

Enrolment Form 2018/2019

If you require help in completing this form please ask a staff member to assist you.

OFFICE USE ONLY:

Keyed by: _____ Date: _____

ID Verification Type : _____ Date: _____

 Student ID:

1. COURSE DETAILS

| | |
|---------------|--------------|
| Course Code: | Tuition Fee: |
| Course Title: | |

2. PERSONAL DETAILS SECTION NB: ALL SECTIONS MUST BE COMPLETED TO VALIDATE ENROLMENT.

| | | | |
|---|------------------------------|--------------------|---|
| Surname: | Forename(s): | Title: | Gender: Female <input type="checkbox"/> Male <input type="checkbox"/> |
| Permanent Address prior to enrolment <i>(Note all correspondence will go to this address):</i> | | Date Of Birth: | |
| | | Home Contact No: | |
| | | Mobile Contact No: | |
| | | Email Address: | |
| Postcode: | Unique Learner Number (ULN): | | |

Next of Kin Details

(In case of emergency - Where there is concern for life, health and safety we will contact the person who's details are given here.)

| | |
|---|--|
| Name: | |
| Address <i>(if different from above):</i> | Relationship to Student: |
| | Contact No (Day): |
| | Mobile No: <i>(In case of emergency)</i> |
| Postcode: | |

Student Declaration

Your success at SWC is achieved through support from family and friends. If we have concerns about your progress do you consent that we can contact the above named person.

 Yes No

3. NAME OF CURRENT OR PREVIOUS SCHOOL OR COLLEGE: (For Full-Time, Entitlement Framework Students and Trainees)

School/College: _____ Location: _____

EXISTING SWC STUDENT Please identify if you have attended the college in the past 3 years (tick as appropriate)

 Cookstown Campus Dungannon Campus Enniskillen Campus Omagh Campus

 Technology & Skills Centre, Enniskillen Strabane Office

4. STUDENT STATUS / RESIDENCY

The fees for the course(s) will be classified as either home or international fees depending on your status on the start date of your course. Based on the information you provide, a fees assessment may be required and further evidence may be requested.

RESIDENCY: EU/EEA/Switzerland* Non-EU (Non-EU students must contact the supervisor on duty to discuss fees payable)

*European Union (EU) & European Economic Area (EEA) Member States

- Austria
- Belgium
- Bulgaria
- Croatia
- Cyprus
- Czech Rep
- Denmark
- Estonia
- Finland
- France
- Germany
- Greece
- Hungary
- Iceland
- Ireland
- Italy
- Latvia
- Liechtenstein
- Lithuania
- Luxembourg
- Malta
- Netherlands
- Norway
- Poland
- Portugal
- Romania
- Slovakia
- Slovenia
- Spain
- Sweden
- Switzerland

Have you lived in the EU/EEA/Switzerland continuously over the last 3 years? Yes No (If NO, please complete)

Date of entry into the UK: / / Are you on a time limited visa? Yes No Visa Exp. Date: / /

Passport Number: Passport Expiry Date: / /

Immigration Status

Have you been identified under the 'Vulnerable Persons Relocation Scheme' (VPRS) as:

a) Asylum Seeker b) Refugee

Do you hold an Application Registration Card (ARC) YES NO

If yes, please provide details _____

Do you hold a biometric residence permit YES NO

If yes, please provide details _____

LEARNING SUPPORT & MONITORING INFORMATION

The College welcomes applications from people with learning difficulties and/or disabilities. The following information (except for Employment Sector and First Language) is required by the Department for the Economy to assist in Equal Opportunities Monitoring, and the compliance with Section 75 of the Northern Ireland Act 1998. It is important therefore that you tick one box in each of the following sections. Where the information is not pre-printed, please tick the most appropriate box. This information will be treated in the strictest confidence and in accordance with the Data Protection Act 1998

5. LEARNING SUPPORT

Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

Yes (if Yes, please complete below) No (If No, go to next section)

If Yes, please state type of impairment which applies to you. People may experience more than one type of impairment in which case you may indicate more than one. (Tick all that apply)

- | | | | | | |
|--|-----------------------------|--|-----------------------------|--|-----------------------------|
| Specific Learning Disability (e.g. dyslexia/dysgraphia) | 01 <input type="checkbox"/> | Mobility Difficulty | 04 <input type="checkbox"/> | Unseen Disability (e.g. diabetes, epilepsy) | 07 <input type="checkbox"/> |
| Blind or partially sighted | 02 <input type="checkbox"/> | Autistic Spectrum Disorder/ Asperger's Syndrome | 05 <input type="checkbox"/> | | |
| Deaf or Hard of Hearing | 03 <input type="checkbox"/> | Mental Health Condition | 06 <input type="checkbox"/> | | |

OFFICE USE ONLY:

Forward to Learning Support: _____ Date: _____

Do you require additional learning support because of a disability and/or learning difficulty? Yes No

(If you tick 'yes' we will contact you to discuss your support requirements. Any information that you provide will be kept private and will not be passed to anyone without your consent.)

6. MONITORING INFORMATION

Country of Birth: What is the country of your birth?

(please write in the current name of country e.g. Northern Ireland, Republic of Ireland, Scotland) _____

Dependents: Do you have personal responsibility for the care of (tick each box which applies for your circumstances):

Care of a Child or Children Person(s) with a disability Dependent Adult(s) I do not have any dependents
(i.e. those under 16 or 18 if in full-time education)

Marital Status: Are you...? (Please tick one box)Single 01 Married 02 Separated 03 Widowed / Surviving Partner 04 Divorced / Dissolved 05 In a Civil Partnership 06 **Community Background:** What religion / religious denomination or body were you brought up in?Roman Catholic 1 Protestant 2 Other Christian 3 Non Christian 4 No Religion 5 **Ethnic Origin:** To which of these ethnic groups do you consider you belong? (Please select the option that is most appropriate to you.)White 01 Black African 03 Indian 05 Bangladeshi 07 Irish Traveller 11 Any other Ethnic Group 98
Black Caribbean 02 Black Other 04 Pakistani 06 Chinese 08 Mixed Ethnic Group 12 **Employment Status:** What is your main employment status? (Please tick one box)Employed Full-Time (30hrs or more per week) 5 Employed Part-Time (less than 30hrs per week) 6 Self Employed 7
Unemployed 9 Economically Inactive (not in work and not looking for work) 14 Not Stated (MIS use only) **Religious Belief:** What religion, religious denomination or body do you belong to?Roman Catholic 05 Methodist 08 Hindu 10 Sikh 13
Presbyterian Church in Ireland 06 Other Christian 09 Jewish 11 None 01
Church of Ireland 07 Buddhist 02 Muslim 12 Other religion 80 **Sexual Orientation:** Which of the following best describes how you think of yourself?Bisexual 01 Gay 02 Lesbian 03 Heterosexual / Straight 04 Prefer not to say 99 **Political Opinion:** What is your current political opinion?Nationalist 01 Unionist 02 Other 80 Prefer not to say 98 None **7. QUALIFICATIONS ON ENTRY**Please indicate the **HIGHEST QUALIFICATION** you currently hold. If your highest qualification is in column "A", please tick the appropriate option, if it is in column "B" please record the associated level and if it is in column "C" please record how many you hold.

| Column A Description | Tick | Column B Description | Write Level | Column C Description | Write Number of |
|-------------------------|------|--|-------------|---------------------------------|-----------------|
| PhD | | Diploma (QCF or equivalent) | | A Level | |
| Masters | | Certificate (QCF or equivalent) | | Higher Leaving Cert (Level 5) | |
| Postgraduate, PGCE | | Award (QCF or equivalent) | | AS Level | |
| Undergraduate Degree | | National Vocational Qualification (NVQ) | | GCSE A*-C | |
| Foundation Degree/DipHE | | ESOL skills for life, Essential/Basic/Key Skills | | Ordinary Leaving Cert (Level 4) | |
| HND, HNC | | | | GCSE D-G | |
| Access to HE | | | | Junior Cert | |
| No formal qualification | | | | | |

GCSE grades or equivalent for Rol results

| Subject | Grades A-C | Grades D-G | Year |
|--------------|------------|------------|------|
| GCSE English | | | |
| GCSE Maths | | | |
| GCSE ICT | | | |

Essential Skills Level

| Subject | Level | Year |
|----------|-------|------|
| Literacy | | |
| Numeracy | | |
| ICT | | |

OFFICE USE ONLY: Grades Verified by: _____ Date: _____
FESR Keyed by: _____ Date: _____

8. SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS:

South West College believes that children/young people and vulnerable adults have rights as individuals and should be treated with dignity and respect. The College will strive to provide a safe environment for any children/young people and vulnerable adults in its care while they are studying at the College, visiting the College or participating in College activities.

Have you ever been convicted of/received a caution for:

A criminal offence

Yes No

Failing to complete this section or providing misleading or false information may lead to your application/enrolment being withdrawn. Ticking 'Yes' will result in a follow up meeting in order to obtain further details.

OFFICE USE ONLY:

Safeguarding Officer: _____

Date: _____

9. CARE BACKGROUND

Are you in care or have been in care? In care is to mean either fostering, adopted, care home or other supported residential care. Yes No

OFFICE USE ONLY:

Student Support Officer: _____

Date: _____

10. MARKETING INFORMATION: Please indicate how you found out about this course(s). Tick all that apply.

CAREERS GUIDANCE

School/careers teacher CAGO1

DfE Careers Service adviser CAGO2

College careers service/tutor CAGO3

ADVERTISING

Newspaper Advertisement ADV01

TV Advertisement ADV02

Radio Advertisement ADV03

Billboards/Buses/
Bus Shelters Advertisement ADV04

TV/Radio interview
or newspaper article ADV05

WEB/Digital

NIDIRECT WEB01

College website WEB02

Social media
(Facebook/twitter) WEB03

COLLEGE

College information day COLO1

College literature/prospectus COLO2

OTHER

Word of mouth
(friend, parent etc.) OTH01

Employer OTH02

Jobs and Benefits office OTH03

Other OTH04

EQUAL OPPORTUNITIES STATEMENT: The College is committed to a policy of equal opportunities and welcomes applications regardless of community background/religious belief, gender, age, racial/ethnic group, political opinion, marital status, sexual orientation, dependant responsibility or disability.

DATA PROTECTION: All student information is covered by the Data Protection Act (2018). The College will collect and process the data about you in compliance with this legislation and you will be entitled to access the data held about you. The College may wish to contact you for research purposes or to offer other educational products. At no time will your personal information be passed on to organisations for marketing or sales purposes. The College reserves the right to use promotional photography and information for publicity purposes unless otherwise notified.

PRIVACY NOTICE: The information you supply will be used by the Skills Funding Agency, an executive agency of the Department for Education (Dfe), to issue you with a Unique Learner Number (ULN), and to create your Personal Learner Record. For more information about how your information is processed and shared refer to the Extended Privacy Notice available on <https://www.gov.uk/topic/further-education-skills/learning-records-service>

11. STUDENT DECLARATION

1. I understand that I may cease to be a student of the College if I have an absence without explanation for more than four consecutive weeks.
2. By signing this form I agree to comply with all College policies and regulations.
3. I undertake to pay full tuition and other fees due to the College in relation to this enrolment(s).
4. I understand the information provided by me will be handled in accordance with the Data Protection Act (2018) for the management of the College, and may also appear on examination certificates awarded to me.
5. I understand that the information supplied is forwarded to the Department for the Economy, partners including Universities and Awarding Bodies, or other government agencies and agents appointed by them for Statistical, research and funding purposes and/or other legitimate business purposes (including the prevention of fraud).
6. I understand that I must disclose unspent criminal convictions and on certain courses spent convictions, through the College's Criminal Convictions Disclosure Forms which can be obtained from the website, my local Campus Student Services, or by telephoning 0845 603 1881 (ask to speak to a member of the Student Services team). I understand that once I complete a CRIMINAL CONVICTIONS DECLARATION FORM, I cannot enrol on a programme of study until the appropriate risk assessments have been conducted by the College's Designated Safeguarding Team and the explicit written consent of the College's Designated Safeguarding Manager in support of my enrolment onto the specific programme of study is obtained. I understand that if I obtain a criminal conviction whilst studying at the College I must disclose this through the same process.
7. I declare that the information I have provided on this form is correct and I agree to inform the College of any changes to this information.

Student Signature: _____ Print Name: _____ Date: _____

12. COLLEGE SIGNATURE

I certify that the above student is suitable for the course(s)

Lecturer / Admissions Signature: _____

THIS DOCUMENT CAN BE MADE AVAILABLE UPON REQUEST IN ALTERNATIVE FORMATS FOR THOSE UNABLE TO ACCESS INFORMATION IN THE STANDARD FORMAT

**If you require further information or would like a copy of this form in a different format please contact Student Services at our nearest Campus Tel: 0845 603 1881 or email: enquiries@swc.ac.uk
Completed enrolment forms should be returned to the appropriate campus detailed below:**

South West College
Admissions Office
Cookstown Campus
Burn Road, Cookstown
Co. Tyrone BT80 8DN
Tel: 0845 603 1881

South West College
Admissions Office
Dungannon Campus
Circular Road, Dungannon
Co. Tyrone BT71 6BQ
Tel: 0845 603 1881

South West College
Admissions Office
Enniskillen Campus
1 Dublin Road, Enniskillen
Co. Fermanagh BT74 6AE
Tel: 0845 603 1881

South West College
Admissions Office
Omagh Campus
2 Mountjoy Road, Omagh
Co. Tyrone BT79 7AH
Tel: 0845 603 1881

13. YOUR FINANCE DETAILS

Fee Details: (please tick who will pay your fees)

Self Employer Grant / Bursary

If employer is paying please give details and attach an Employer Consent Form (Available from the Admissions Office)

Fee Category: Courses costing more than £150 may be paid in instalments. A Direct Debit Form must be completed at enrolment. Reduced fees apply to the following groups ONLY. If you qualify for reduced fees, you MUST provide valid documentary evidence. Failure to do so will result in full fees being payable and/or a delay in processing your enrolment.

Are you, your spouse/partner or any of your parents (if you are under 19) in receipt of any of the following benefits?

Benefit Entitlement

Income Support

Income Based Jobseekers Allowance

Working Tax Credit

Pensions Credit

Rates Relief Services

Means Tested ESA

Full Time Student (SWC only)

Universal Credit

Evidence Required

Copy of SSA letter of current entitlement

Copy of SSA letter of current entitlement

NHS Exemption Certificate or TC602 (income below £17,787pa)

Documentary evidence

Award letter from either the NI Housing Executive or Land & Property

Documentary evidence

Student card, letter of confirmation

Copy of Credit Statement



Reduced Fees

If paying a reduced fee, you must ensure you tick the reason you qualify for the reduced fee above and ensure valid evidence is provided. Failure to do so will result in full fees being payable and/or a delay in processing your enrolment.

OFFICE USE ONLY:

Verified & Evidence Attached: _____

14. PAYMENT SECTION (Courses costing more than £150 may be paid in instalments. A Direct Debit Form must be completed at enrolment.)

Cash £ Cheque £ Switch £ Invoice £ Credit Card £ Direct Debit £ Total amount £

ADDITIONAL PAYMENT INFORMATION

If this section is required it will be redacted immediately after the card payment has been processed.

Type of card: Visa Mastercard Other Amount £

Account Card No.

Start Date / Issue No. Expiry Date / Security Code (For security purposes – the last 3 digits on the back of the card - situated on the signature strip)

NAME and ADDRESS of CARD HOLDER (if different from applicants)

I certify that for all credit card payments, South West College may debit the above mentioned card for the total fee

Signed: _____ Date: _____

GDPR INFORMATION

1.1. As a Data Controller, South West College recognises and respects the importance of your privacy and is committed to treating your personal information responsibly and in compliance with all relevant data protection legislation. The FE Sector Data Protection Policy is available on our website ... <https://www.swc.ac.uk/privacy>

1.2. The College is permitted to process personal data where there is a legal basis to do so. In relation to the information provided on this form, the General Data Protection Regulations (GDPR) 'legal basis' for our processing will be the following:

Article 6.1(b)

- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract

Article 6.1(c)

- processing is necessary for compliance with a legal obligation to which the controller is subject

Article 6.1(e)

- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. On behalf of the Department for the Economy (DfE), our role is provide you with quality education.

1.3. The information you provide on this form will be processed in order to administer your studies, to deliver your programme and to monitor your performance and attendance. We also use your information to manage recruitment, admission, registration, enrolment, study, examination and graduation.

1.4. Your information will also be used to provide you with College facilities and services, to provide you with support and to process any payments made to you. We may also use your information to conduct research and surveys to identify ways to enhance learning, teaching, assessment and the broader student experience.

1.5. The College may also be required to process your

personal data for purposes which are reasonably practicable but we will only do so where a legal basis exists.

1.6. Information may be passed between various sections of the College for operational reasons and may also be disclosed to external agencies to which we have obligations (for example Government Agencies and associated Statutory Bodies, Higher Education Statistics Agency, Government Survey & Research Organisations, UCAS, Student Loans Company, Education Authority, Learner Records Service, Crime Prevention Agencies, Employers who pay fees and/or allow you time off work to attend your course, Examination Awarding Bodies, Social Welfare Organisations, Trade Unions, Careers Service, UKBA and potentially other such organisations for defined purposes. It may also disclose information to examining bodies, legal and insurance representatives.

1.7. Further information is available on our website <https://www.swc.ac.uk/privacy>