



# WESTMINSTER ADULT EDUCATION SERVICE ENROLMENT FORM 2009/2010

Student Number
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Unique Learner Number
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National Insurance Number
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Please complete this form using **BLOCK CAPITALS** in **black ink** and complete all sections. If you need help with the form please phone 020 7297 7297, see [www.waes.ac.uk/enrol](http://www.waes.ac.uk/enrol) or email [info@waes.ac.uk](mailto: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 at short notice?

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

## EMPLOYMENT DETAILS

What was your employment status on the last working day prior to commencement of learning?

- |  |   |
|--|---|
| (01) <input type="checkbox"/> Employed   | (06) <input type="checkbox"/> Apprenticeship, Advanced Apprenticeship, Higher Level Apprenticeship, Apprenticeship for Adults or other employer based programme |
| (03) <input type="checkbox"/> Learner on the caseload of a personal advisor but not on E2E | (07) <input type="checkbox"/> Not in employment or in training or in education  |
| (04) <input type="checkbox"/> New deal gateway   | (97) <input type="checkbox"/> Other   |
| (05) <input type="checkbox"/> NVQ learning (continuing learners only)                      | (98) <input type="checkbox"/> Not known / not provided  |

What will be your employment status on the first day of your course?  Full time  Part time  Not employed  Retired

Employer's Address \_\_\_\_\_

\_\_\_\_\_

Employer's Telephone No. \_\_\_\_\_

Will your employer pay your fees?  Yes  No If Yes, then you must provide documentary evidence when you enrol – such as a letter from your employer. We may contact your employer about training opportunities but will not identify you in any way if we do.

## 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:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Refugee                      | <input type="checkbox"/> Asylum seeker | <input type="checkbox"/> Exceptional/Indefinite leave to enter/remain |
| <input type="checkbox"/> Right of abode               | <input type="checkbox"/> Student Visa  | <input type="checkbox"/> Visitors/Working Visa                        |
| <input type="checkbox"/> Other (Please specify) _____ |  |   |

Passport and immigration documents must be provided when you enroll if you answered "No" to the first question above.

## 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 is this your first Full level 3 course?       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.

**Note to Learner: If you are studying a full level 2 or 3 course that will lead to your first full level 2 or first full level 3 qualification you may be eligible for an Adult Learning Grant. Please speak to the admissions team for further details.**

## ETHNIC MONITORING

### Please tick the box appropriate to you

- (11)  Asian or British – Bangladeshi      (12)  Asian or British – Indian      (13)  Asian or British – Pakistani  
(14)  Asian or British – other Asian background      (15)  Black or British – African      (16)  Black or British – Caribbean  
(17)  Black or British – other Black background      (18)  Chinese      (19)  Mixed – White and Asian  
(20)  Mixed – White and Black African      (21)  Mixed – White and Black Caribbean      (22)  Mixed – any other mixed background  
(23)  White – British      (24)  White – Irish      (25)  White – any other White background  
(98)  Any other      (99)  Not known/not provided

## DISABILITY OR LEARNING DIFFICULTY

**We provide support to students with a disability or learning difficulty, 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?

¿Tiene alguna incapacidad?       Yes       No

هل تعاني أي عاهة جسدية أو نفسية؟

Please tick

- Visual difficulties       Emotional / behavioral difficulties       Other disability  
 Mental health difficulties       Disability affecting mobility       Other physical disability  
 Unseen disability or medical condition       Temporary disability after illness       Multiple disability  
 Moderate learning difficulty       Severe learning difficulty       Dyslexia  
 Other specific learning difficulty       Multiple learning difficulties       Other learning difficulty  
 Autism Spectrum Disorder       Prefer not to say

I agree to information about my disability or learning difficulty 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)**

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

WAES gathers a lot of information about you when you join us and in class. We use this in the form of anonymous statistics to get to know our student body and plan our services. We take great care of your personal information and it will not be shared without your permission.

## NEED MORE INFORMATION?

**If you have any questions please contact our Information Line on 020 7297 7297**

## DATA PROTECTION STATEMENT 2009/2010

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 Education 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/](http://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.

- 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.
- WAES 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 SMS text messaging or email.
- WAES may need to contact you from time to time to remind you about the start dates of course you are enrolled on or to inform you about cancelled or closed courses. Please tick here if you do not wish to be contacted about this by SMS text messaging or email.
- WAES may wish to contact your employer from time to time about courses, or learning opportunities that may be relevant to them. Please tick here if you do not wish WAES to contact your employer about courses or learning opportunities by post.
- WAES will register all students with Westminster Library Service as a library user – if you are already a member of the library service or do not wish to become a member please tick this box.

## ENROLMENT DETAILS

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

Course no. <small>(as in prospectus)</small>	Course Title	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
	Transfer Fee	£5.00
	Total	

Administration Fee	<b>£20.00</b>
Total Payable	
Voucher	
Credit Note	
<b>TOTAL PAID</b>	

Receipt Number

Till

Receipt Number

WAE

Overseas students will be charged a flat fee of £10 per hour for all courses. Please see prospectus for details.

**For office use only – Notes:-**

Admissions signature \_\_\_\_\_ Date

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

Quality Check Performed by \_\_\_\_\_ on date

## OTHER INFORMATION

### Please tell us how you heard about us

- WAES Website       I am member of Staff       Family/friend       Library       Job centre
- Other Website – Which one? \_\_\_\_\_  Community or Business Partner
- A former or current WAES student       Hotcourses Directory       Advertisement
- City of Westminster service (e.g. One Stop)       Other, please give details \_\_\_\_\_

### Where did you get your copy of the prospectus?

- From WAES       A friend or family member       Library       Other, please give details \_\_\_\_\_
- Did not get one

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

### What is your aim in doing this / these courses?

- To enter into employment       To get a better job       Own personal development       Other

## FEE ASSESSMENT (for office use only)

- (01)  fees waived - 16 -18 year old learner
- (04)  fees waived - in receipt of an income-based state benefit (not covered by any other code relating to income based State benefit, e.g. code 14 or 15)
- (08)  fees waived - unwaged dependent of any people in codes 04, 14, 15, 21 or 23
- (09)  fees waived – undertaking programmes where the main learning aim is Skills for Life, excluding ESOL
- (10)  fees waived - another reason consistent with WAES policy
- (13)  fees waived – other funding
- (14)  fees waived – asylum seeker eligible for learner responsive funding and in receipt of the equivalent of an income-based state benefit
- (15)  fees waived – in receipt of jobseekers allowance
- (19)  fee is zero
- (20)  fee waived – LSC funded project where the LSC has agreed that the learner is eligible for full funding
- (21)  fees waived – in receipt of working tax credit
- (22)  fees waived – level 2 entitlement
- (23)  fees waived –in receipt of pensions guarantee credit
- (24)  fees waived – 19–25 level 3 entitlement
- (25)  fees waived – Category D offender Learner
- (26)  fees waived – Offender serving their sentence in the Community
- (28)  fees waived – Fully funded employer responsive provision
- (99)  Tuition fee or employer contribution collected in full

**Please note** – applicants receiving benefit must show proof of their benefit status at the time of enrolment. Proof must be current (no more than six weeks before the date of enrolment). Students under 19 and over 60 must present proof of age. An ES40 is not proof of receipt of benefits or entitlement to reduced fees. Please provide a current bank / building society statement or official letter. Tax Credit documents must be provided where appropriate.

## PAYMENT METHOD

- Cash       Cheque       Debit / Credit Card       Postal Order

**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.**

Please make cheques and postal orders payable to City of Westminster and write your name and address on the back. We do not accept cash with postal applications.

## 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.
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