

Office Use Only

Aut	Spr	Sum	Full Cost	LSC	PCDL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Tuition Fee	Booking Fee	Date
Autumn			
Spring			
Summer			

city college brighton and hove

Adult and Community (ACL) Enrolment Form 2008/2009

(Some information on this form, including your full name, will be sent to the Learning and Skills Council - see overleaf)

For completion by learner

Course Code No.	Course Title	Category A	Category B	Category C	Category D

SURNAME	
FORENAMES	

The above names will appear on any examination certificate you may receive

Date of Birth		Age at 31 Aug 2008	
Title (✓)	Mr	Mrs	Miss Ms

CURRENT ADDRESS

Post Code: Email:

Daytime Tel No. Evening Tel No.

Nationality as on passport:

Type of nationality proof produced:

College representative signature:

Normal Country of Residence:

If you have lived outside of the UK in the last 3 years, please state the country of residence:

On which date did you last enter the UK/EU? (Holiday excepted):

Are you an Asylum Seeker/Refugee? Documentary proof must be shown:

In the college we support many students who need additional support for difficulties with reading or writing, with a learning difficulty or for a disability.

Do you think you may need additional support? (✓) Yes No

If yes, it will help us to arrange support if you can supply us with some more details. You can do that by:

 Giving more details here of why you may need support

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 Asking Learning support to contact you At your interview

Please tick (✓) or write in the box. You do not have to give this information but it will help us to organise support or make any reasonable adjustments.

What is the highest level of qualification you have received to date?

Previous school/college attended:

Discounted Rates

National Insurance No:

I am currently in receipt of the following benefit:

Type of documentary proof produced:

College Representative Signature:

Please tick to indicate your ethnicity below (optional):

- | | |
|---|---|
| <input type="checkbox"/> 11 Asian/Asian British - Bangladeshi | <input type="checkbox"/> 20 Mixed - White & Black African |
| <input type="checkbox"/> 12 Asian/Asian British - Indian | <input type="checkbox"/> 21 Mixed - White & Black Caribbean |
| <input type="checkbox"/> 13 Asian/Asian British - Pakistani | <input type="checkbox"/> 22 Mixed - Any other background |
| <input type="checkbox"/> 14 Asian/Asian British - Other | <input type="checkbox"/> 23 White - British |
| <input type="checkbox"/> 15 Black/Black British - African | <input type="checkbox"/> 24 White - Irish |
| <input type="checkbox"/> 16 Black/Black British - Caribbean | <input type="checkbox"/> 25 White - Any other background |
| <input type="checkbox"/> 17 Black/Black British - Any other | <input type="checkbox"/> 26 Any other |
| <input type="checkbox"/> 18 Chinese | <input type="checkbox"/> 27 Not known/Not provided |
| <input type="checkbox"/> 19 Mixed - White and Asian | |

1) I confirm that the primary learning goal details attached have been agreed. The course tutor will review this agreement with me, particularly if a change occurs to the learning programme.**2)** I agree to register for any examinations or assessments relevant to this learning agreement at the appropriate time.**3)** The College will make reasonable adjustments to the College environment and provision for disabled learners (including those with learning difficulties). If I want to discuss any disability or the support I may need, I can contact Learning Support tel: 01273 667746 or email: learningsupport@ccb.ac.uk.**4)** I understand that I have been accepted as a learner at City College Brighton and Hove on condition that I pay all fees for all courses I enrol on.**5)** I understand that College fees are due in full as soon as I sign the Student Statement and Learning Agreement. Fees are non-refundable, even if I withdraw, whether I have started the course or not.**6)** I agree to attend regularly and understand that my tutor may withdraw me from my course for non-attendance. If I am withdrawn, I will still be liable for the full fees due, will not qualify for a refund or fee reduction and may be asked to repay any Financial Assistance received.**7)** I understand that, if I fail to pay all fees on time and in full, the College reserves the right to charge external costs for collecting debt to my fee account. This may include legal costs, collection agent costs, court/bailiff fees and interest.**8)** I understand that I must enrol every year for each course.**9)** If the required course/programme cannot be delivered I will be offered an alternative or a full refund.**10)** In signing below I am agreeing to behave in accordance with the College Code of Conduct as published in the Learner Charter. If I break this agreement, I understand that I may be subject to disciplinary action. The full charter is available from Student Support, Students' Union, Main Reception, course tutors or via the College intranet.**11)** The College operates published policies, procedures and guidelines on its various functions including Financial Assistance, Fee Payment, Admissions and Absence. By enrolling at the College I agree to be governed in accordance with the published policies, procedures and guidelines as they relate to my year of academic study.**12)** CCBH has a Code of Practice on the use of computer systems. I agree to CCBH viewing computer records including email that I generate on the College's equipment.**13)** In signing below I am agreeing that I have read, understood and give consent for the sharing of information concerning Data Protection on the back of this form and that I have been given the option to opt out.**14)** CCTV cameras operate in the College for the protection of people and property (information is available from the Estates Director).

Signature: Date:

College Signature: Date:

Payment Slip

Method of Payment: Cash Cheque Payable to CCBH Sponsored/credit/voucher
 Employer/sponsor (please provide sponsor letter) Credit / debit card

Credit / Debit Card No.																			
Expiry Date						Issue No. (Switch Only)				Start Date						Security Code			
Cardholder's Name + Address (if different from above)																			

Validation: Autumn
Spring
Summer