

Business Enrolment Form

(Full Cost Courses)

Please complete all relevant sections except those printed in red, in BLOCK CAPITALS and sign where required. Failure to do so may result in your enrolment being refused. If you are currently eligible for a reduction in fee, documentary evidence must be produced. You are required to inform us of any changes in your eligibility status.

1. Personal Details

Last Name

First Name(s)

Title (Mr, Mrs, Ms, Miss etc) Male Female

Please tick here if you are buying this course as a present for someone else. Date of Birth

Home Address

Postcode

Tel Number Home
 Work
 Mobile

Email

The Government has asked all colleges to record the ethnic origin of their students. Please complete this section.

- 11 Asian or Asian British - Bangladeshi
 - 12 Asian or Asian British - Indian
 - 13 Asian or Asian British - Pakistani
 - 14 Asian or Asian British - any other Asian background
 - 15 Black or Black British - African
 - 16 Black or Black British - Caribbean
 - 17 Black or Black British - any other Black background
 - 18 Chinese
 - 19 Mixed - White and Asian
 - 20 Mixed - White and Black African
 - 21 Mixed - White and Black background
 - 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
- Tick this box if you have enrolled at the College in the last five years. Please remember to tell us if your address changes.

Are there any health or mobility conditions we should be aware of? Yes No

If yes, what?

Would you like this information passed to your tutor? Yes No

2. Course Details - Enter the details of all course(s) for which you are enrolling.

Centre Abbrev	Course Code	Course title	Start date	Day(s)	Time	Course Fee	Office Use End Date

Have you received sufficient information and/or advice to enable you to select the above course(s)? No Yes Please ensure that you and your sponsor complete the section opposite before returning it for enrolment (titled 5 For Sponsors)

If No, we will send you further information on the course(s) that you have chosen.

3. Payment Details - If you are paying and claiming back from your employer please complete this section otherwise ask your employer/sponsor to complete Section 4 overleaf

Payment can be made by cheque, crossed postal order or credit/debit card and must be included with this form for your enrolment to be processed. Cheques and postal orders should be made payable to 'Bracknell and Wokingham College' and attached to the form. Alternatively, please fill in your credit/debit card details below.

I accept that fees are not refundable except when the College cancels or relocates a course for any reason. I understand that all fees must be paid in full before any qualifications are awarded.

Are you claiming back all or part of your tuition fee for this course from your employer? If yes please give a company name, contact and location.

I authorise you to charge the appropriate fee to my Visa/Master/Switch/Delta/Solo account:

Card No

Expires End Valid from Issue No (as appropriate)

Name on Card

Cardholder's Signature

Please sign this form on the next page - we can't enrol you until we have your signature!

FOR OFFICE USE

Signed on behalf of college

Date

For office use only

Student Ref No

Entered by

Employer Sponsor

TOTAL Payable

4. For Sponsors Only

Undertaking by sponsor: In accordance with the College's Conditions of Enrolment, we agree to meet the tuition fees and examination fees as appropriate for the student named in Section 1. It is understood that no refunds will be payable for any reason (other than cancellation of the course), and that neither the student's attendance, performance, continued employment nor any other factor shall be cause for failure to pay the fees.

Name of Sponsoring company or organisation

Sponsor
Address

 Postcode

Email

Tel No

Fax No

Name of Person Authorising

Position in Organisation

Amount to be invoiced

Authorising
Signature

Thank you for agreeing to pay for the student's fees. If you do not enclose a remittance with this form you will be invoiced.

Purchase Order Attached

Company Letter Attached

Company Stamp
(please stamp here)

7. Student signature

By signing this form you agree to the following and all of the above:

- the recording and processing of personal data as outlined above
- that you will observe the rules and regulations of the College
- that you will comply with the College's Fees Policy, pay the fees if a sponsor fails to do so and repay any discount should this be subsequently disallowed
- that initial assessment and guidance was available and covered the areas set out above.

5. Data Protection

Bracknell and Wokingham College will record and process personal data obtained from you or other people for the purposes connected with your studies. Personal data includes attendance records, academic records, academic marks, grades and coursework details. This information may be passed to statutory and awarding bodies and, where appropriate, parents, carers, educational establishments and local education authorities, current and prospective employers (eg for references).

Data Protection Act 1998 – The information you provide on this form will be passed to the Learning and Skills Council (the LSC). The LSC is responsible for funding and planning 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 <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.

6. Learner Agreement

As a student at Bracknell and Wokingham College you have certain responsibilities. You are therefore asked to read, complete and sign this agreement. This form will be retained by the College.

As a student you will be expected to:

- comply with the Equality and Diversity Policy of the College, which includes respecting fellow students and staff, making sure your actions do not hinder their responsibilities
- treat the College's facilities, resources and equipment with care so that everyone can work in pleasant and safe surroundings
- obey College site regulations and Health and Safety procedures
- attend timetabled classes punctually and submit any work set by the agreed deadline
- refrain from supplying, trafficking or using any controlled drug or supplying or consuming alcohol on College premises
- respect software licensing and do not install or run unauthorised software on College computers and obey any Copyright Regulations
- comply with the Student Charter that is displayed in all of the Bracknell and Wokingham College Centres. We can send you a copy of the Student Charter, please call 0845 330 3343.

Initial Assessment and Guidance

- Prior to enrolling at the College, you received assessment and guidance to assist you in the choice of your learning programme.

This guidance was available in any (or all) of the following forms:

- the College Prospectus
- additional documentation provided to you
- initial interview
- discussions with the course tutor(s)
- course leaflets

Among areas covered were:

- the implications of the choice of your learning programme
- the entry requirements of the learning programme
- an assessment of the suitability of the learning programme
- details of any financial or other support you may require
- details of course hours and period of study.

Signature

Date



This activity may have been directly or indirectly part financed by the European Social Fund – helping develop employment by promoting employability, business spirit and equal opportunities and investing in human resource.