



Receipt No:

Date:

Method of Payment:

Course Outline:

Please complete the whole enrolment form pages 1 - 4

Personal Details

Title: Mr / Mrs / Miss / Ms

Surname: Address:

First Name:

Date of Birth:

Male Female

Student Number: Town:

Home Telephone: County:

Mobile No: Post Code:

Email:

Emergency Contact: Contact No:

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"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Alternative courses below please		
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Accredited Course Deposit if applicable (see Page 7)	£50.00
*Annual registration fee for all students	£5.00
Voluntary Membership of Student Association	£1.00
Total	<input type="text"/>

*Not applicable to one day classes, courses £28 or under or children under 12 - Payable each academic year
Please send a separate cheque for each course

Concessionary / Free Fees (please see page 34 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 see page 8.

I am claiming a reduced fee and attach documentary evidence of my entitlement

I am (please tick appropriate box):

16 -18 years old

A person with a learning difficulty or disability

On income support

Receiving jobseekers' allowance

A registered jobseeker

Other (please state)

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

Total Amount:

Card No:

Security Code:

Last 3 digits on back of card

Valid From:

Expiry Date No:

Issue No:

Cardholder's Name:

Cardholder's Signature:

Standing Order

Payment by standing order has been introduced to certain courses, and will allow learners to spread the cost of their course over four or six months, depending on the length of the course and the cost.

For a course up to and including 12 weeks and costing over £100

Payment can be made in four equal instalments - the first instalment must be paid at the time of enrolment.

For a course over 12 weeks and costing over £150

Payment can be made in six equal instalments - the first instalment must be paid at the time of enrolment.

The process will involve completing and signing a standing order form to authorise payments to be made.

These forms are in the brochure and are also available from the College's main centres and the College website.

Grant Aid applied for (forms available from AEC centres).

All students must sign here

I have read the terms and conditions on page 43 by which my course(s) is / are booked.

I understand the College refund policy.

Signature:

Date:

Learner Support

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

Do you have any health problems? Yes No

Do you consider yourself to have a disability or learning difficulty? Yes No

If Yes, would you please describe your disability by ticking the box or boxes below:

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

Do you require any assistance or support? Yes No

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

Do you feel that you have any learning difficulties that we might be able to give you assistance with? Yes No

If Yes, would you please describe your learning difficulty for us by ticking the box or boxes below?

- | | |
|---|---|
| <input type="checkbox"/> Moderate learning difficulty | <input type="checkbox"/> Autism spectrum disorder |
| <input type="checkbox"/> Severe Learning difficulty | <input type="checkbox"/> Multiple learning difficulties |
| <input type="checkbox"/> Dyscalculia | <input type="checkbox"/> Other specific learning difficulty |
| <input type="checkbox"/> Dyslexia | <input type="checkbox"/> 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:

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)*

Please state your first language?

*Learners who are not UK/EU/EEA nationals will be required to show documents for proof of residency

Please see page 4 for important information about fees

How did you hear about the College?

How I heard about the College:

- | | |
|--|--|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Current Student |
| <input type="checkbox"/> Brochure 'courseworks' | <input type="checkbox"/> Word of mouth |
| <input type="checkbox"/> Library | <input type="checkbox"/> Employer |
| <input type="checkbox"/> Course listings - Floodlight/Hotcourses | <input type="checkbox"/> Website |

I received a brochure from:

- | | |
|--|-------------------------------------|
| <input type="checkbox"/> Adult Education College Venue | <input type="checkbox"/> Request |
| <input type="checkbox"/> Library | <input type="checkbox"/> Job Centre |
| <input type="checkbox"/> Supermarket | <input type="checkbox"/> Other |
| <input type="checkbox"/> Through my door | |

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

Employer engagement

Are you taking this course to improve your work or job prospects?

Yes No

Would you like us to send your company / organisation more information about training?

Yes No

If Yes, please provide contact details below.

Company Name:

Address:

Postcode:

Telephone No:

Contact Name:

Data Protection

Data Protection - please see Terms & Conditions on page 43.

- 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.

Further information on partner organisations and data protection issues can be found on the LSC website www.lsc.gov.uk.

Please ensure you have ticked the relevant boxes in this section

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, Crèche, 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 or crèche session, 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 and Safety

Protective clothing should be worn in certain craft classes – please check your course outline.

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.

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 the LSC. 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.

Refunds will be sent as a cheque from the College.

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.

Data Protection Statement

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 Business Innovation 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 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.