my progress.
I understand I must carry and display College ID at all times while on College premises.


Student Signature: _____ Date _____

College Representative Signature: _____ Date _____

College Representative Name (Print) _____

Your signature confirms that you have read and accepted use of your data by the agencies listed below and in accordance with College policy set out in the data protection statement. For a copy of the College data protection statement contact Admissions office in the first instance. Alternatively access it on Moodle Student Zone in the College Policies section.

Data Protection / Privacy Policy

<p>Privacy Notice - How We Use Your Personal Information</p> <p>This privacy notice is issued by the Skills Funding Agency (SFA) on behalf of the Secretary of State for Business Innovation and Skills to inform learners of how their personal information will be used for statutory and other legitimate purposes by:</p> <ol style="list-style-type: none"> 1. The SFA, an executive agency of the Department of Business Innovation and Skills (BIS) 2. BIS 3. The Department for Education (DfE), including the Education Funding Agency 4. Any successor bodies to these organisations 5. By other bodies with who data is shared by the SFA <p>BIS and the DfE (largely for learners age 16-18) are data controllers of this information. You may be contacted after you have completed your programme of learning to establish whether you have entered employment or gone onto further training or education You may be contacted by the English European Social Fund (ESF) Managing Authority, or its agents, to carry our research and evaluation to inform the effectiveness of the programme.</p>	<p>This activity is part-financed by the European Union through the European Social Fund. The ESF supports activities to extend employment opportunities and develop a skilled workforce.</p> <div style="text-align: center;">  European Union <small>European Social Fund</small> </div>
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You can opt out of contact for certain purposes by certain methods by ticking one or more boxes below:

<input type="checkbox"/> With more information about courses/learning opportunities	<input type="checkbox"/> By post
<input type="checkbox"/> For surveys and research	<input type="checkbox"/> By email
	<input type="checkbox"/> By telephone

Office use only

<input type="checkbox"/> Adult single budget	<input type="checkbox"/> Advanced Learner Loan	<input type="checkbox"/> HE
<input type="checkbox"/> Full cost recovery (no funding)	<input type="checkbox"/> RuTC staff development	<input type="checkbox"/> ESF
<input type="checkbox"/> Franchised IN/Sub-contracting	<input type="checkbox"/> 16-19 funding	<input type="checkbox"/> Apprenticeship

Special Contract (please specify)

Office Use									
Fees Paid				Total Tuition Fees			Cashier		Waiver
Date	Invoice	Paid	Receipt Number	Student		Tuition			
				Employer		Exam			
				Other		Other			
				Fees reimbursed by employer		Total			
Student Records Backcheck				Enrolment incomplete stage (circle) 1 2 3 4 5 6					Waiver Code

Enrolment Method			
Enrolment Method:	In Person	Online Enrolment	Phone/Postal