

5. Course details

Please list the courses for which you wish to enrol:

Fee level <small>(College use only)</small>	Course code	Course title	Tutor's signature where required*	£	p
Total course fees					
Donation**					
Total					

*If the course requires tutor approval, you must have the tutor's signature on this form before seeking to enrol.

If you have a promotional code please enter it here. Any promotional discounts to the course fee will be applied by the College at the point of enrolment.

Promotional Code

**Please refer to Gift Aid section opposite

6. Fees

6.1 Please tick the fee that applies to you:

Full Fee Concessionary Fee Non-EU Fee Child Fee (special courses only)

6.2 Some learners are entitled to reduced fees or fee remission. Please tick the box that applies to you:

- In receipt of Job Seeker's Allowance (income or contribution based) If you have ticked this box you must provide your National Insurance number _____
- In receipt of Employment & Support Allowance (Work-Related Activity Group). If you have ticked this box you must provide your National Insurance number _____
- Under 19 on 1 September 2011

- Enrolling on a Literacy or Numeracy course
- Studying for your first Full Level 2 qualification
- Studying for your first Full Level 3 qualification and aged 19-24

I declare that I do not have a full Level 2/3 qualification

Learner signature:

- In receipt of any other means-tested benefit (Housing Benefit, Council Tax Benefit, Income Support, Working Tax Credit, Pension Guarantee Credit etc)
- Unwaged dependant of someone in receipt of benefit
- Asylum Seeker receiving the equivalent of benefit
- Category D prisoner
- Main source of income is state pension

Note: Please bring documentary evidence of your entitlement with you when you enrol. If your award letter is more than three months old, please also provide a current bank or other statement showing that you are still receiving the benefit. Please see the information on course fees in the 2011/12 Course guide for further information.

11. Marketing Information

How did you hear about Morley College?

- A Course Guide L Word of Mouth
 B Existing student M Search Engine
 C Hotcourses / Floodlight
 G Advertisement (please specify) _____
 I Flyer, Poster or Leaflet (please specify) _____
 J Other (please specify) _____

12. Statement of accuracy and acceptance

Declaration of student:

- I declare that, to the best of my knowledge, the information I have provided is correct and that should my circumstances change, including my eligibility for concessionary fees, I will notify the College immediately
- I confirm that I have received appropriate advice and guidance on the choice and suitability of my learning programme, the entry requirements and the support available
- I undertake to attend regularly and punctually all courses for which I enrol and conform to the regulations of the College
- If the wrong fees have been charged, I undertake to pay the difference in the fees involved
- I have read and understood the policy on refunds and transfers in the course guide
- I understand that the College reserves the right to change tutors, reschedule, cancel, close or combine courses if necessary
- I agree to abide by the requirements of various Acts covering health and safety and to follow instructions issued by College staff
- I have read, or been given the opportunity to obtain and read, a course outline form.

Privacy statement

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:

www.skillsfundingagency.bis.gov.uk/privacy
www.ypla.gov.uk/privacy and
www.learningrecordsservice.org.uk/documentlibrary/documents/Code+of+Practice+for+Sharing+of+Personal+Information

From time to time the College, or its funding body, may seek your views on the service provided by Morley. The College wants to hear your views, both because they help us improve our service to you and because they can support the case for continued funding of our provision. If, however, you do not wish to be contacted for a survey please tick this box:

The College's funding body may also wish to contact you about courses or other learning opportunities relevant to you. Please tick the boxes if you do not wish to be contacted by the following methods:

post telephone email

Student Signature _____

Date _____

College Signature* _____

Date _____

Please return your completed forms to: Enrolment Services, Morley College, 61 Westminster Bridge Road, London SE1 7HT
Tel: 020 7928 8501 Fax: 020 7928 4074 E: enquiries@morleycollege.ac.uk W: www.morleycollege.ac.uk
To enrol on a course call 020 7450 1889, or visit www.morleycollege.ac.uk to enrol online (full fee paying students only)

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FOR COLLEGE USE ONLY:

Method of enrolment: In person By post Telephone Online Other method _____
(e.g. fax/PDF)

Concessionary Fee evidence attached Information entered into UnitE

**By signing this form, the College employee confirms that they have seen the necessary evidence and entered enrolment details into the MIS system.*