







Enrolment Form 20-21

Please complete all the WHITE sections of this form in CAPITAL LETTERS, using a ball-point pen. Shaded areas to be filled in by College Staff.

Section A - All learners

Section B - Learners aged under 19

Section C - Learners aged 19 or over (inc HE Learners)

Section D - Higher Education Learners

Section E - All learners

Section A - All learners

Subcontractor:			Enrolment No:			
1. Are you currently a full time student at any other organisation?			Yes No No			
2. Family name	э:	First name(s):			Middle name:	
Preferred nan	ne (Not nickname or shortened name):					
Legal Sex:		Male Female		NI number:		
Date of birth:				Age:		
3. Please indi	cate your ethnic origin:					
Irish (32) Gypsy or Iri Any other V Mixed/Mul White & Bla	Ish/Scottish/Northern Irish/British (31) sh traveller (33) White background (34) tiple Ethnic Group - ok Caribbean (35) ok African (36)	White & Asian (37) Other mixed/multiple & Asian/Asian British - Indian (39) Pakistani (40) Bangladeshi (41) Ohinese (42) Any other Asian baokg		d (38) [[[Black/African/Caribbean/Black British - African (44) Caribbean (45) Any other Black/African/Caribbean background (46) Other Ethnic Group - Arab (47) Any other ethnic group (98)	
4. Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 EPNE is an inclusive college. You do not generally have to disclose details of 'spent' convictions. However, if the course you are applying for is exempt from the Rehabilitation of Offenders Act because it could involve access to persons who are disabled, addicted to drugs, alcohol or under 18 or over 65 years of age, you must disclose details of all convictions, spent or otherwise. Courses requiring a full disclosure are also subject to a Disclosure & Barring Service (DBS) check. Disclosure of convictions does not automatically affect your admission to the course/programme, but allows the College to undertake a risk assessment and provide support as appropriate. You will be asked to provide further details of spent and unspent convictions if the course requires a Disclosure & Barring Service (DBS) check.						
1. Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?						
2. Are you currently or have you ever been the subject of any investigation or inquiry by the police, a statutory agency or any other body, into abuse or neglect of a child or vulnerable adult or other inappropriate behaviour?						
EPNE Staff: F	Referred to Safeguarding (where required)	Name:		Date:	
5. Home addr	ess:					
					Postcode:	
Tel No:	Mobile N	0:		Email:		

Emergency contacts in (case of accident or illness (if different from pa	arent/carer):	All students. This person must be aged 18+ and must know they are your emergency contact. For 16-18 year olds and 19-24 year olds who have an EHCP, this must be your parent/carer/guardian.			
Name:		Name:				
Tel No:		Tel No:				
Relationship to student:		Relationship	o to student:			
6. Do you want to be cont	acted in respect to surveys and research?	Yes	No			
How do you prefer to be c	ontacted?	Phone	Post Email			
Do you want to be contac	ted about courses or learning opportunities?	Yes	No			
7. Country of residence:		Nationality:				
7A. Have you been a full, legal resident in England or the European Union / Economic Area (excluding Wales, Scotland and Northern Ireland) throughout the past three (3) years for any purpose other than study? European Union member countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom. European Economic Area member countries: loeland, Liechtenstein, Switzerland, Norway and all the eligible British overseas territories and European Union overseas territories listed in the ESFA Funding Rules.						
7B. Do you have UK/EEA	/EU Residency Status? Yes No					
Please confirm your residency status: Exceptional Leave or Enter or Remain* Asylum seeker (6 month residency) Humanitarian Protection* Indefinite Leave or Enter or Remain* Tier 4 Visa/Work Visa Stateless Leave (3 year residence required) Pamily member visa of a legal EU/EEA citizen Discretionary leave to enter/remain* Husband/wife/civil partner/child of any of the above marked with *						
*Exempt from 3 year Resid to validate status.	dency rules - appropriate documentation to be s	sighted	Signature: To be signed by member of staff completing this section.			
8. Please tick your highest qualification (If you have none of the qualifications listed below, please tick None):						
☐ Entry Level 1 (09) ☐ Below Level 1 (07) ☐ Level 1 (01) ☐ Full Level 2 i.e. % GCSE a	Level 4 e	13 i.e. 2 A-Levels/NV .g. HNC (10) .g. HND/Foundation	Level 7 or above e.g. Masters/Post Grad/PhD (13)			
9. For staff use only						
Identity checked?	Yes No (Please state form of ide	entification below	ow):			
Document ref		Date of UK Er	intry (DD/MM/YYYY)			
Passport/ID card Offic	ial letter confirming name & address Exam certii	ficates/results	Birth certificate Driving License ARC/Residency			

10. Do you have any If yes, please tick a				r health problems? one that you consider to be your main need.	Yes		No		
Vision impairme Hearing impairm Limited mobility Profound/comp Social/emotiona Mental health di Moderate learni Severe learning	nent (05) (06) lex disabilities al difficulties (0 fficulties (09) ng difficulty (16	08)		Dyslexia (12) Dyscalculia (13) Autism Spectrum Condition (14) Asperger's Syndrome (15) Temporary disability after illness/accident (16) Speech, Language and communication needs (17) Other physical disability (93)	[[[H	Otl	ner medica		95)
11. Do you have an E	EHCP (Educa	ition Health	n Care Plan)?	Yes		No		
12. Do you need an	y support for	your Spec	ial Educatio	onal Needs or Health problem?	Yes		No _		
13. Previous Qualifi	cations (Plea	ase list all of	f your GCS	Es below and include any additional qualifications yo	ou have))			
Qualification type (e.g. GCSE, BTEC)		Level (e.g.	level 2)	Subject (e.g. History) You must record all qualifications	staken	Grac	le	Year achie	eved
14. Course Code	Group	Со	urse Name		Start dat	e	Planned	end date	Annual Hours

Section B - Learners aged Under 19



Parent/carer name:						
Address:		Postcode:				
Mobile No:	Tel No:	Parent/carer Email:				
Does this person have parenta	al responsibility?	Yes No If no, please state name of person				
Parent/carer name:						
Address:		Postcode:				
Mobile No:	Tel No:	Parent/carer Email:				
Does this person have parenta	al responsibility?	Yes No If no, please state name of person				
Are you living in care or classe	ed as a care leaver?	Yes No No				
Are you a young carer?	Yes No	Are you a young parent? Yes No				
Name of last School or College	e attended:					
Employment status (For those 16-18 on part time study programme only)						
Employed: Paid employment	Self employe	ed				
How long have you been empl	loyed? O to 3	3 months 4 to 6 months 7 to 12 months 12 or more months				
How many hours a week do yo	ou work? O to 10	0 hours per week 11 to 20 hours per week 21 to 30 hours per week 31+ hours per week				
Conditionality Check GG	CSE English grade:	Achieved by year 11 GCSE Maths grade: Achieved by year 11				
(If no grade, insert 'None')		Functional skills vL2 English Yes Functional skills vL2 Maths Yes				
Covid-19 Government Response						
I am 18 years old, enrolling to a course designated as part of the Goverment Covid response, have prior attainment of Level 2 or Level 3 and been unable to secure employment prior to enrolment and the College are unable to offer alternative work-based learning opportunities at the point of enrolment.						
For staff use only						
Remission reason 14-	-18 year old	19-24 with EHCP Full Cost				











Household situation (please tick one)							
A. No household member is in employment a	and the household includes one or more depender	nt children					
B. No household member is in employment a	t children						
C. Learner lives in a single adult household with dependent children							
D. None of A, B or C above applies							
Please complete EITHER section A or B as a	ppropriate:						
A. Employed or Self-Employed: Paid employme	ent Self employed						
How long have you been employed?	0 to 3 months 4 to 6 months	7 to 12 months	12 or more months				
How many hours a week do you work?	0 to 10 hours per week 11 to 20 hours per wee	k 21 to 30 hours per	week 31+ hours per week				
Employer Contact Details (relating to this training) if your employer is paying for your course:							
Name	Tel No	Job title					
Email		Type of business					
Name of Employer (Company name)	Dep	partment					
Address		Postcod	9				
B. Not employed: Not in paid employment and	l looking for work Not in paid employment	and NOT looking for work					
How long have you been unemployed							
Less than 6 months 6 to 11 months	12 to 23 months 24 to 35 m	nonths 36 or	more months				
Do you claim? JSA ES	SA Universal Credit Another Stat	te Benefit Not C	aiming				
For staff use only							
Prior Learning (RPL) and accreditation of prior le	ne level or higher than the qualification for which the learning (APL) and exemption for Previously Certified d RPL or exemption for the current qualification is record/total units):	Achievement must be den					

Section C - Learners aged 19 or older









Course fees (Adult learners only)						
Students doing a course at level 3 (and above) aged 19	or over* - please indicate how course fees will	l be met:				
I am applying for an Advanced Learner Loan lar *Students doing a course at level 3 or above who are 19 or over on the first day		19-23 - Attending a First Full L3 Course (FL3) Budget and fee remission will not apply.				
All other students: I am paying the course fee myself	My employer is paying the fees and I have provided an employer's letter of authority					
Please confirm your circumstances and tick the releva	unt box for fee remission consideration:					
I am in receipt of Jobseekers' Allowance (inc NI Cr	redits)	peipt of Employment and Support Allowance				
I am in receipt of Universal Credit	19-24 yea	rs of age with an EHCP				
I am studying Maths or English (not including ESOI	_) Aged 19-2	23 - Attending a First Full L2 Course (FL2)				
Aged 19-23 - Attending an Entry or Level 1 Course		eeker (evidenoed in 7b)				
as an essential step toward a FL2						
I am employed and my gross salary is less than £1 (or £18,135 (or £9.30 per hour) if you live in a North Combined Authority residential postcode)	7,004.00**	ills Entitlement				
**Gross salary is your pay before deductions are made. You must provide a copy o I am 19 years old, enrolling to a course designated as part of the to secure employment prior to enrolment and the College are u	Goverment Covid response, have prior attainment o	fLevel 2 or Level 3 and been unable				
to secure employment prior to enrolment and the College are t	inable to offer alternative work-based learning opport	tunities at the point of enrolment.				
I am receiving another state benefit not listed above and I can confirm both of the following statements:						
Nant to be employed or to progress to more sustainable improving my employment prospects and the local labor		to Yes No				
2. As an individual I earn less than £338 a month or as a ho	ousehold we earn less than £541 a month.	Yes No				
For staff use only						
Assessment criteria for low wage		4. Other remission evidence				
The learner is employed	Yes No No	Receives JSA				
The learner is eligible to be co-funded	Yes No No	Last paid date: / /20 Amount: £				
The learner cannot contribute towards the cost of co-funding f	ees Yes No	Receives Universal Credit				
The learner earns less than the annual gross salary above	Yes No	Last paid date: / /20 Amount: £				
Evidence of earnings verified using:	Wage slips Employment contract					
	Wage slips must be recent and in all cases must be no more than 3 months old (based on the start date of the learner)	☐ Receives ESA Last paid date: / /20 Amount: £				
2. Evidence - Wage slips or contract of employment	Contract of employment	·				
Wage slips (gross salary before deductions) (a minimum of four if paid weekly and a minimum of two if paid monthly)	Contract date / /	5. Remission reason for the enrolments included on this enrolment form				
	Employer name Gross annual salary £	Enrolment 1: Enrolment 6:				
The learner is paid Weekly Monthly Payslip One Date / /20	Gross annual salary £ Contracted hours per week	Enrolment 7: Enrolment 7:				
Gross salary declared £	Hourly rate £	Enrolment 3: Enrolment 8:				
Hourly rate declared £ Payslip Two Date / /20	P60 and working tax credit notifications are not sufficient evidence of	Enrolment 4: Enrolment 9:				
Gross salary declared £ Hourly rate declared £	gross earnings and cannot be accepted as evidence of earnings for this fee remission category.	Enrolment 5:				
Payslip Three Date / /20 Gross salary declared £	3. Assessing officer decision	6. Assessing officer				
Hourly rate declared £	As the assessing officer I confirm that the learner satisfies and has evidenced entitlement to receive full remission based on the low earnings criteria. The detail on this document is a true and accurate reflection of	Name: Signature:				
Payslip Four Date / /20 Gross salary declared \pounds Hourly rate declared \pounds	Yes (eligible for low remission) No	Date: / /20				

Section D - Higher Education Learners only

You must also complete section C



UCAS Personal ID			
UCAS Application code			
I have applied/am applying for a tuition fee loa	n through Student Finance England	Yes	No
Student Support Number assigned by Student Loan Company			
Term Term accommodation options:			
Private sector Halls (10) College owned and maintained (11)	Parent/Guardian Own residence (7		Other rented accommodation (8) Other (5)
HE Mode of Study	Full time (01)	Part	time (03)
What is the highest qualification you have a	chieved to date		
Title			
Level			
Which best describes your occupation?			
Higher managerial and professional occulous Lower managerial and professional occulous Intermediate occupations (03) Small employers and own-account work Lower supervisory and technical occupations	cupations (06) utions (07) and long term unemployed (08) 19)		
What is your current job title (if employed)			
What industry do you work in (if employed)			

Section E - Signature and declarations - All learners







15. Declaration:

Privacy Notice issued by the Education & Skills Funding Agency - How We Use Your Personal Information This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes. Your information may be used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training. Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation. Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit: https://www.govuk/government/publications/esfa-privacy-notice

Education Partnership North East is registered under the Data Protection Act (registration number Z7456751). Any information you provide during your registration, or subsequently to the College, will be held in accordance with the Act and used for the purposes of managing learning activities. In addition to this, please read through the College Data Protection statement available at: www.epne. acuk General Data Protection Regulation (GDPR) EPNE treats the privacy of its learners and users very seriously and we take appropriate security measures to safeguard your privacy. We protect and manage the personal and sensitive data you provide and share with us, and that we hold about you. You provide us with personal data on the registration form and other associated documents relating to your application, enrolment and attendance with EPNE, this includes your name, address, date of birth, e-mail addresses and prior educational achievements. We use this information to manage and administer your educational programme with us. We may also keep any information contained in correspondence you may have with us by post or electronic methods. We also request some sensitive information from you in order that we are able to assess your eligibility for funding for the educational programme you are undertaking. Without your express consent we are unable to fund your educational programme, this means the legal basis of us holding your personal data is for the performance of a contract, delivery and accreditation of learning and assessment.

EPNE processing includes the use of CCTV to maintain the security of the premises and to prevent, detect and investigate crime. We sometimes need to share the personal information we process with the individual themselves and with other organisations for the purposes of, education, funding, services, training, research, employment and to meet statutory and contractual responsibilities. EPNE reserve the right to contact all learners directly regarding their learning programme with the College, this may include, but is not limited to, participation in surveys and feedback processes managed by EPNE. EPNE staff and employees reserve the right to contact parents and/or guardians with parental responsibility (for learners under the age of 18 on 31/08/2020) regarding attendance, progression, discipline and any other matters that we feel are beneficial to the Learning Plan. The definitions of 'Parent' and 'Parental responsibility' used by the College are those defined Under section 576 of the Education Act 1996. Parental responsibility is defined in section 3(1) of the Children Act 1998. 'Parental Responsibility' have the following rights in relation to the education of a young person aged under 18 at the start of the academic year, a) to attend a college's annual parents' meeting, b) to express a preference when choosing an educational establishment, c) to stand for election or vote as a parent governor, d) to be notified of their right to appeal against a young person's exclusion, e) to receive information on the young person's education, f) to withdraw the young person from religious education and collective worship, g) to initiate or be involved in the procedure for obtaining a statement of special educational needs for the young person.

- Learners aged 19 and over and resident in the North of Tyne area are funded from the North of Tyne Combined Authority (NTCA). Learners aged 19 and over and resident in the Tees Valley area are funded from the Tees Valley Combined Authority (TVCA).
- I confirm I have received impartial and appropriate information, advice and guidance (IAG) about my chosen programme, discussed entry requirements, programme content and the suitability of my
 programme for career and progression opportunities.
- I understand as part of my course/programme I will receive an induction to the College which will include, Health & Safety, Prevent & British Values, Equality & Diversity, my obligations relating to the standard of work, deadlines and how assessment takes place and the College complaints procedure.
- I agree that all financial support, including travel passes, issued by the College is repayable in full if I withdraw or do not complete my studies
- I have been informed that additional learning support may be available to me, should I request it to assist my studies
- Iunderstand that if I have declared false information, action may be taken against me to reclaim the tuition fees and associated costs in line with EPNE Fees
- Policy which has been explained to me. I confirm and accept liability for payment of any and all outstanding fees. A copy of the Fees Policy is available on request. Proof of benefit, income or payment must be made within seven days of the published course start date, the College reserve the right to cancel my registration if fees are not paid or evidence of benefit and/or income is not provided within seven days of the course start date.
- I allow the Learner Records Service (LRS), a service managed by the ESFA to share my data with other learning providers/examining bodies.
- Where my course is financed by the Student Loan Company (SLC) I allow EPNE to share my data with the Student Loan Company (SLC) for the administration of the Ioan associated with my course. I agree the contract is between me as the learner and the Student Loan Company (SLC).

I have read the above statements and privacy statement and acknowledge that I fully understand and agree to them. I understand that the college has a legal contractual obligation and are able to contact me during and after my course in regard to any issue relating to my course, accreditation and certification, funding or destination after completing my course.

In signing this agreement, the named Learner and EPNE (or its approved subcontractor) confirm that the statements included on this document have been read, understood and agreed by both parties. All parties confirm that information provided is true and accurate at the point of collection, providing false or misleading information is a criminal offence. The College confirms that evidence of Learner identity, existence and eligibility has been confirmed and that the Learner qualifies to be funded by the Education & Skills Funding Agency in line with the 2020/21 Funding Rules.

Please confirm you have received and understood the College Privacy Policy https://www.educationpartnershipne.acuk/governance/information-governance/

Why have you chosen to enrol at this college?

Student signature:

Date: Print Name:

EPNE signature:

Date: Print Name:

16. Checked and input by (print name):			
Signature:	Date:		
Total Fee: Payment Method: Start Date:	Deposit: Inst Template: Inst Amount:	Ref No: No. of Insts: Fin Cheok:	