

Course code:	
Course title:	

Enrolment form



OFFICE USE

Student No:

The names you enter below will appear on any examination certificate you may receive.

Surname:
Forename:
Title: <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mr Other _____
Date of birth:
Home address: Postcode: How long have you lived at this address?
Email:
Home tel:
Mobile tel:
National Insurance Number:

Nationality:
Parent/carer name (for under 19s):
Parent/carer telephone (for under 19s):
Parent/carer email (for under 19s):
Emergency contact name: Emergency contact address: Postcode: Emergency contact tel:
Are you currently in care? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you recently left care or have you ever <input type="checkbox"/> Yes <input type="checkbox"/> No been looked after? <i>(This means you have had or are currently receiving support from a social worker or have been subject to a Special Guardian order)</i>

Do you consider yourself to have a serious health condition? Yes No

If yes, you may be contacted by the college. It is the responsibility of the learner to declare any complex medical or health conditions.

In the College we support many students who need additional support for difficulties with reading or writing, or with a learning difficulty or a disability.

Do you have a learning difficulty or disability? Yes No Do you think you may need additional support? Yes No

In the event of an emergency, would you need assistance evacuating the building? Yes No

Do you believe you will need one-to-one assistance on your course (eg. for a physical disability, Yes No visual/hearing impairment)?

Please indicate the nature of your disability, learning difficulty, or health problem and indicate which is the one you believe could most impact your learning by placing a tick in the 'primary' column below:

	Primary		Primary		Primary
Visual impairment	<input type="checkbox"/> <input type="checkbox"/>	Dyslexia	<input type="checkbox"/> <input type="checkbox"/>	Other physical disability	<input type="checkbox"/> <input type="checkbox"/>
Hearing impairment	<input type="checkbox"/> <input type="checkbox"/>	Dyscalculia	<input type="checkbox"/> <input type="checkbox"/>	Other specific learning difficulty(eg. Dyspraxia)	<input type="checkbox"/> <input type="checkbox"/>
Disability affecting mobility	<input type="checkbox"/> <input type="checkbox"/>	Anxiety	<input type="checkbox"/> <input type="checkbox"/>	Other medical condition (eg. Epilepsy, Asthma, Diabetes)	<input type="checkbox"/> <input type="checkbox"/>
Profound complex disabilities	<input type="checkbox"/> <input type="checkbox"/>	Depression	<input type="checkbox"/> <input type="checkbox"/>	Other learning difficulty	<input type="checkbox"/> <input type="checkbox"/>
Social and emotional difficulties	<input type="checkbox"/> <input type="checkbox"/>	Autism spectrum disorder	<input type="checkbox"/> <input type="checkbox"/>	Other disability	<input type="checkbox"/> <input type="checkbox"/>
Mental health difficulty	<input type="checkbox"/> <input type="checkbox"/>	Asperger's syndrome	<input type="checkbox"/> <input type="checkbox"/>	Prefer not to say	<input type="checkbox"/> <input type="checkbox"/>
Moderate learning difficulty	<input type="checkbox"/> <input type="checkbox"/>	Temporary disability after illness (eg. post-viral or post-accident)	<input type="checkbox"/> <input type="checkbox"/>		
Severe learning difficulty	<input type="checkbox"/> <input type="checkbox"/>	Speech, language and communication needs	<input type="checkbox"/> <input type="checkbox"/>		

Have you lived outside the European Union in the last 3 years (excluding holidays of less than 3 months)? Yes No
 If yes, please give details of countries and dates:

Country:	From:	To:

Qualification(s) on entry - All qualifications must be listed below

Qualifications and Level Gained/Predicted:	Year achieved:	Grade:
GCSE Maths		
GCSE English		
Other Qualifications:		

Qualifications and Level Gained/Predicted	Year achieved:	Number achieved:
Other GCSEs at Grade A* to C (9 to 4)		
Other GCSEs at Grade D or below (3 or below)		
A Levels		
AS Levels		

For certain funded courses (identified by the Government), the course fee may be waived (subject to checking) for a first full Level 2 qualification for any learner aged 19-23 who has not already achieved to a full Level 2 standard (e.g. 5 GCSEs at Grade A*-C or the equivalent) or above. This is also available for learners aged 19-23 on their first full Level 3 ESFA funded qualification, who have not already achieved a full Level 3 qualification. (e.g. 2 x A Levels or a Subsidiary Diploma) or above.

A learner may have their course fee waived on some Entry and Level 1 qualifications, if they are aged 19-23 and have not achieved to a full Level 2 qualification standard or above and who undertake an Entry/Level 1 course as a step-up to a Level 2 qualification.

If you consider yourself to be eligible for any of these, please sign the relevant declaration below:

I confirm, to the best of my knowledge, that I have not achieved a full Level 2 course before	Signature
I confirm, to the best of my knowledge, that I have not achieved a full Level 3 course before	Signature

Are you currently employed?

Yes No Self-employed Retired

I declare that I want to enter employment or progress and I believe that this course will help me do so

I earn less than £338 a month (or less than £541 a month as a household)

I am in receipt of the following benefit: (Receipt of benefit does not guarantee fee remission)

Per week, I work:

Less than 11 hours 11–20 hours

21–30 hours More than 30 hours

If unemployed, I have been out of work for:

Fewer than 6 months 24 to 35 months

6 to 11 months More than 36 months

12 to 23 months

Do you earn less than £15,736.50 per year? Yes No

If you can provide evidence of this you may be eligible for fee remission for certain courses.

If applicable, I have been informed of the availability of the Advanced Learner Loan Yes

Please indicate your ethnicity below:

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

Mixed or multiple ethnic group

35: White and Black Caribbean

36: White and Black African

37: White and Asian

38: Any other mixed or multiple ethnic background

Black/African/Caribbean/Black British

44: African

45: Caribbean

46: Any other Black/African/Caribbean background

47: Arab

98: Any other ethnic group

Please indicate your gender below:

Female

Male

Gender fluid

Transgender

Non-binary

Other

Prefer not to say

Please indicate your sexual orientation below:

Heterosexual/straight

Gay woman/lesbian

Gay man

Bisexual

Asexual

Pansexual

Unsure

Other

Prefer not to say

Please tick which of the following statements apply (one or more may apply):

No member of the household in which I live (including myself) is employed

The household that I live in includes only one adult (aged 18 or over)

There are one or more dependent children (aged 0–17 years or 18–24 years if full time student or inactive) in the household

None of these statements apply

I wish to withhold this information

Do you have any relevant* spent** or unspent criminal convictions, any outstanding court proceedings, or are you on any offenders register?

Yes No

*Relevant convictions means convictions for offences:

- Against the person, whether of a violent or sexual nature
- Involving the unlawful supply or use of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking
- Arson

**If you are applying for a course in health, social work, sport, childcare or involving work with children or vulnerable adults previous criminal convictions may affect your ability to attend work placements and possibly achieve your course. If you declare that you have a conviction, you will be asked to complete a separate information sheet. This is to help us assess any potential risks to yourself or others in the College. Having a criminal record will not necessarily prevent you from studying at the College depending on the nature of the course and the circumstances and background of the offence. If you do not disclose a relevant conviction then this could result in disciplinary action by the College.

FEES POLICY

- Refunds will only be available as a result of course closure/cancellation where an alternative is not available. No refunds will be initiated if classes are cancelled for circumstances beyond the college's control
- If the decision to withdraw from the course is that of the student, for all courses that run for an academic year, if a student has attended for under 28 calendar days after the course has commenced, or fails to start, an administration charge of £30 will always be payable. If the course is shorter than an academic year and the student withdraws prior to 2 weeks, an administration charge of £30 will always be payable for non-international courses. For withdrawals after these dates the full fee will be due
- For courses where Government loans are available, for all courses that run for an academic year, once a student has attended for more than 28 calendar days after the course has commenced, they will be liable of the difference between the fee due and the amount that the Student Loan Company pay to the college
- Students with any outstanding debt will not be allowed to enrol on any course until the debt has been paid in full
- The student is liable to pay the full fee until they have provided either the relevant sponsor confirmation form/letter, relevant benefit evidence, authorised CPD form, or any other supporting documentation required
- The student will be liable to pay the full fee if the Student Loan Company reclaims a fee that they have initially paid to the college
- If the student is excluded from lessons due to an outstanding debt with the college, their IT account will be disabled, they will not be permitted entry into any campus, will be excluded from College awards events and may not receive any Certificates or Transcripts until the debt has been paid in full
- If the student decides to intercalate/defer their studies they will be charged course fees on the number of credits completed and achieved in-year; or if no credits have been achieved, the number of weeks of tuition received; with the balance payable when they return
- If the student does not return to the college after suspending/deferring their studies in the previous academic year, they will be liable to pay the difference between the full fee due and the amount already paid for that academic year
- Late Starters please refer to Section 15 of the Fees Policy (available on the college website) for the academic year 2018/19
- **I understand that I will incur fees** if I decide to withdraw or am asked to leave a course in line with the Greater Brighton Metropolitan College Tuition Fees Policy

Course code:			
Course title:			
Campus	<input type="checkbox"/> Broadwater	<input type="checkbox"/> Central Brighton	
	<input type="checkbox"/> East Brighton	<input type="checkbox"/> Shoreham	
	<input type="checkbox"/> West Durrington		
Expected start date:		Planned end date:	
Course fees:			
For academic year 2018/2019			

LEARNING AGREEMENT

Please read this section carefully. If there is anything you are unsure about please contact admissions before signing.

I confirm that information and advice about my choice of learning programme was provided or was available to me through the prospectus, other College Information or via College staff. As a result of this information and advice

I confirm:

- I understand the entry requirements of my chosen programme
- The learning programme suits my needs, progression and personal ambition
- I acknowledge having read the privacy notice contained within this enrolment form and have indicated my contact preferences.
- I agree to wear my student ID badge so it is clearly visible at all times whilst on College property, and I understand that I may be refused entry without it
- I understand that my fee status must be assessed each year, and that I must enrol every year for each course
- In signing below I am agreeing to behave in accordance with the College's Code of Conduct. If I break this agreement, I understand that I may be subject to disciplinary action. Full versions of the Code of Conduct are also available on the college intranet or from course tutors
- The College operates published policies, procedures and guidelines on its various functions including Financial Assistance, Fee Payment, Admissions and Absence. By enrolling at the College I agree to be governed in accordance with the published policies, procedures and guidelines as they relate to my year of academic study
- Greater Brighton Metropolitan College has a Code of Practice on the use of computer systems. I agree to the College viewing computer records including email that I generate on the College's equipment
- A check was carried out to see if previous experience or qualifications could be counted towards my course
- I know what additional support (practical, childcare, tutor, financial) is available in order to help me complete the course
- I confirm that the information provided to Greater Brighton Metropolitan College is correct
- I agree to abide by the regulations of Greater Brighton Metropolitan College, including smoking restrictions, Health & Safety regulations and appropriate attendance at timetabled class, which I understand maybe monitored
- I agree to inform the college in writing of the following
A) Any change in circumstances that may affect my fee status
B) Any medical condition which may affect my performance on the learning programme or in other College activities
C) Any change in contact details e.g. address, telephone number, email
- I understand that all courses are subject to alteration or cancellation in the light of demand and patterns of attendance
- It is my intention to complete the programme and register for qualifications if applicable
- I understand that this form is a Learning Agreement between myself and Greater Brighton Metropolitan College
- I confirm that I have not/am not/do not intend to study an equivalent qualification at a different college

If you are happy for us to contact you with related course information and College events, please tick this box.

You can unsubscribe at any time by clicking the link in one of our emails or emailing marketing@gbmc.ac.uk.

Please sign to confirm you have read and understood this statement.

Learner Signature _____

Date: DD/MM/YY

Staff Signature _____

Date: DD/MM/YY

Privacy Notice (How we use student information)

We, Greater Brighton Metropolitan College (the College), collect personal information about yourself in order for you to enrol as a student and to allow you to use College systems and services. Primarily, your personal data may be used for:

- Administrative services, such as course registration, examination, and certification
- The provision of student support services and other student guidance
- Statistical, funding and research purposes, relating to education, training, employment and well-being

When we do collect your personal data, we are regulated under the General Data Protection Regulation (GDPR) which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

The categories of student information that we collect, hold and share include:

- **Identity and Contact Data:** personal information (such as name, date of birth, next of kin details, unique learner number, national insurance number, home address, email address and telephone number)
- **Characteristics Data:** gender, sexuality, ethnicity, nationality, country of birth, country of domicile)
- **Disabilities Data:** Disclosed and assessed learning difficulties / disabilities.
- **Historical Data:** Prior attainment levels and the details of previous educational institutions attended
- **Employment Data:** Current employment status details
- **Criminal Data:** Criminal convictions and offences
- **Attendance Data:** Attendance information (such as sessions attended, number of absences and absence reasons)
- **Study Data:** Study programme details
- **Assessment Data:** grades awarded, modules completed, qualifications completed
- **Destination Data:** destination and progression records (such as name of institution/organisation that a student attends upon leaving the College)

Why we collect and use this information

We use your personal data:

- to support student learning and achievement
- to track, monitor and report on student progress
- to provide appropriate pastoral care
- to ensure the health, safety and wellbeing of students
- to assess the quality of our services
- to meet statutory funding arrangements
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We will process your personal data for one or more of the following lawful grounds:

- Where we need to perform the contract we are about to enter into or have entered into with you
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests
- Where we need to comply with a legal or regulatory obligation
- Where we need to in order to protect your health and well-being or the health and well-being of someone else – for example, other students
- Where we rely on your consent – for example, where you agree we can send you information about our other courses

We call the above grounds Fundamental Grounds in the rest of this section.

When we process certain types of data called "special categories of personal data" (which may include, for example, Characteristics Data, Disabilities Data, Historical Data, Attendance Data and Assessment Data), we will process these special categories of personal data on one or more of the Fundamental Grounds together with one or more of the following lawful grounds;

- Where we have obtained your explicit consent
- Where we need to assess your capacity to study
- Where we need to collect these types of information for statistical purposes.
- Where we need to in order to protect your health and well-being or the health and well-being of someone else – for example, other students – and you cannot give your consent, or we cannot be expected to obtain your consent, or where you have unreasonably withdrawn your consent
- Where we need to collect and use information about your race or ethnicity to identify or keeping under review the existence or absence of equality of opportunity or treatment between persons of different racial or ethnic origins, with a view to enabling such equality to be promoted or maintained, and, where we do so. We will put in place appropriate safeguards for your rights and freedoms

When we process Criminal Data, we will process this data for one or more of the Fundamental Grounds and because we are authorised to do so under the laws of the United Kingdom or because we are doing it under the control of an official authority. Please contact us if you need details about the specific legal ground we are relying on to process your personal data.

Collecting student information

Whilst the majority of student information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain student information to us or if you have a choice in this.

Storing student data

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

For European Union (EU) funded projects, we are required to keep records until 31st December 2025.

Who we share student information with

We routinely share student information with:

- educational institutions that the student attends after leaving the College
- educational institutions that the student has attended before joining the College
- local authorities
- the Department for Education (DfE)
- the Education and Skills Funding (ESFA)
- the Office for Students (OfS)
- the Learner Records Service (LRS)
- the National Careers Service
- any other Government Agency where we are required to share your data
- those organisations awarding the qualifications that we offer
- parents / carers / guardians (of students below 19 years of age)
- employers that sponsor a student on a course of study
- debt collection agencies
- audit agencies
- organisations who provide student work experience / placements

We will not share your personal information with any other third party.

Why we share student information

We do not share information about our students with anyone without consent unless the law and our policies allow us to do so.

The College has a policy of sharing information in respect of academic progress and attendance with parents, carers and guardians of students below 19 years of age. We also have a policy of sharing the same information with employers that sponsor a student on a programme of study.

We share student data with the DfE, ESFA, OfS and other Government agencies, or partners of those organisations, on a statutory basis. This data sharing underpins college funding and educational attainment policy and monitoring.

Data collection requirements:

To understand what learner personal data is collected by the DfE, through the ESFA, and how it is handled, go to:

www.gov.uk/government/publications/esfa-privacy-notice

To find out more about the statutory data collection requirements placed on us by DfE and its agencies, go to:

www.gov.uk/education/data-collection-for-further-education-providers

Youth support services

Students aged 16+:

We will also share certain information about students aged 16+ with our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13–19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit your local authority website.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils and students in schools and colleges in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools and colleges, local authorities and awarding bodies.

We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the Individualised Learner Record (ILR). Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to: www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information.

The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil and student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: www.gov.uk/data-protection-how-we-collect-and-share-research-data

For information about which organisations the department has provided student information, (and for which project), please visit the following website:

www.gov.uk/government/publications/national-pupil-database-requests-received

To contact DfE: www.gov.uk/contact-dfe

Requesting access to your personal data

Under data protection legislation, students and/or, if the student is under 18, parents, have the right to request access to student information that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Shaun Mallin (Deputy Chief Operating Officer and Director of MIS)

LRS offers a Learner Registration Service to allocate Unique Learner Numbers (ULNs). LRS will allow those organisations listed in section 537A of the education act to use the ULN as a key to sharing participation and achievement data in a consistent and approved manner, promoting good information management practice. To opt-out of sharing participation data with organisations listed in 537a of the education act, please tick here.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training. You can agree to be contacted for other purposes by ticking any of the following boxes:

- About courses or learning opportunities By post By email
 For surveys and research By phone

How to pay for your course

Full payment at time of enrolment may attract a 5% discount. Some exclusions apply. This discount only applies to full and part time Further and Higher Education courses of longer than 12 weeks. The discount is not available if you are an international student or on a full cost recovery or self-financing course or applying for funding and/or bursaries.

Payment must be made at time of enrolment. Students who are unable to provide evidence of a successful loan application (if applicable) at enrolment, must enter into an Instalment Agreement.

Payment can be made by the following methods:

Bank Sort Code 20-79-41 Account 73682935; Cash; Credit/Debit Card; Direct Debits; Cheque (payable to Greater Brighton Metropolitan College).

Direct Debits are only available to students if the course fee is over £200 and the course is 12 weeks or longer in duration (3 instalments are available). For non-loan courses a deposit of one third must be paid at enrolment followed by two equal instalments thereafter. Please refer to our Fees Policy on the college website.

For office use

Type of nationality proof seen:		Date seen:	DD/MM/YY
Benefit evidence seen:		Date of document:	DD/MM/YY
Evidence of low income seen:		Date of document:	DD/MM/YY

Fee assessed as Home International Conditional Unconditional Evidence seen

Staff signature: Signature:

Date: DD/MM/YY



You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at ico.org.uk/concerns/ or telephone: 0303 123 1113.

Contact

If you would like to discuss anything in this privacy notice, or if you would like this notice in another format, for example, audio, large print or braille, please contact: Shaun Mallin (Deputy Chief Operating Officer and Director of MIS) email: DPO@gbmc.ac.uk

Greater Brighton Metropolitan College
25 April 2018