

Enrolment Form

www.HillsRoadAdultEducation.co.uk

adulted@hillsroad.ac.uk

01223 278002



**Hills Road
Sixth Form College
Adult Education**

Please complete in **full** and in **CAPITAL** letters

Last name:

First name: **Title:**

Address 1:

Address 2:

Address 3:

Post code:

Date of birth: dd/mm/yyyy **Gender M/F:**

Daytime tel. no

Alternative tel. no.

email:

Course name[s]:

Tuition fee [£] **Material fee [£]**

Day & time of course[s] **Start date[s]:**

Supporting your needs

The document 'Adult Education - supporting your needs' gives full details of the ways in which we support students. This information can be found on the College website: www.hillsroad.ac.uk/adult/student-support

Are you aware of any specific needs that you have as an Adult Education student about which you would like to make the College aware? Yes No

Do you consider that you have a disability or special learning need(s)? Yes No

If yes, you will be given a disability and/or special learning needs form to clarify your personal circumstances. We would like to ensure that you will be fully supported during your period of study at the College.

Do you require a disabled parking space? Yes No

Have you followed a course here before?

Last term Previous term(s) Never

Where did you find out about your course(s)?

- | | |
|---|---|
| <input type="checkbox"/> Cambridge News & Crier | <input type="checkbox"/> www.hotcourses.com |
| <input type="checkbox"/> LA Fitness screen | <input type="checkbox"/> Guided bus screen |
| <input type="checkbox"/> Radio | <input type="checkbox"/> South Cambs magazine |
| <input type="checkbox"/> Cambridge Floodlight | <input type="checkbox"/> Adult Education Prospectus |
| <input type="checkbox"/> Hills Road website | <input type="checkbox"/> www.cambridgeshire.net |
| <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Other-please specify: |

Have you been a resident in the UK for 3 years or more? Yes No

To help us monitor our **Single Equality Scheme** and to comply with our legal obligations, you are requested to describe your ethnic origin by ticking below. The information you supply will be kept strictly confidential.

- | White | Mixed/multiple ethnic Group | Asian/AsianBritish | Black/African/Caribbean/Black British | Other ethnic group |
|---|---|---|--|--|
| <input type="radio"/> English/Welsh/Scottish/
Northern Irish/British | <input type="radio"/> White & Black Caribbean | <input type="radio"/> Indian | <input type="radio"/> African | <input type="radio"/> Arab |
| <input type="radio"/> Irish | <input type="radio"/> White & Black African | <input type="radio"/> Pakistani | <input type="radio"/> Caribbean | <input type="radio"/> Any other ethnic group |
| <input type="radio"/> Gypsy or Irish Traveller | <input type="radio"/> White & Asian | <input type="radio"/> Bangladeshi | <input type="radio"/> Any other Black/African/
Caribbean background | |
| <input type="radio"/> Any other White
background | <input type="radio"/> Any other Mixed/multiple
ethnic background | <input type="radio"/> Chinese | | |
| | | <input type="radio"/> Any other Asian
background | | |

Employment/qualification status

The government and funding agencies require that we obtain information from students regarding their employment and qualification status. The information you supply will be kept strictly confidential. Please enter your details below:

Employment status

- 16 hours or more per week less than 16 hours per week Self-employed

Not in paid employment

- Not in paid employment and looking for work Not in paid employment and not looking for work (e.g. retired or full-time student)

If you aren't in paid employment, how long have you been unemployed?

- Unemployed for less than 6 months Unemployed for 6-11 months Unemployed for 12-23 months
 Unemployed for 24-35 months Unemployed for more than 36 months

Are you in receipt of any of the following benefits?

- Job Seekers Allowance (JSA)
 Employment & Support Allowance - Work Related Activity Group (ESA WRAG)
 Other state benefit

Qualifications currently achieved - please tick the highest level of qualification in the list below

- Level 1**
Entry level, pre-GCSE, BEC general certificate, BEC diploma, BTEC first certificate, C&G operative awards, CPVE Year 1, NVQ, RSE elementary (first level), RSA vocational certificate.
- Level 2**
GCSE, O level or equivalent, BEC general certificate with credit, BEC diploma with credit, BTEC first diploma, C&G higher, GNVQ intermediate, LCCI certificate, NVQ2, PEI stage 2, Pitmans Intermediate level 2, RSA diploma.
- Level 3**
AS, A levels, advanced qualifications, BEC national ONC/OND, C&G advanced, LCCI diploma, NVQ3, Pirman level 3 advanced Higher certificate, RSA stage 3, TEC certificate/diploma, Access to HE, ESOL & foreign languages advanced awards.
- Level 4**
Degree (BSc, BA) BEC national HNC/HND, BTEC national NHC/HND, higher education certificate, higher education diploma, LCCI advanced level, NVQ level 4, Nursing (SRN), RSA advanced certificate, RSA higher diploma.
- Level 5**
Post graduate qualifications e.g. MSC, MBA PhD, Continuing Education diploma, NVQ level 5, other high level professional qualifications.

Terms and Conditions

Payment is required before attending classes. Cash, cheques, credit/debit card payments are welcome and enrolments can be accepted from the week after half term. Payment can be made either online, by telephone, by post, in person at the Adult Education office at the College, or during the relevant enrolment evening. Please make cheques payable to Hills Road Sixth Form College.

Payment for course by employer - if your employer has agreed to pay for your course, please have the following details available at enrolment: company name, company contact, address & postcode, telephone number and email address.

Fees for short courses (10 weeks or less) should be paid in full when you enrol.

Refunds will be paid in full when a class is closed at the discretion of the College, or if you cancel your enrolment at least two weeks before the course starts. If you decide to cancel less than two weeks before the course starts you will receive a 50% refund. Unfortunately we cannot offer a refund if a course has already started. However, you may be able to transfer to another class or we can offer you a credit which you can redeem against a future course. A part refund will be given to individual students withdrawing from a course on medical grounds (evidence required), a £20 administration charge will apply.

Course closure is unfortunately sometimes necessary due to lack of student enrolments or unforeseen circumstances. Occasionally, the start of courses may be delayed by one week to enable further students to sign up. If courses have to be closed, students will be informed as soon as possible, refunded the full tuition fee, and given guidance on other courses available.

The College cannot guarantee that the courses listed in this prospectus will run, or that they will necessarily be repeated in future programmes.

The course end-date is subject to change due to unforeseen circumstances such as tutor illness and/or adverse weather conditions etc.

All other Terms and Conditions including College policies can be found on our website at www.hillsroad.ac.uk/adult.

Student declaration

1. I agree to abide by the expectations contained in the Adult Education Student Guidelines, found at www.hillsroad.ac.uk/adult/student-support or available from the Adult Education office.
2. I give my consent for selected personal data to be sent to relevant government agencies and understand that such information will be held on a database registered under the Data Protection Act (1998).
3. I understand that I may withhold permission for photographic images of myself to be used for promotional purposes. I also understand that I can opt out of future correspondence by email from the College. I will inform the Adult Education Office if I wish to do either.
4. I am aware that further information about data confidentiality may be obtained from the Adult Education Office.

Signature [student]

Date: