

5 Fee Level:

A: Full Fee

D: Non-EU Fee

B/C: Concessionary Fee

E: Child Fee (special courses only)

If you believe that you are entitled to a reduced fee or fee remission then you must bring current documentary evidence of your entitlement each time that you enrol. If your letter awarding you a benefit is more than 3 months old please also provide a current bank or other statement showing you are still receiving the benefit. Please see the information on course fees in the Course Guide 09/10 for further information. *The only exception to this need for current evidence is when you declare you are dependent on the State Pension Concession.*

Some students are entitled to reduced fees or fee remission. The most usual reasons are shown below:

Aged over 18 and under 19 on 31/08/2009 (C1)

Enrolling on a Skills for Life course (C2)

Studying for first full Level 2 Qualification (C3)

First Full Level 3 Course and aged 19–25 (C4)

In receipt of Job Seekers Allowance (income or contribution-based) (B1 or C5)

In receipt of Income Support (B2 or C6)

Employment and Support Allowance (Income based only) (B14 or C14)

In receipt of Working Tax Credit (where household income is less than £15,276 p.a.) (B3 or C7)

In receipt of Housing or Council Tax Benefit (B4 or C8)

An Asylum Seeker receiving equivalent of income-based benefit (B7 or C11)

Unwaged dependant (as defined by Job Centre Plus) of someone in category above (B5 or C9)

In receipt of Pension Credit (Guarantee Credit Only) (B9 or C12)

Where the main source of income is State (DWP) Pension (B6)

6 Disabilities and Learning Difficulties:

We would like to give you the support you need to attend our classes. Please tick any of the boxes below, if they describe you.

6.1 Do you have a Disability/Learning Difficulty? Yes: No:

If Yes:

6.2 Disability

01 Visual impairment

02 Hearing impairment

03 Disability affecting mobility

04 Other physical disability

05 Other medical condition eg epilepsy, asthma, diabetes

06 Emotional/Behavioural

07 Mental health difficulty

08 Temporary disability

09 Profound or complex disability

10 Aspergers syndrome

90 Multiple disabilities

97 Other disabilities

6.3 Learning Difficulty

01 Moderate learning difficulty

02 Severe learning difficulty

10 Dyslexia

11 Dyscalculia

19 Other specific learning difficulty

20 Autism spectrum disorder

90 Multiple learning difficulties

97 Other learning difficulty

6.4 If you do **not** want your tutor and the learning support team to know this information, please tick this box.

7 Equal Opportunities Monitoring:

To which ethnic group do you belong? (please tick the appropriate box)

11 Asian/Asian British – Bangladeshi

12 Asian/Asian British – Indian

13 Asian/Asian British – Pakistani

14 Asian/Asian British – any other Asian background

15 Black/Black British – African

16 Black/Black British – Caribbean

17 Black/Black British – any other Black background

18 Chinese

19 Mixed – White & Asian

20 Mixed – White & Black African

21 Mixed – White & Black Caribbean

22 Mixed – any other Mixed background

23 White – British

24 White – Irish

25 White – any other White background

98 Any other

99 Do not wish to supply

8**Qualifications:**

What is your highest level of qualification?

- | | | |
|---|--|---|
| 09 <input type="checkbox"/> Entry Level | 03 <input type="checkbox"/> Full Level 3 (2 or more A-Levels or 4 AS Levels), NVQ Level 3, BTEC National Diploma | 97 <input type="checkbox"/> Other qualifications, unknown Level |
| 07 <input type="checkbox"/> Other below Level 1 | | 99 <input type="checkbox"/> No qualifications |
| 01 <input type="checkbox"/> Level 1 (GCSE/O Level Grades D–G) | 04 <input type="checkbox"/> Level 4 (Degree/Teaching qualification) | |
| 02 <input type="checkbox"/> Full Level 2 (5 GCSE/O-Level Grades A–C), NVQ Level 2, BTEC First Diploma | 05 <input type="checkbox"/> Level 5 (Higher Degree) and above | |

9**How did you hear about Morley College?**

- | | |
|---|---|
| A <input type="checkbox"/> Course Guide | F <input type="checkbox"/> Local Press (please specify) _____ |
| B <input type="checkbox"/> I am an existing student | G <input type="checkbox"/> Advertisement (please specify) _____ |
| C <input type="checkbox"/> Floodlight | H <input type="checkbox"/> Email (please specify) _____ |
| D <input type="checkbox"/> Hotcourses | I <input type="checkbox"/> Leaflet (please specify) _____ |
| E <input type="checkbox"/> Morley College website | J <input type="checkbox"/> Other (please specify) _____ |

10**Please indicate your status on the day before you start the course:**

- 01 Employed
 02 In Full Time Education (FE or HE)
 03 Self Employed
 04 Unemployed and actively seeking work
 98 Other

11**If you are unemployed, what is your length of unemployment before starting the course?**

- 01 Less than 6 months
 02 6–11 months
 03 12–23 months
 04 24–35 months
 05 Over 36 months

12**Employer Engagement:**Is your course relevant to your current employment? Yes: No: **13****If you are unemployed what was the reason?**

- 01 Redundancy
 02 Other

14 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 understand that if enrolling by phone or online I must visit Enrolment Services to sign the Enrolment Form & Learning Agreement before I can receive my student card and attend class.
- I have read or been given the opportunity to obtain and read a Course Outline form.

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, Universities 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 <http://www.lsc.gov.uk/providers/Data/help/>, and by following the links to data protection.

At no time will your personal information be passed to organisations for marketing or sales purposes. From time to time students 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 future provision.

- 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.

15 Student Signature _____ Date _____

16 College Signature _____ Date _____

Please return your completed Form 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 To enrol to a course 020 7450 1889

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FOR COLLEGE USE ONLY:

C1. Specify Evidence Seen: _____, *copied and stapled in to this form*

C2. Completed into MIS system by: _____ Date: _____
(name/signature)

C3. Method of enrolment: In person Postal Telephone On-line Other method _____
(e.g. fax/PDF)