



INSPIRING. TRANSFORMING. ENRICHING.

# 2014/15 PART TIME ENROLMENT FORM

ALL SECTIONS OF THIS FORM MUST BE COMPLETED IN BLOCK CAPITALS

(A representative may complete and sign this form on your behalf)

Please telephone 0845 600 7555 for admissions or general enquiries.

## PERSONAL DETAILS

OFFICE USE

STUDENT ID

HAVE YOU PREVIOUSLY STUDIED WITH OR APPLIED TO SERC? Yes  No

N.B. If you are under 18 years of age the College may need to contact your parent or guardian without your consent.

TITLE MR/MRS/MISS/MS/DR/Other (Please Specify) \_\_\_\_\_ FIRST NAME \_\_\_\_\_

SURNAME/FAMILY NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
(This should be the name you wish to appear on your examination certificate)

ADDRESS \_\_\_\_\_

POSTCODE \_\_\_\_\_

HOME TELEPHONE NO. \_\_\_\_\_ MOBILE NO. \_\_\_\_\_

E-MAIL \_\_\_\_\_ ULN (If Known) \_\_\_\_\_

NEXT OF KIN \_\_\_\_\_ RELATIONSHIP TO STUDENT \_\_\_\_\_

CONTACT NUMBER FOR NEXT OF KIN \_\_\_\_\_

NATIONALITY \_\_\_\_\_

ARE YOU A LOOKED AFTER CHILD OR CARE LEAVER? Looked After Child  Care Leaver

Please give the name and telephone number of the person you would wish us to use as a contact

## COURSE INFORMATION.

	COURSE 1	COURSE 2	COURSE 3
Course Code (e.g. 70010/BREIA)	/	/	/
Course Title			
Campus/Community Venue			
Day			
Time			
Your Start Date			
Tutor Signature / Customer Services Signature (confirming acceptance on course)			
Tutor Name Printed / Customer Services Name			

## IMPORTANT NOTICE

At enrolment you must produce documentary evidence to confirm receipt of one of these benefits. Evidence must be submitted and current at the time of enrolment, otherwise full course fees may be charged.

## FEE CONCESSIONS

CATEGORIES OF FEE CONCESSIONS - Vocational courses only & tuition fees only	EVIDENCE REQUIRED AT ENROLMENT	CONCESSION APPLICABLE (i.e.) fee reduction
Aged 60 or over at the date of enrolment	Date of birth on enrolment form	25%
Aged 16 but under 19 on the 1st July 2014 (or dependent on spouse/partner/parent/guardian) OR Aged 19 or over on 1st July 2014 and in receipt of (or dependent on spouse/partner in receipt of) 1. Guaranteed Pension Credit 2. Rate Relief (must show evidence of low income) 3. Working Tax Credit or Child Tax Credit (where total income is confirmed as below the NHS Exemption Certificate qualifying threshold) 4. Income Related Employment and Support Allowance 5. Income Support 6. Income based Jobseekers Allowance	The following evidence should confirm current entitlements. (Evidence must be provided for inspection and photocopying, and be applicable, at the time of the enrolment otherwise full course fees will be charged):-  Social Security Agency letter Award Letter from NIHE/Land and Property Services  HM Revenue & Customs Award Notice: Form TC602  Current Social Security Agency letter  Current Social Security Agency letter Current Social Security Agency letter	50%
Aged 16 to 18 on 1st July 2014, in employment and yet to gain a Level 2 vocational qualification.	Right to time off study Letter from Employer	100%

## FEES PAID BY EMPLOYER/SPONSOR

If fees are being paid by your employer, you must present a letter of authorisation from your current employer at the time of enrolment, otherwise you will be responsible for paying the full course fees

## STATEMENT

Are you or the spouse/partner whom you are dependent on, or the parent/guardian whom you are dependent on, in receipt of:

GUARANTEED PENSION CREDIT  INCOME-BASED JOB SEEKERS ALLOWANCE  RATES RELIEF

INCOME SUPPORT  WORKING TAX CREDIT  INCOME-BASED EMPLOYMENT AND SUPPORT ALLOWANCE

Who is receiving the benefit?

SELF  SPOUSE  PARTNER  PARENT  GUARDIAN

NAME OF PERSON IN RECEIPT OF BENEFIT.....

You may be able to receive financial assistance with course fees and other costs. Visit our website: [www.serc.ac.uk](http://www.serc.ac.uk) for further details or email us on [funding@serc.ac.uk](mailto:funding@serc.ac.uk)

## STUDENT STATUS

The fees for the course(s) you have applied for will be classified as either home or international fees depending on your immigration status in the UK on the start date of your course. Depending on the information you provide a fees assessment may be required and further evidence of the information you provide will be required.

Have you been resident in the EU/EEA for the last three years? No  Yes  If no, please refer to SERC International Office.

Date of entry into UK, if not born here

What is your nationality? British/Irish  EU & EEA\*  Other  If other, please refer to SERC International Office.

If 'other', what type of visa/leave to remain in the UK do you have (eg. asylum seeker, refugee or visa type: student, visitor, dependant etc)?

*EU & EEA Member States	Austria	Cyprus	Estonia	Germany	Iceland	Latvia	Luxembourg	Norway	Romania	Spain
	Belgium	Czech Republic	Finland	Greece	Ireland	Liechtenstein	Malta	Poland	Slovakia	Sweden
	Bulgaria	Denmark	France	Hungary	Italy	Lithuania	Netherlands	Portugal	Slovenia	Switzerland

I.D verified by.....

Appropriate fees must be paid accordingly. If you are unsure of the residency requirements, please refer to the Further Education (Student Support) (Eligibility) Regulations (Northern Ireland) 2012

## QUALIFICATIONS ON ENTRY

(not required for Leisure Programmes). Please state Highest Qualification you have attained (ie) passed

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## LEARNING SUPPORT

The Learning Support Team can provide additional support to students who have a disability, learning difficulty or medical condition. The type of support depends on the nature of the disability and the type of course chosen.

We may be able to provide you with additional support such as guidance for study skills, mentoring, 1-1 support, classroom support, assistive technologies or exam arrangements

## DISABILITY (Please tick if appropriate)

- |   |                          |  |                          |
|---|--------------------------|--|--------------------------|
| 1. Specific Learning Difficulties e.g. Dyslexia, Dysgraphia | <input type="checkbox"/> | 6. Mental Health Condition                         | <input type="checkbox"/> |
| 2. Blind or Partially Sighted                               | <input type="checkbox"/> | 7. Unseen Disabilities e.g. Epilepsy, Diabetes     | <input type="checkbox"/> |
| 3. Deaf or Hard of Hearing                                  | <input type="checkbox"/> | 8. Other   | <input type="checkbox"/> |
| 4. Wheelchair user / Mobility / dexterity difficulties      | <input type="checkbox"/> | 9. Special Educational Need or Learning Disability | <input type="checkbox"/> |
| 5. Autistic Spectrum Disorders/Asperger's                   | <input type="checkbox"/> | 10. None   | <input type="checkbox"/> |

I would like to be contacted by a member of the Learning Support Team

I would not like to be contacted by a member of the Learning Support Team

## PROTECTION OF VULNERABLE ADULTS

SERC has in place a policy and procedures for Safeguarding Vulnerable Groups, and we have designated Safeguarding Officers within the college. If you have any concerns or issues in relation to Safeguarding, please make them known to a College Designated Officer. Their details are on the College Intranet and displayed on Noticeboards around the college.

## HOW DID YOU HEAR ABOUT THE COURSE?

HIGHER EDUCATION GUIDE

BILLBOARD CAMPAIGN

RADIO

FAMILY AND FRIENDS

COLLEGE OPEN DAY

COLLEGE WEBSITE

COLLEGE PROSPECTUS/LITERATURE

PREVIOUS STUDENT

NEWSPAPER ADVERT

OTHER: please specify .....



STUDENT ID .....  
KEYED BY .....  
DATE.....

## MONITORING INFORMATION

### ALL SECTIONS OF THIS FORM MUST BE COMPLETED

TITLE MR/MRS/MISS/MS/DR/Other (Please Specify) \_\_\_\_\_ FIRST NAME \_\_\_\_\_

SURNAME/FAMILY NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

(This should be the name you wish to appear on your examination certificate)

The following information is requested by the Department for Employment and Learning to assist in Equal Opportunities Monitoring, and in compliance with Section 75 of the Northern Ireland Act 1998. IT IS THEREFORE ESSENTIAL THAT YOU TICK ONE BOX IN EACH OF THE FOLLOWING SECTIONS. This information will be treated in the strictest confidence and in accordance with the Data Protection Act.

GENDER: MALE  FEMALE

#### MARITAL STATUS

SINGLE  MARRIED/CO-HABITING  SEPARATED/DIVORCED  WIDOWED

NUMBER OF DEPENDANTS (Please enter number)

UNDER 17 YEARS OF AGE  UNDER 19 IN FULL-TIME EDUCATION  ADULT  NO DEPENDANTS (Please tick)

#### EMPLOYMENT STATUS

ECONOMICALLY INACTIVE  EMPLOYED FULL-TIME  EMPLOYED PART-TIME  UNEMPLOYED

#### EMPLOYMENT SECTOR

CONSTRUCTION <input type="checkbox"/>	HOTELS AND RESTAURANTS <input type="checkbox"/>	PUBLIC ADMINISTRATION AND DEFENCE <input type="checkbox"/>
FISHING <input type="checkbox"/>	HEALTH AND SOCIAL WORK <input type="checkbox"/>	TRANSPORT, STORAGE & COMMUNICATION <input type="checkbox"/>
MINING & QUARRYING <input type="checkbox"/>	FINANCIAL INTERMEDIATION <input type="checkbox"/>	AGRICULTURE, HUNTING & FORESTRY <input type="checkbox"/>
MANUFACTURING <input type="checkbox"/>	COMMUNITY, SOCIAL & PERSONAL SERVICES <input type="checkbox"/>	ELECTRICITY, GAS & WATER SUPPLY <input type="checkbox"/>
EDUCATION <input type="checkbox"/>	REAL ESTATE, RENTING & BUSINESS <input type="checkbox"/>	WHOLESALE & RETAIL TRADE <input type="checkbox"/>

#### COMMUNITY BACKGROUND

CATHOLIC  PROTESTANT  OTHER CHRISTIAN  NON CHRISTIAN  NO RELIGION  NOT STATED

#### ETHNICITY

WHITE  BLACK CARIBBEAN  BLACK AFRICAN  BLACK OTHER  INDIAN  PAKISTANI  BANGLADESHI   
CHINESE  OTHER  INFORMATION REFUSED/NOT KNOWN  IRISH TRAVELLER  MIXED OTHER

### SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

SERC is committed to equality of opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the course of study. Any disclosure will be seen in the context of the occupational area, the nature of the offence and the responsibility for the care of staff and students.

To help the college reduce the risk of harm or injury to students and staff caused by the criminal behaviour of other students we must be made aware of any unspent criminal convictions. Students must declare all unspent criminal convictions using the Disclosure of Criminal Convictions Form (Non Expected). Certain courses require us to consider spent and unspent criminal convictions therefore in certain circumstances you must disclose spent convictions using the Disclosure of Criminal Convictions (Regulated Activity) form. If you disclose criminal convictions you will not be automatically excluded from the application process. The Criminal Disclosure Process allows for a risk assessment to be completed. This is a separate and confidential process in keeping with the Data Protection principles. You will be advised about the outcome of this process separately and as quickly as possible. Disclosure forms are available from Customer Services or you can download one by clicking on [www.serc.ac.uk/studentlife/Pages/Student-Support](http://www.serc.ac.uk/studentlife/Pages/Student-Support).

Please complete as accurately as possible declaring **all** criminal convictions and place the form inside an envelope marked "**Confidential for the personal attention of the Director of Learning and Customer Support**" Market Street Campus, Downpatrick BT30 6LZ and deliver or post to the College.

## PRIVACY NOTICE

The Learning Skills Council (LSC) provides a Learner Records Service (LRS) to allocate Unique Learner Numbers (ULNs) which enable you to access a Learner Record Service. The Learner Record Service will offer you the facility to access participation and achievement data via a website and to share this with other organisations and individuals where permission is granted.

The LRS will allow those organisations listed in section 537A of the Education Act ([www.gov.uk/government/collections/learning-records-service](http://www.gov.uk/government/collections/learning-records-service)) to use the ULN as a key to sharing participation and achievement data in a consistent and approved manner, promoting good information management practice.

All organisations that will have access to the information you provide are registered under the Data Protection Act 1998. At no time will your personal information be passed to an organisation for marketing or sales purposes.

Further information, including data on Section 537A of the Education Act is available on the LRS website ([www.gov.uk/government/collections/learning-records-service](http://www.gov.uk/government/collections/learning-records-service))

Individuals can opt out of sharing participation and achievement data with those organisations listed in Section 537A of the Education Act by completing this tick box.

## DATA PROTECTION

Your data will be shared with the Department for Employment and Learning for statistical, funding and other legitimate business purposes including the provision of careers guidance. Your information may be accessed by other Civil Service Departments. The information is covered by the Data Protection Act (1998) which entitles you to see the data held about you. The College is also obliged to share information pertaining to you to Examination bodies for the purpose of claiming your achievement.

The College may wish to contact you for research purposes or to offer other educational products.

If you have an objection to this, please tick here.

## STUDENT DECLARATION

1. I certify that the details on this form are correct and, after noting these conditions, wish to enrol for this course.
2. I declare that the information I have provided is correct and I agree to inform the College of any changes to this information or my circumstances including any criminal convictions obtained during my course
3. I undertake to pay all appropriate fees related to this course e.g. tuition, examination, registration, materials etc
4. I understand that fees will only be refunded where a course does not run or is oversubscribed.
5. I understand that the College may use text messaging to contact me in emergency situations for course cancellation or postponement.
6. I agree to abide by the rules of the College and attend classes, tutorials, produce assignments and other work as required by the teaching.
7. I have read, understood and agree to abide by the College's Acceptable Use Policy in relation to the use of the Internet through College networks.
8. I am aware that the College reserves the right to withdraw or cancel a course at any time and I shall have no claim against the College in such events except for repayment of fees.
9. I understand the information provided by me will be handled in accordance with the Data Protection Act for the management of the College, and may also appear on examination certificates awarded to me.
10. I understand the course aims and content and confirm that they meet my current learning needs.
11. I agree that registration and progression into the next year of my course is subject to satisfactory performance and attendance.
12. I understand that the information I supply is forwarded to government agencies and agents appointed by them for statistical and funding purposes.
13. I consent to the processing by the College of personal data about me for the proper purposes of SERC, which may include website/video/newsletters; magazines or media relating to school activities; promotional material; newspaper stories. Any media produced by SERC will remain the property of SERC and will be dealt with in accordance with the Data Protection Principles.

Signed..... Date.....

## OFFICE USE

ENROLMENT METHOD      IN PERSON       BY POST       BY TELEPHONE       ONLINE

TOTAL FEE PAID..... CASH       CHEQUE       CREDIT CARD       DEBIT CARD

FEE AMOUNT INVOICED..... INVOICED TO.....

RECEIPT NUMBER.....

CONFIRM THE FOLLOWING (IF APPROPRIATE)      SPONSOR LETTER ATTACHED?       DIRECT DEBIT MANDATE ATTACHED?

ENROLMENT KEYED BY..... DATE.....

TELEPHONE ENROLMENT RECEIPT ISSUED BY..... DATE.....

ADDITIONALLY KEYED BY ..... DATE.....

VERIFIED BY ..... DATE.....