

Enrolment Form 2010-2011

Please complete this form and send (together with the appropriate payment) to Merton Adult Education, Whatley Avenue, London SW20 9NS.

STUDENT'S PERSONAL DETAILS (PLEASE USE BLOCK CAPITALS)

If you know your Unique Learner Number, please enter here _____

Male: Female: Date of birth:

d	d	m	m	y	y	y	y
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Title: _____ First name: _____

Family name: _____

Address: _____

Postcode: _____

Mobile: _____ Home Telephone: _____

Work Telephone: _____ Extension Number: _____

Email: _____

COURSE DETAILS (PLEASE USE BLOCK CAPITALS)		
Course Code	Course Title	£ Fee

If you started this course in a previous year please enter the date started now ___/___/___

1 Qualifications:
 What is your highest level of qualification?
 Entry Level
 Other below Level 1
 Level 1 eg (GCSE/O Level Grades D-G)
 Level 2 eg (GCSE/O Level Grades A/C)
 Level 3 (2 or more A Levels or 4 AS Levels)
 Level 4 Degree
 Level 5 (Higher Degree)
 Other Qualifications, unknown level State _____
 No qualifications

2 Learning Support Needs:

Mental Health Service User
 Wheelchair User
 Visually Impaired
 Hearing Impaired
 Other Physical Disability
 Learning Difficulty
 Dyslexia
 No Special Needs
 Other _____

By giving us this information you will not be affecting your chances of getting a place on the course in any way.

I am happy for this information to be passed to the Learning Support Officer who will contact me in confidence to discuss my needs further.

3 Details of Concessions for Reduced Fees:

Details of concessions are in the enrolment details on page four. You will be asked to produce evidence at the time of **each enrolment**.

I am claiming a fee concession (please tick one box only)

- Income Support
- Other income based benefits
- Asylum Seeker in receipt of income based benefit
- Job Seeker s Allowance
- Unwaged dependant of people in receipt of any of the above

4 Employer Engagement:

Are you taking this course to improve your work prospects?

- Yes
- No

Would you like us to send your company more information about training opportunities with MAE Training?

- Yes
- No

If so please provide contact details below

Company name: _____

Address: _____

Postcode: _____

Telephone: _____

5 Ethnic Origin:

How would you describe yourself amongst the following groups (please tick)

- Bangladeshi
- Indian
- Pakistani
- Asian Other
- African
- Caribbean
- Black Other
- Chinese
- White and Asian (mixed)
- White and African (mixed)
- White and Caribbean (mixed)
- Mixed Background
- White British
- White Irish
- White Other
- Other
- Not Known/Provided

6 Country of Residence/Domicile:

Will you have lived in the UK for three years prior to the start of your course?

- Yes
- No

Year of entry

If NO please state country of normal residence

Refugee Status?

- Yes
- No

For students who have not been resident in the UK or EU for at least three years prior to the start of the course will be charged fees at the full cost rate.

Contact our office for more information.

7 Method of Payment

Please note: Students are liable to pay the full course fees regardless of whether or not they complete the programme.

By post:

- Cheque (Cheques should be made payable to London Borough of Merton)

In person or via telephone:

- Cash
 Credit card (there will be a small processing fee)
 Debit card

Please note due to data protection regulations we require you to telephone or come into one of our learning venues for credit/debit card payments.

Paying by instalments:

We offer a flexible way of paying monthly instalments for courses 10 weeks or over. Please note you will be invoiced by the London Borough of Merton. Instalments must be set up in person at one of our learning venues.

- Paying by monthly instalments

8 Marketing:

Other than courses already offered in our prospectus, which courses would you be interested in attending at Merton Adult Education?

Where did you hear about us?

- Advertising
 Continuing learner
 Floodlight
 Hot Courses
 Leaflet or poster
 Website
 Student of our college
 Word of mouth

I received a prospectus from:

- Merton Adult Education venue
 Library
 Supermarket
 Request
 Through my door
 Civic Centre
 Job Centre
 Other _____

9 Other Information:

If you have any ideas on how we could improve our services in relation to:

- Belief
 Gender
 Age
 Ethnicity
 Sexuality
 Disability
 Religion

Please feel free to contact our Learning Support Officer directly or make a suggestion in our suggestion boxes at our Learning venues.

Comments/suggestions:

10 Declaration:

Information you provide on this enrolment form will be passed to the Skill Funding Agency, which is registered under the Data Protection Act 1996.

The registration is primarily for the collection and analysis of statistical data but also allows the Council to share information with other organisations for the purposes of detecting fraud. Further information on confidentiality is available from Reception at the Whatley Avenue Centre.

The Skills Funding Agency 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 Skills Funding Agency or its partners may wish to contact you from time to time about courses or learning opportunities relevant to you.

Tick this box if you **do not** wish to be contacted by the Skills Funding Agency or its partners in respect of surveys and research. The Skills Funding Agency 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 Skills Funding Agency or its partners may wish to contact you from time to time about courses or learning opportunities relevant to you. Please tick this box if you **do not** wish to be contacted about courses or learning opportunities by post.

Declaration: (ALL STUDENTS TO COMPLETE)

I accept all the terms and conditions of enrolment as set out in the college website and agree to abide by the Student Code of Conduct.

Signature: _____

Date: ___/___/___

For office use only:

Specify evidence seen:

.....

N.B. Attach a copy of the evidence seen) Initials: _____

Completed on MIS By: _____

Date: _____

Type of enrolment:

- In person
- Postal
- Telephone
- Other method



Merton Adult Education
Whatley Avenue
London SW20 9NS