

Receipt No:  Date:  Payment Method:  Course Outline:

## Personal Details

Title:  Mr / Mrs / Miss / Ms Address:

Surname:

First Name:

Date of Birth:  Male  Female

Student Number:  Town:

Home Telephone:  County:

Mobile No:  Post Code:

Email:  Emergency Contact:

ULN (if known)  (Name & Number)

Unique Learner Number

## Ethnic Origin

### I would describe myself as:

- |   |   |
|---|---|
| Asian / Asian British - Bangladeshi (11) <input type="checkbox"/> | Mixed / White & Asian (19) <input type="checkbox"/>           |
| Asian / Asian British - Indian (12) <input type="checkbox"/>      | Mixed / White & Black African (20) <input type="checkbox"/>   |
| Asian / Asian British - Pakistani (13) <input type="checkbox"/>   | Mixed / White & Black Caribbean (21) <input type="checkbox"/> |
| Asian / Asian British - Other (14) <input type="checkbox"/>       | Mixed / Other (22) <input type="checkbox"/>                   |
| Black / Black British - African (15) <input type="checkbox"/>     | White / British (23) <input type="checkbox"/>                 |
| Black / Black British - Caribbean (16) <input type="checkbox"/>   | White / Irish (24) <input type="checkbox"/>                   |
| Black / Black British - Other (17) <input type="checkbox"/>       | White / Other (25) <input type="checkbox"/>                   |
| Chinese (18) <input type="checkbox"/>                             | Other (98) <input type="checkbox"/>                           |

### Have you lived in England

for the last three years? Yes  No

If NO, which country have you lived in for the last three years?

Please state your nationality (as on your passport)

State your first language?

\*Learners who are not UK / EU / EEA nationals will be required to show proof of residency. Please see page 29 for important information about fees

## Course Details

Course No.	Course Title	Cost £
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Alternative course below please		
<input type="text"/>	<input type="text"/>	<input type="text"/>

**If you are paying by cheque please send separate cheques for each course**

If you supply one cheque only and one course is full the whole enrolment has to be returned – this may jeopardise your place on other courses.

Accredited Course Deposit if applicable (see page 4)	£50.00
*Annual registration fee for all students	£5.00
Standing Order Administration Fee (per Standing Order)	£5.00
Voluntary Membership of Student Association	£1.00
<b>TOTAL</b>	<input type="text"/>

\*Not applicable to one day classes, courses £28 or under or children under 12 - Payable each academic year

## Concessionary / Free Fees (please see page 29 for details of documentary evidence)

If you are in receipt of a free place you must still pay for examination and administration fees upon enrolment. You may be eligible for grant aid towards the costs of examination fees please ask for details. **I am claiming a reduced fee and attach documentary evidence of my entitlement. I am (please tick appropriate box):**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Concessionary Fee (60+)                    | <input type="checkbox"/> On Income Support               | <input type="checkbox"/> Other (please state) |
| <input type="checkbox"/> 16 -18 years old                           | <input type="checkbox"/> Receiving jobseekers' allowance | <input type="text"/>                          |
| <input type="checkbox"/> I have a learning difficulty or disability | <input type="checkbox"/> A registered jobseeker          |   |

For office use

Access Form Sent  Copy to AL

## Payment Details

### Method of Payment

**Cash**    **Cheques** Please make cheques payable to 'AEC Bexley'. Please send a separate cheque for each course.

**Credit / Debit Card** I authorise you to debit my: Switch / Delta / Mastercard / Visa

Card No:

Total Amount:

Security Code:   
*Last 3 digits on back of card*

Valid From:

Expiry Date:

Issue No:

Cardholder's Name:

and Signature:

**Standing Order**    **Grant Aid applied for** (forms available from AEC centres)

## Learner Support

We are required by our funders who fund / subsidise our courses to collect this information on your enrolment to the College.

**Do you consider yourself to have a disability, learning difficulty or health problem?** Yes  No

If Yes, would you please describe as appropriate below:

### Disabilities & health problems:

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

### Learning difficulties:

- Moderate learning difficulty
- Severe Learning difficulty
- Dyscalculia
- Dyslexia
- Autism spectrum disorder
- Multiple learning difficulties
- Other specific learning difficulty
- Other

### Do you require any assistance or support?

Yes  No

If Yes, the College will send an additional form to assess your support needs.

**For office use** Date sent to LSM:

## How did you hear about the College?

- Advertisement
- Brochure **courseworks**
- Library
- Floodlight / Hotcourses
- Current Student
- Word of mouth
- Employer
- Website

### I received a brochure from:

- AECB Centre
- Library
- Supermarket
- Through my door
- Request
- Job Centre
- Other

Other than courses already in our brochure, are there any other courses you would be interested in attending?

## All students must sign here

Privacy Statement - please see Terms & Conditions on page 26.

- 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.

**I have read the Terms & Conditions on page 26 by which my course(s) is / are booked. I understand the College refund policy.**

Signature:

Date:



# Terms & Conditions

## Additional Expenses

Some courses may involve additional expenses e.g. the purchase of clay in pottery or flowers in floristry.

Please do not purchase anything before your first session.

No liability can be accepted for expenses incurred in, or in connection with, attending a class which has been cancelled or altered at short notice. Every effort will be made to inform students in advance of any cancellation or alteration to a course.

Please check your course outline for more information.

## Brochure Information

Every effort has been made to ensure that all particulars in this brochure were correct at the time of publication.

## Children

Under no circumstances are children allowed to attend unless previously enrolled in a class. Please contact offices for information on enrolling children.

## Class Amalgamation, Changes or Closure

All classes must have a minimum number to be viable. This can vary from course to course. The College reserves the right to close a class, combine one class with another or make changes to published details including dates, times, location, tutor and fees.

## Code of Conduct

The College reserves the right to exclude any student on grounds of unacceptable behaviour. Standards of behaviour are detailed in the College Code of Conduct, which is published in the Learner Handbook.

## Equal Opportunities

### Policy Statement

The Adult Education College Bexley believes firmly in the implementation of equal opportunities. We believe that all staff and students should be treated as the individuals they are, with different needs regardless of age, gender, sexual orientation, race, colour, religion or disability. All persons attending or working for the College should be given the opportunity to reach their full potential, having equal access and choice.

## Health & Safety

Learners will not be permitted in classes using hazardous equipment unless a tutor is present at all times. All learners and staff are responsible for their own safety and for not compromising the safety of other College users. Protective clothing should be worn in certain craft classes – please check your course outline.

## Your Learning Journey

All students studying with the College will complete an Individual Learning Plan (ILP) which is incorporated in 'Your Learning Journey'. ILPs are an important document for both tutors and students as they assist in the monitoring of student progress and achievement, thereby helping to ensure the quality of the service provided and are a requirement of our funders. Refusal to do so will mean that the College will have to charge you £8.00 per hour for your course.

## Medical Fitness

Students must ensure that they are medically fit where physical skills or activities are concerned. Students undertake such courses at their own risk.

## Non Smoking Policy

Smoking is not allowed in any AEC building or grounds.

## Personal Property / Parking


Students are responsible for personal property and equipment. Neither the College nor the Local Authority will accept responsibility for damage caused to, or loss of, student's property on its premises, including car parks. Confirmation of your place on your course does not guarantee a car parking space.

## Refunds / Transfers

If you enrol for a course and pay for it, you will only be entitled to a full refund if we receive written notice of your cancellation within 7 working days of your enrolment.

You will not be considered 'enrolled' on a course until you have received a receipt from us confirming your place. You are deemed to have received confirmation of enrolment on the second working day after the date on which the receipt is issued.

If, however the course begins before the 7 day period has expired, you will not be entitled to a refund at all.

Courses marked with the symbol  include a first week guidance session. Your enrolment will not be considered confirmed until you have attended this session. If, after discussion with your tutor, you decide that the course is not suitable, you may cancel your enrolment on that course or transfer to a more suitable course (subject to availability). If you cancel your enrolment you will be entitled to receive a full refund, provided we receive your notice of cancellation in writing within seven (7) working days of the first week guidance session and you do not attend any further sessions of that course.

If a transfer is agreed it is only applicable to courses in the same brochure. Transfers are generally not possible unless it is early in the course and there is an alternative place available. There will be an administration fee of £10 for each transfer requested by a student.

If you paid by credit/debit card your card will be refunded. Cheques will be issued for cash/cheque or £50 deposit payments.

## College Closures

If the College closes a course and is unable to arrange a suitable alternative, you will receive a full refund (if applicable) plus a £5 College voucher (full fee payers only), for courses over £28.00, for the inconvenience caused.

## Privacy Statement

### How We Use Your Personal Information

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 Skills Funding Agency funds adult further education and skills training, including apprenticeships, in England. The YPLA is responsible for arranging the provision of funding for the education and training of young people in England. The Skills Funding Agency processes learner data on behalf of the YPLA.

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. Other organisations include the Department for Education, the Department for Business, Innovation and Skills, Local Authorities, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the Skills Funding Agency, the YPLA, or partners of those organisations. The Skills Funding Agency also administers the learner registration service (LRS) which uses your learner information to issue, create and maintain a unique learner number (ULN) and share information about your learning.

Further information about use of and access to your information is available at:

<http://skillsfundingagency.bis.gov.uk/foi.htm>

<http://www.learningrecordsservice.org.uk>

YPLA: <http://www.ypla.gov.uk/foi.htm>

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