

# Enrolment Form

## Bromley Adult Education College

Nightingale Lane, Bromley BR1 2SQ

Telephone: 020 8460 0020

Fax: 020 8466 7299

Surname Mr/Mrs/Miss/Ms \_\_\_\_\_

Forenames \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Town \_\_\_\_\_

County \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone Numbers: Day \_\_\_\_\_

Evening \_\_\_\_\_

e-mail address \_\_\_\_\_

Date of Birth \_\_\_\_\_

### Other Details – we require you to complete this section to process the enrolment.

#### Thank you

Please describe your ethnic origin by ticking the appropriate box.

#### Asian or Asian British

- (11) Bangladeshi
- (12) Indian
- (13) Pakistani
- (14) Other Asian background

#### Black or Black British

- (15) African
- (16) Caribbean
- (17) Other Black background

#### Mixed

- (19) White & Asian
- (20) White & Black African
- (21) White & Black Caribbean
- (22) Other mixed background

#### White

- (23) British
- (24) Irish
- (25) Other White background

(18) Chinese

(98) Any other

(99) Tick here if you would prefer not to answer this question

How did you find out about this course? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Disabilities and Learning Difficulties

The College is working to ensure that students receive the best service possible. With this in mind, could you tell us if you have any disability and we will try to take this into account when planning your course.

Yes/No *Please delete as appropriate.*

If Yes, would you please describe your disability by ticking the box or boxes below.

- Wheelchair user
- Disability affecting mobility
- Other medical condition eg.epilepsy, asthma, diabetes
- Visual impairment
- Temporary disability after illness or accident
- Multiple disabilities
- Hearing impairment
- Other physical difficulty
- Emotional/behavioural difficulties
- Mental ill health
- Profound/complex difficulties
- Other

If Yes, is there any additional support that you feel you require? If there is, please tell us about it in the space provided.

Do you feel that you have any learning difficulties that we might be able to give you assistance with?

Yes/No *Please delete as appropriate.*

If Yes, would you please describe your learning difficulty for us by ticking the box or boxes below?

- Moderate learning difficulty
- Dyscalculia
- Other specific learning difficulty
- Other
- Severe learning difficulty
- Dyslexia
- Multiple learning difficulties

If Yes, could you tell us what help we might be able to provide for you during your course?

#### DISCLOSURE:

In order to provide you with the best support possible, it may be necessary for the College to disclose this information to your tutor and/or other members of the College staff - do we have your agreement to this?

Yes/No *Please delete as appropriate.*

## Course Details

Course number	Course title	Fee Enclosed
		£
		£
		£
		£
		£

### Payment Details

Method of Payment

Cash     Cheque     Credit Card     Debit Card

Please charge my Mastercard/Visa card/Switch card *(delete as appropriate)*

£ \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Issue No: \_\_\_\_\_ Valid from: \_\_\_\_\_

Credit Card Holder's Name (as it appears on card):

\_\_\_\_\_

Credit Card Holder's Address (if different from overleaf): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Payment Details

I am claiming a reduced fee and attach documentary evidence of my entitlement\*. I will notify the College of any change in my circumstances.

- Job Seekers' Allowance (income based)
- Working Tax Credit (household income under £15,500)
- Housing/Council Tax Benefit (excluding sole occupancy reduction)
- Aged 16-18 before 31.08.08 (on qualifying courses)
- Income Support
- Dependent on benefit recipient
- Pension credit (Guarantee credit only)
- Unemployed in receipt of contribution - based Job Seekers' Allowance

\* (which is less than 3 months old) together with a copy of my passport, birth certificate or home office papers.

## Data Protection Statement

Data Protection Act 1998 - The information you provide will be passed to the Learning and Skills Council (the LSC). The LSC is responsible for funding, planning and encouraging education and training for young people and adults in England, and is registered under the Data Protection Act 1998. The information you provide will be shared with other organisations for the purpose of administration, careers and other guidance, and statistical and research purposes. Other organisations with which we will share information include the Department for Children, Schools and Families, the Department for Innovation, University and Skills, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the LSC or its partners. The LSC also administers the learner registration service (LRS) which will use your information to create and maintain a unique learner number (ULN). The LSC is also a co-financing organisation and uses European Social Funds from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. Further information about partner organisations and the ULN and what they do, may be found at [www.lsc.gov.uk/providers/Data/help/](http://www.lsc.gov.uk/providers/Data/help/) and by following links to data protection.

At no time will your personal information be passed to organisations for marketing or sales purposes. From time to time learners are approached to take part in surveys by mail and phone, which are aimed at enabling the LSC and its partners to monitor performance, improve quality and plan provision.

If you do not wish to be contacted by the LSC or its partners in respect of surveys and research and/or you do not wish the LSC or its partners to contact you from time to time about courses, or learning opportunities relevant to you, would you please advise the College in writing. Correspondence should be addressed to the Principal, Bromley Adult Education College, Widmore Centre, Nightingale Lane, Bromley BR1 2SQ. Please note that you will have the opportunity to indicate your wishes when you complete and hand in your enrolment form - a further opportunity will be provided when you complete your individualised learning record / learning agreement.

Tick this box if you do not wish to be contacted by the LSC or its partners in respect of surveys and research. The LSC values your views on the education or training which you receive, and will use these to help bring about improvements for learners in England.

The LSC or its partners may wish to contact you from time to time about courses, or learning opportunities relevant to you. Please tick here if you do not wish to be contacted about courses or learning opportunities by post.

Further information on partner organisations and data protection issues can be found on the LSC website [www.lsc.gov.uk](http://www.lsc.gov.uk).