

**Criminal Convictions**

Have you ever been convicted of a criminal offence other than petty motoring offences?  Y  N

Do you have any criminal charges pending?  Y  N

**Are you a full-time carer (childcare or adult care)?**  Y  N

If yes, are there any particular needs which you have when attending the course you have applied for? Please give details:

**Information on Data Protection**

The personal information you provide is passed to the Chief Executive of Skills Funding and, where required, the Young People's Learning Agency for England ("the YPLA") to enable those organisations to fulfil their statutory obligations, principally under the Apprenticeships, Skills, Children and Learning Act 2009. Both organisations are registered as data controllers with the UK Information Commissioner's Office.

The information you provide may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education or training. The Skills Funding Agency also administers the learner registration service (LRS) which uses your learner information to create and maintain a unique learner number (ULN). Further information about use of and access to your information is available at: Skills Funding Agency: <http://skillsfundingagency.bis.gov.uk/foi.htm> YPLA: <http://www.ypla.gov.uk/foi.htm>

**Data Protection**

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

Tick this box if you do not wish to be contacted in respect of surveys and research by mail or phone.

Tick this box if you do not wish to be contacted about courses or learning opportunities by post.

The YPLA, the Chief Executive of Skills Funding and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you.

**Marketing Information**

How did you find out about Newbury College?

Direct mail from home     College website     Leaflet     Radio advertising  
 From school     Bus advertising     Attended College before    Other (please specify)   
 Word of mouth     Library     Newspaper advertising   

**Your Learning Agreement** *My signature below indicates that I understand that...*

- The level of the course I have chosen is appropriate to my previous qualifications and / or prior experience.
- I am entitled to any practical or educational help I need to enable me to complete the course and know how to access it.
- I have been advised of all the costs and any additional study associated with the course.
- I am personally liable for all the costs associated with the course. I agree to pay all costs if my employer / sponsor refuses to pay my fees.
- I must inform the College if my benefit entitlement changes while I am at College.
- I am responsible for my own examination entries.
- I shall not receive examination certificates until all fees are paid.
- I shall become a beneficiary of the ESF if any course I am studying is part of a project co-financed by the YPLA and the ESF.
- I accept that the College has the right to share information about my progress with my parent(s) / guardian if I am under 19, and with my employer / sponsor if they are paying my fees.
- I consent to the data contained in this form being stored in a computerised database, and shared with the Young People's Learning Agency (YPLA), the Department for Children, Schools & Families (DCSF), Connexions, the Higher Education Fund Council for England (HEFCE), West Berkshire Council, the ESF, and other institutions and organisations performing research and statistical work on behalf of the YPLA or its partners.
- I must obey all College rules and regulations.

**FOR OFFICE USE ONLY**

Learner Signature  Date  Eligibility proof attached?   
 College Staff Signature  Date  Fee discount proof attached?   
 Level 2 / 3 paperwork attached?   
 Fees due?



Newbury College

**Enrolment Form 2010/2011**

ID

Sign

Date

**Your Personal Details** (Please use BLOCK CAPITALS)

Surname  Prev. Surname   
 Forename(s)  Title  Gender  F  M  
 Address 1  Age on 31 Aug  Date of Birth   
 Address 2  Are you currently at school?  Y  N  
 Address 3  School Name   
 Address 4   
 Postcode   
 Home Tel   
 Work Tel   
 Mobile Tel   
 Email

**Emergency Contact Details**

Contact Name   
 Relationship   
 Home Tel   
 Work Tel   
 Mobile Tel

**Your Previous Qualifications** (Please indicate the highest level qualification you have achieved in the past)

No. of GCSE A-C  NVQ Stage Level  Other UK Qualifications (please specify below)   
 No. of AS Level  BTEC First Cert / Diploma   
 No. of A Level  BTEC National Cert / Diploma  Other Non-UK Qualifications (please specify below)   
 HNC/HND  Post Graduate   
 Degree  Unique Learner Number (if known)

**Your Choice of Course(s)** (Please enter details in non-shaded boxes and tick R column for resits)

Code	Title	Start Date	End Date	R	Fee	Hrs x Wk (GLH)
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Material Fees £

Total Payable £

**This form can be made available in larger print or in other formats on request. If you require an alternative format, or need help in completing this form, please contact Learner Services and Information on 01635 845000.**

