



**Swarthmore
Education
Centre**



Education & Skills
Funding Agency



ENROLMENT FORM 2019-20

Surname	First Name/s	Known as	Gender Enter M, F or state other	Date of Birth DD/MM/YYYY

Address _____

_____ Postcode _____

Tel no _____

Mobile _____

Email _____

N.I. no _____

Emergency Contact (if you have an accident or are ill)

Name _____

Relationship _____

Tel _____

Please ✓ which of the following best describes your background.

White

- 31 English/Welsh/Scottish/Northern Irish/British
- 32 Irish
- 33 Gypsy or Irish Traveller
- 34 Any other white background

Mixed/Multiple Ethnic Group

- 35 White and Black Caribbean
- 36 White and Black African
- 37 White and Asian
- 38 Any other Mixed/Multiple Ethnic group

Asian/Asian British

- 39 Indian
- 40 Pakistani
- 41 Bangladeshi
- 42 Chinese
- 43 Any other Asian background

Black/African/Caribbean/Black British

- 44 African
- 45 Caribbean
- 46 Any other Black/African/Caribbean background

Other Ethnic Group

- 47 Arab
- 98 Any other Ethnic group
- 99 Not known/provided

Nationality _____

- I have the right to abode and have been resident in the UK for the last 3 years

I found out about Swarthmore from:

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> (1) I was a Previous student | <input type="checkbox"/> (3) Passing by | <input type="checkbox"/> (5) Facebook/Twitter | <input type="checkbox"/> (7) Leeds Adult Course finder |
| <input type="checkbox"/> (2) Word of mouth | <input type="checkbox"/> (4) Internet/Website | <input type="checkbox"/> (6) Refer a friend scheme | <input type="checkbox"/> (8) JLife/North Leeds life |

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.

You can agree to be contacted by other third parties by ticking any of the following boxes:

- About courses or learning opportunities
- For surveys and research
- By post
- By phone
- By email

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: www.gov.uk/government/publications/esfa-privacy-notice

Disability/ Learning Difficulty

1 I consider myself to have a health condition, learning difficulty or learning disability Please ✓ one or more boxes

2 I do not consider myself to have a health condition, learning difficulty or disability

3 I am a Wheelchair user

4 Visual Impairment

11 Severe learning difficulty

93 Other physical disability

5 Hearing Impairment

12 Dyslexia

94 Other specific learning difficulty

6 Disability affecting mobility

13 Dyscalculia

95 Other medical condition (e.g. epilepsy, asthma, diabetes)

7 Profound complex disabilities

14 Autism spectrum disorder

6 Other learning difficulty

8 Social & emotional difficulties

15 Asperger's syndrome

97 Other disability

9 Mental health difficulty

16 Temporary disability after illness (e.g. post-viral) or accident

98 Prefer not to say

10 Moderate learning difficulty

17 Speech, language and communication needs

99 Not provided

Please enter the number relating to your primary disability/learning disability _____

If you have a medical condition or any other condition that may affect your learning or the learning of others, please tell us how we can help you:

What is your highest level of qualification?

99 No qualifications

10 Level 4- PGCE, BTEC, HNC

09 Entry Level

11 Level 5 –Degree, BTEC, HND

01 Level 1 eg GCSE/O'levels or less than (grades D-G or less than 5 grades A-C)

12 Level 6-Bachelor's degree

02 Full Level 2 eg GCSE/O'levels 5 or more (grades A-C or grades 9-4)

Other, please specify:

03 Full Level 3 eg 2A Levels, BTEC,OND

Employment Status

If Employed or Self-employed (10)

Please *tick hours* employed

(8) 31 hours or more per week

(7) 21–30 hours per week

(6) 11–20 hours per week

(5) 0–10 hours per week

If not in paid employment

(11) I am looking for work

(12) I am **not** looking for work

I have been unemployed for... (please *tick length*)

(1) less than 6 months

(2) 6 -11 months

(3) 12 -23 months

(4) 24 -35 months

(5) 36 or more months

Concessions

I wish to apply for the following concession and have provided proof of my benefit at enrolment:

'A' rate concession

01 Job Seekers Allowance

02 ESA Work Related Activity Group

03 ESA (Support Group)

04 Universal Credit

03 Working Tax Credits

03 Pension Credit Guarantee

03 Incapacity

03 Other Income-based benefit, please specify:

'R' rate concession

03 Retired and in receipt of state pension

03 **Low wage** (*eligible only for LCC and CityC courses*)

An individual who earns less than £16,009.50 annual gross salary, based on the Social Mobility Commission's low pay threshold of £8.21 hourly

Office use only

Evidence seen:

Staff initial:

Required fields for LCC and CityC Courses

Please tick all that apply

<input type="checkbox"/> (7) Literacy and / or Numeracy Needs	<input type="checkbox"/> (1) Ex-Offender
<input type="checkbox"/> (6) English is not First Language	<input type="checkbox"/> (8) Care Leaver / In Care
<input type="checkbox"/> (5) Asylum Seeker	<input type="checkbox"/> (98) Prefer Not to Say
<input type="checkbox"/> (3) Refugee	<input type="checkbox"/> (99) None of the above
<input type="checkbox"/> (2) Lone Parent	

Carer – Do you look after or give support to someone on an unpaid basis Yes No

Have you enrolled on any other learning course in the last 3 years? Yes No

Course and Events at Swarthmore

If you would like to be updated about **new courses and events at Swarthmore**, please tick your preference:

Allow contact Email Allow contact phone/text

Course Details

Course code	Course title	course fee	Rec. no. (office use only)
Membership Fee		£12	
Optional Donation to Swarthmore			TOTAL

Charity Gift Aid Declaration

Donations and membership fees are eligible for Gift Aid to be reclaimed by the charity from the tax you pay for the current tax year.

Your address is used to identify you as a UK taxpayer.

In order to Gift Aid your membership fee and/or donation you must tick this box:

I am a UK taxpayer and understand that if I pay less income tax and/or Capital Gains Tax in the current tax year then the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

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Crèche Childcare for children aged 6 months – 5 years

Course code	Course title	Day	Time	Age	Name of child	A rate	R rate	Full rate	*City College

*NB CityC Courses also require Leeds City College crèche forms to be completed.

STUDENT CODE OF CONDUCT

You can expect from us:

- Courteous, helpful and friendly staff
- Well planned courses
- 'Quality assured' teaching
- Awareness by staff when to refer you to more specialist help
- A firm commitment to advancing equal opportunities
- Formal and informal channels for expressing students' views
- Impartial, relevant advice and confidential guidance
- Any discrimination, harassment or victimisation among students or between students and other people at the Centre to be dealt with promptly

What we expect from you:

- Attend regularly and always be on time
- Complete your work and take any assessments as agreed with your tutor
- Ensure you do not copy (plagiarise) work from other students, books or the internet and pass it off as your own work
- Set goals and review your progress
- Give in your course work on time
- Evaluate your course by completing our course surveys
- Let your tutor know if you will be absent or if you are thinking of leaving your course
- Let us know if you get a job or progress to further learning
- Discuss your next steps with your tutor before the end of your course
- Follow health and safety and IT user procedures
- Participate and contribute to an inclusive learning environment in which staff and students feel safe and are treated fairly and with respect
- Report any concerns about your safety or the safety of others to your tutor or member of our Safeguarding Team
- Wear your student ID badge at all times whilst on Swarthmore premise

Refund Policy (revised for 2019-20)

If you wish to cancel your place on a course, course fees will be refunded as follows. **Membership fee is non-refundable:**

- Cancel prior to the start of the course – minimum of 7 days' notice - full refund of course fees.
- Cancel less than 7 days' notice AND within 2 working days after the first session of the course – refund of course fees, less cost of one session.
- Cancel later than 3 days after the course start date – no refund.

One Day and Weekend Workshops

- minimum of 7 days' notice - full refund of course fees.
- Less than 7 days' notice – no refund.

Declaration

I have read and understood the refund policy. I agree to comply with the essential regulations of Swarthmore, to pay tuition fees and inform the Centre of any changes in my circumstances that might affect my eligibility for remission of fees. I agree to follow the Student Code of Conduct set out as stated in the student handbook and above and understand if I fail to do so, this could result in me being withdrawn from the course and the Centre.

Please save your completed form adding your name to the file name. Email to: info@swarthmore.org.uk