

Your Personal Details: please write clearly in ball point pen and complete all questions

Title <small>(Mr/Mrs etc)</small>	Forename(s):	Surname:	
Gender: M/F	Previous Name(s):	Date of Birth:	NI No:
Address:	home:		
	mobile:		
	e-mail:		
Time Spent at this address:	years	months	

EMERGENCY CONTACT		LEARNER ELIGIBILITY	
Name:	Relationship:	I confirm that I have been resident in the UK for 3 or more years prior to the start of my course yes/no	
Contact Number:		If NO state where you have been resident: _____	
		My nationality is: _____	

My Ethnic Origin (please tick one) Possible comment on equal opportunity policy

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

Details of any Disability, Health Problems and/or Learning Difficulty

Do you consider yourself to have a disability or medical condition that may affect your learning? **yes / no**

Please give Details: _____

Additional Support for Your Learning (please tick all that apply)

Would you like extra help with any of the following?

Numbers <input type="checkbox"/>	Reading <input type="checkbox"/>	Writing <input type="checkbox"/>	Spelling/Grammar <input type="checkbox"/>	Spoken English <input type="checkbox"/>	Study Skills <input type="checkbox"/>	How can we contact you? Phone <input type="checkbox"/>	Do not contact Letter <input type="checkbox"/>
						Email <input type="checkbox"/>	

Before the course I was (please tick one)

Employed Full Time Self Employed In Full Time Education/Training 14-19 NEET Retired
 Employed Part Time Unemployed and in receipt of JSA ESA (WRAG) Other benefits Other: _____

Qualifications Declaration:- Before the course I had the following Qualifications (please tick all that apply or state level/number)

No. of GCSE A-C No. of AS Levels No. of A Levels NVQ Level No Qualifications
 First Cert / Diploma National Cert / Diploma HNC/HND Degree Other _____

About Your Course: please complete with details from the prospectus

Course Code	Course Title	Start Date	End Date	Weeks	Total Hrs

About Your Fee:

REDUCED FEES Students must provide evidence to support a claim for reduced tuition fees. Exam Fees are still payable for students 19 & over.	I am eligible for & I have completed the Qualification Declaration Section above & do not hold a qualification of same level/higher than my course.
I am: aged 16-18 on 31/08/2011 <input type="checkbox"/>	Level 2 Entitlement <input type="checkbox"/>
On an eligible Skills for Life Course <input type="checkbox"/>	19-24 Level 3 Entitlement <input type="checkbox"/>
I am in receipt of: Job Seekers(JSA) <input type="checkbox"/>	On an eligible Entry/Level 1 Course as a Step Up to a Full Level 2 Course <input type="checkbox"/>
Employment Support Allowance(ESA) in a Work Related Activity Group <input type="checkbox"/>	
My Employer has agreed to pay my fees. I have attached a letter of authority.	I am paying for the course(s) listed above. I have enclosed payment as:
Company Name _____	Cash <input type="checkbox"/>
Address _____	Cheque <input type="checkbox"/>
	Credit/Debit Card <input type="checkbox"/>
	I will be claiming the fee back from my employer <input type="checkbox"/>

Your Learning Agreement with Kidderminster College

I have read and accepted the Learning Agreement, Data Protection agreement and the terms and conditions as published. I have received advice and guidance about the course. I confirm that I intend to continue my learning programme to achieve the full qualification as stated. I confirm that all my statements are true and accurate. I agree to notify the college of any changes in my personal details. I understand that if I have declared false information, action may be taken to reclaim the tuition and other fees and any associated costs from me.

Student Signature: _____ **Print Name:** _____ **Date:** _____

Enrolling Officer I confirm that I have given advice and guidance and assessed the suitability of the course for the learner and for fee remission, the learner has received, Entry requirement details, Details of Course Content. Access and welfare information.

Staff Signature: _____ **Print Name:** _____ **Date:** _____

If you do not wish to be contacted about courses/learning opportunities, for surveys or research by Government Agencies please tick post phone email

For Office use only: (to be completed by College Staff)

Benefit evidence - Student falls within the governments/college tuition fee remission policy and the college has agreed to remit 100% of tuition fee normally chargeable. Copies of evidence will be taken to support fee remission. Exam fees may still be payable.

CIS	Notes	FEES	Till Print
Received Date		Tuition	
Processed by		Exam & Registration	
Processed Date		Other	
Scanned Date		Total	
		Remission	
		Total Charged	

Postal and Telephone Credit Card Payments

Name on Card:	Card No	Valid From	/
Card Type:	Issue No	Security Code	Expiry /

COLLEGE INFORMATION

THE COLLEGE'S MISSION

Kidderminster College's aim is to deliver high quality education and training to the community it serves.

COLLEGE CHARTER

The Charter is a practical document, which is both a statement of the student's rights, obligations and responsibilities when studying at this College and a source of information for existing and prospective students. It details the key points of the College policy in terms of equal opportunities, health and safety and the rules and procedures which allow the College policies to be implemented. Copies of the Charter may be obtained from Student Services.

COLLEGE REGULATIONS

Students are enrolled on the understanding that they accept the College regulations in force at the time of their enrolment, and any others, which may be issued from time to time, and are willing to abide by them. Some of the key regulations are summarised below.

Admission to the College is at the discretion of the Principal or other senior members of staff in charge at the time.

SAFETY

The College is subject to the requirements of the Health and Safety at Work, Act 1974 etc., including all supporting Acts and regulations. Safe working procedures have been established throughout the College and students will be expected to comply with these at all times. Students must co-operate with the College in all matters appertaining to health and safety and may not intentionally or recklessly interfere with or misuse anything provided, in the interests of health, safety and welfare.

PROTECTIVE CLOTHING

In the interests of safety, students must provide themselves with suitable protective clothing for some courses and wear them as required when in Workshops, Salons and other specialist rooms. Eye protection must be worn whenever carrying out tasks involving risk of eye injury. Proper footwear, giving reasonable protection, must be worn at all times.

ATTENDANCE

Students are expected to attend College on a regular basis. An attendance monitoring system is in place. If a student is ill or absent from College for any other reason they should follow the procedure outlined in the student handbook, issued to each student at the start of the year. Failure to observe these regulations may result in a student being asked to withdraw from their course

During classes, students are not allowed to leave the premises where they are working without permission from the teaching staff.

PRIVATE PROPERTY

Kidderminster College is not responsible for any personal property lost or left whilst at College. Money or valuables should not be left in coats, bags, etc. Private property left on the premises and not claimed within a reasonable time will be disposed of.

TRAVEL TO COLLEGE

The College is committed to Green Travel and supports walking, cycling and the use of public transport. The College does not have its own car parking facilities and students travelling to college by car are encouraged to car-share.

DAMAGE

Students individually or collectively, will be held responsible for any damage done by them to buildings, fixtures, furniture or appliances and may be called upon to pay towards the cost of the repair or replacement.

STUDENTS' WORK

Students must complete and submit work as required by their Learning Programme. Failure to do so may result in students being asked to leave the programme. All work carried out in the College involving the use of College materials becomes the property of the College and may be used for exhibition purposes. Examples of craftwork, etc, not required by the College may be purchased by the students, normally at the cost of the materials used (when these materials were purchased by the college).

MATERIALS AND TEXT BOOKS

Students will provide all the materials required for their classes as directed. The College may also require from each student a contribution towards consumable materials. Students will not be issued with books or materials until these fees are paid.

EXTERNAL EXAMINATIONS – FEES AND REGULATIONS

All examination candidates are responsible for entering for the correct examination before the closing date, and for obtaining dates, times and rooms from examination timetables displayed in the College. Most full-time students will not be expected to pay examination fees. If in doubt, please see the Registrar.

The fees for all Examining bodies are reviewed annually and are displayed as soon as possible on College notice boards.

Failure to sit an examination after the entry has been submitted to the Examining body will result in the student concerned being required to reimburse the cost of the examination fee to the College, there will also be an administration charge.

CHANGE OF ADDRESS OR OTHER CIRCUMSTANCES

Any changes to your address, status, benefit circumstances or employer (if the employer is paying your fees) must be notified to the College as soon as possible. Amendment forms for this purpose are available from Student Services.

DISCIPLINE

In signing the Learning Agreement, students agree to behave in accordance with the College disciplinary procedures explained in the Student handbook and on the Student Learning Zone on the College computer systems.

SMOKING

Kidderminster College is a public building and therefore **SMOKING IS NOT PERMITTED** anywhere on College premises, or in the zoned areas immediately outside the College

ALCOHOL, ILLEGAL SUBSTANCES & GAMBLING

The consumption and bringing of alcohol and illegal substances onto college premises is strictly forbidden. Gambling is also forbidden and any student believed to be in breach of regulations in respect of alcohol, illegal substances or gambling will be subject to suspension.

MOBILE PHONES, RADIOS, etc.

Mobile phones must be switched off during classes or whilst in the Library. Students are asked not to play portable music devices on the College premises.

STUDENTS' UNION

The Students' Union exists to encourage the development of College societies, to arrange visits of general interest and social events. It is administered by students assisted by members of the teaching staff.

PERSONAL INFORMATION - DATA PROTECTION AGREEMENT

How We Use Your Personal Information

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Young People's Learning Agency for England ("the YPLA") to meet legal duties under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training.

Further information about use of and access to your personal data, and details of partner organisations are available at:

<http://skillsfundingagency.bis.gov.uk/privacy.htm>, <http://www.ypla.gov.uk/privacy.htm> and <http://www.learningrecordservice.org.uk/privacy-copyright.htm>

Tick the box overleaf if you do not wish to be contacted in respect of surveys and research from the above agencies.

Data will also be sent to Awarding Bodies to be processed for registration, entry, marking, assessment and the issue of results and certificates. Information may be sent to the above agencies electronically, via the Internet. It is College policy to publish examination achievement data. Where relevant, information about your progress may be passed to other interested parties, for example your parents, employer or sponsor.

By signing the data protection consent, you give the College your consent to hold and process information about you for purposes connected with your study or your health & safety, or for any other legitimate reason in accordance with the College policies and Data Protection Registration.

You should be aware that the College premises are protected by closed circuit television (CCTV). The information collected by the CCTV cameras will be used for College security and the prevention and detection of crime. Where necessary, information may be passed to the police or the courts.

Further information about data confidentiality is available on request from the Data Co-ordinator on 01562 820811.

DISABILITY DISCRIMINATION ACT 1995

The college is committed to ensuring that disabled people, including those with learning difficulties, are treated fairly.

The college welcomes the Disability Discrimination Act (as amended by the Special Education Needs and Disability Act 2001). We will make all reasonable adjustments to all aspects of the college to avoid substantial disadvantage to any disabled student or other disabled people.

If you are a disabled person, please ensure that we know what you need so that we can make all reasonable adjustments to help you succeed. Student Services will be glad to take any message or details of your needs.

YOUR LEARNING AGREEMENT

This document constitutes a Learning Agreement between the student and Kidderminster College, and may be amended by additional attached signed papers.

By signing the agreement, you are accepting the aims, mission and regulations of the College and agreeing to behave in accordance with them. You agree that:

- You formally accept the learning programme specified in this agreement
- You have received appropriate assessment and guidance
- You are aware of the entry requirements and the implications of the programme of study
- You understand the terms and conditions of this agreement as stated below
- You are expected to enter or register for examination(s)
- If an employer has sponsored your studies, the College will disclose information on your learning programme, progress, conduct and achievement
- You will inform the College immediately if your personal details or change during your learning programme

TERMS AND CONDITIONS

The College, in complying with section 13 of the Supply of Goods and Services Act, 1982, will carry out its services with reasonable care and skill.

Indirect and consequential loss to you is excluded from our liability.

The college will be diligent and impartial, and will act in good faith in its dealings with you. It reserves the right to withdraw or cancel any course at any time in the light of reasonable and relevant circumstances. In such cases, the College's liability will not extend beyond reimbursement of fees paid.

This document is the primary agreement between yourself and the College and supersedes any other information, advice or offer that you may have received from the College.

The College accepts no liability for loss of or damage to personal property on College premises/activities.

REFUND OF FEES

The College will refund fees for classes closed within three weeks of starting in full. Otherwise the College will only refund fees in the following cases:

- For the current academic year
- Withdrawal because of student's ill health or other exceptional reason approved by the Principal and Chief Executive.

In the above cases an administration charge of £15 will be made.

A form requesting the refund of fees is available from Student Services.

NON PAYMENT OF FEES

Non payment of any College charges may result in the use of College learning resources being withdrawn.