

## OTHER INFORMATION

How did you find out about WAES?

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> WAES Website   | <input type="checkbox"/> Advert                  | <input type="checkbox"/> Search Engine (Google/Yahoo) | <input type="checkbox"/> Word of mouth      |
| <input type="checkbox"/> Library        | <input type="checkbox"/> WAES Event / Exhibition | <input type="checkbox"/> Facebook/Twitter             | <input type="checkbox"/> SMS text messaging |
| <input type="checkbox"/> Poster/leaflet | <input type="checkbox"/> Direct mail             | <input type="checkbox"/> Recommendation               | <input type="checkbox"/> Prospectus         |
| <input type="checkbox"/> Newsletter     | <input type="checkbox"/> Your employer           | <input type="checkbox"/> Hotcourses/Floodlight        | <input type="checkbox"/> Returning student  |

**Is WAES your first choice?**

- Yes  No (if no please specify first choice) .....

**Why did you choose WAES?**

- Location  Recommendation  Reputation  Competitively priced  Right course for me  Adult only provider

**What is your aim doing this / these courses?**

- To enter into employment  To get a better job  Personal development for work  Personal development for fun

## DECLARATION

**You must sign so we can process the application. Unsigned or incomplete forms will be returned to you for completion.**

I declare that:

1. The information I have given is true and accurate and I understand that if I have given false information I may be withdrawn from my course(s) and WAES may take action to reclaim tuition fees and any support costs provided.
2. I agree to abide by publicised WAES rules and regulations and the WAES Student Code of Conduct
3. I will notify WAES of any changes to my personal details.
4. I am satisfied with the information and guidance I have received on my choice of programme and this application reflects that choice.

I understand that the information I have given is held by WAES in its original, electronic and other formats and that it will be used by WAES staff for enrolment and reporting purposes.

**Applicant signature** ..... **Date** /

Please note – applicants receiving a concession must show proof of their benefit status at the time of enrolment. Proof must be current (no more than 3 months before the date of enrolment). Please provide an official letter or a current bank / building society statement.

## REFUNDS STATEMENT

WAES will refund course fees in full if we are forced to close a course in the first four weeks, cancel a course before it starts or change the time or venue of a course. Refunds will not be given in other circumstances. A refund form must be completed in all cases, these are available from the main WAES Admissions and Reception desks and can also be downloaded from our web site.

I have read and understood the refund statement.

Please visit the web site or ask at Admissions / Reception for a copy of the full Refund and Transfer Policy.

## FEE ASSESSMENT (for office use only)

- (09)  fees waived – undertaking programmes where the main learning aim is Skills for Life, excluding ESOL
- (10)  fees waived for another reason consistent with WAES policy
- (12)  fees waived – 16 – 18 year old learner
- (15)  fees waived – in receipt of jobseekers allowance
- (16)  fees waived – in receipt of ESA (WRAG)
- (22)  fees waived – full level 2 entitlement
- (24)  fees waived – 19–25 level 3 entitlement
- (33)  fees waived – level 3 Jumpers
- (34)  progression funding
- (99)  Tuition fee or employer contribution collected in full
- (99A)  Full Cost – Paid in full
- (99B)  Westminster Resident (PCDL/First Steps)
- (105)  Mature Learner (aged 60 & over)

**Admissions signature** ..... **Date** /

Eligible for SFA funding  Proof already recorded on MI System  Proof copied and retained on file with this enrolment

**Quality Check** Performed by ..... on date /



Student Number
Unique Learner Number
National Insurance Number

ENROLMENT FORM 2011/2012

Please complete this form using BLOCK CAPITALS in black ink and complete all sections. If you need help with the form or more information please phone 020 7297 7297, see www.waes.ac.uk/enrol or email info@waes.ac.uk Return to: ADMISSIONS, WAES, AMBERLEY ROAD, LONDON, W9 2JJ

PERSONAL DETAILS

Mr Ms Miss Mrs Other (please state) Male Female

First name Family (Last) name

Note: The name you give on this form will appear on any exam certificate issued through WAES

Date of birth

What is your permanent UK address: Postcode

Daytime phone number Evening phone number

Mobile number E-mail address

Westminster resident / worker Non Westminster resident

What is the best way for us to contact you?

Telephone (Landline) Telephone (Mobile) E-mail SMS Text Message

EMPLOYMENT DETAILS

What will be your employment status on the first day of your course?

- 06 Employed - full time 07 Employed - part time
08 Unemployed (through redundancy) and in receipt of JSA 09 Unemployed (through redundancy) and in receipt of ESA (WRAG)
10 Unemployed (through redundancy) and not in receipt of active benefits (JSA or ESA (WRAG))
11 Unemployed (for reasons other than redundancy) and in receipt of JSA
12 Unemployed (for reasons other than redundancy) and in receipt of ESA (WRAG)
13 Unemployed (for reasons other than redundancy) and not in receipt of active benefits (JSA or ESA(WRAG))
17 Economically inactive (Not working or claiming benefits)

STATUS

Country of Domicile (The Country where you have been ordinarily resident for the three years preceding the start of your programme of study)?

Have you always lived in the UK or EEA? Yes No If 'Yes' then please go to the Qualifications section.

Please tick if you are here for any of the following reasons:

- Refugee Asylum seeker Exceptional/Indefinite leave to enter/remain
Right of abode Student Visa Visitors/Working Visa
Other (Please specify)

ALL STUDENTS MUST SHOW THEIR PASSPORT AT THE TIME OF THEIR FIRST ENROLMENT EACH ACADEMIC YEAR

QUALIFICATIONS

What is your highest qualification?

- (09) Entry Level (07) Other qualification below level 1 (01) Level 1 (02) Full level 2 (03) Full level 3
(04) Level 4, first degree or equivalent (05) Level 5 and above, postgraduate degree or equivalent
(97) Other qualification, level not known (98) Not known (99) No qualifications

If this enrolment is for a Full Level 2 course is this your first Full level 2 course? Yes No

These qualifications are the equivalent of a full level 2: 5 GCSE's at grades A - C, BTEC Intermediate (First), GNVQ Intermediate, NVQ2.

If this enrolment is for a Full Level 3 course do you hold a full level 2 or higher qualification? Yes No

These qualifications are the equivalent of a full level 3: 2 or more A-level passes, BTEC National ONC/OND, GNVQ Advanced, NVQ3.

## ETHNIC MONITORING

Please tick the box appropriate to you

### 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 background

### 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 / not provided

## LEARNING DIFFICULTIES - DISABILITIES - HEALTH PROBLEMS

We provide support to students with a learning difficulty, disability or health problem, such as dyslexia, mental health or mobility difficulty or those who are deaf / hard of hearing or blind / partially sighted.

Do you have a disability or health problem? Please tick

- Visual impairment       Hearing impairment       Disability affecting mobility  
 Other physical disability       Other medical condition (e.g. epilepsy, asthma, diabetes)  
 Emotional / behavioral difficulties       Mental health difficulties  
 Temporary disability after illness (for example post-viral) or accident  
 Profound complex disabilities       Aspergers syndrome       Multiple disability  
 Other       No disability/ Health Problem       Not known/information not provided

Do you have a learning difficulty? Please tick

- Moderate learning difficulty       Severe learning difficulty       Dyslexia  
 Dyscalculia       Other specific learning difficulty       Autism Spectrum Disorder  
 Multiple learning difficulties       Other       No learning difficulty  
 Not known/information not provided

I agree to information about my disability, learning difficulty or health problem being passed to my tutors and the Learning Support Team.       Yes       No

You can contact the Learning Support Team, in confidence, on 020 7641 8133 or by email at [LS@waes.ac.uk](mailto:LS@waes.ac.uk)

## PRIVACY STATEMENT 2011/2012

### How We Use Your Personal Information

As we receive some public funding, we are required to pass the personal information you provide to the Skills Funding Agency and/or, the Young People's Learning Agency for England ("the YPLA"). 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 research purposes, relating to education or training.

The Skills Funding Agency also administers the Learning Records Service (LRS) which uses your learner information to create and maintain a unique learner number (ULN). More information on this can be found at [www.learningrecordsservice.org.uk](http://www.learningrecordsservice.org.uk). 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>

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

- Tick this box if you do not wish to be contacted in respect of surveys and research by post, email or phone by our funders or WAES  
 Tick this box if you do not wish to be contacted about courses or learning opportunities by post, email or phone by our funders or WAES  
 WAES may need to contact you from time to time to remind you about the start dates of courses you are enrolled on or to inform you about cancelled or closed courses. Please tick this box if you do not wish to be contacted about this by SMS text message or email.

## ENROLMENT DETAILS

Please give details of the course(s) you wish to attend:

Course no. (as in prospectus)	Course Title	Learner Start date	Terms			Fees	Advisors Reference Number
			1	2	3		

**Course Transfers – For office use only**

From Course Number:

To Course number:

Old Fee	New Fee	Difference
	<b>Transfer Fee</b>	£25.00
	<b>Total</b>	

Administration Fee	£25.00	Receipt Number
Total Payable		Till
Voucher/Credit Note		Receipt Number
LSF/Disc		WAE
<b>TOTAL PAID</b>		

Fees listed in our prospectus and on our website are for home students. Overseas students will be charged a higher rate for all courses. Please contact our enrolment staff for details – 020 7297 7297.

Will your employer pay your fees?  Yes  No If Yes, then you must provide documentary evidence when you enrol.

**For office use only – Notes:-**

## DO YOU REQUIRE CHILDCARE

Do you require child care?  Yes  No If yes, you must contact the childcare team to arrange this on 020 7641 8164/5

## PAYMENT METHOD

Cash  Epayment  Debit / Credit Card  Postal Order  Employer invoice

**FOR OFFICE USE ONLY:**  Card security checks made (personal enrolment only)

**For postal / fax enrolments paying with a card – we will call you for your card details if necessary – please ensure you give us a telephone number on the front of this form – failure to do so will delay your enrolment as we will return it in the post to you.**

**We do not accept cash with postal applications.**

## CONFIDENTIALITY – WHY DO WE ASK SO MANY QUESTIONS?

When you join us we will ask you a few questions. We gather this information about you so that we can get to know our students. This can help us plan our services and make updates and improvements to our courses, centres or staffing.

We use this in the form of anonymous statistics. We take great care of your personal information, it will be kept confidential and it will not be shared without your permission.