



**What is your current employment status?**

- Employed - full-time
- Employed - part-time
- Self-employed
- Unemployed (through redundancy) and in receipt of Job Seekers Allowance (JSA)
- Unemployed (through redundancy) and in receipt of Employment Support Allowance (WRAG)
- Unemployed (through redundancy) and not in receipt of active benefits (JSA or ESA (WRAG))
- Unemployed (for reasons other than redundancy) and in receipt of Job Seekers Allowance
- Unemployed (for reasons other than redundancy) and in receipt of Employment Support Allowance (WRAG)
- Unemployed (for reasons other than redundancy) and not in receipt of active benefits (JSA or ESA (WRAG))
- Unemployed (reason not known/not provided) and in receipt of Job Seekers Allowance
- Unemployed (reason not known/not provided) and in receipt of Employment Support Allowance (WRAG)
- Unemployed (reason not known/not provided) and not in receipt of active benefits (JSA or ESA (WRAG))
- Economically inactive (e.g. retired or non-working parent)

If you are unemployed you will automatically be referred to Eastleigh College's Engage Recruitment Service, who will contact you once you are on your programme of study.

**Do you have any criminal convictions that you feel the College should know about?**

- Yes  No

Please give details:

**How did you first hear about Eastleigh College?**

- Is English your first language?**  Yes  No

**Do you have a serious medical condition that we would need to know about in case of an emergency?**

If so, please give brief details:

**Do you have a learning disability/difficulty or medical condition that may affect your learning?**

- Yes  No

Please give details:

**Disability (tick as appropriate)**

- 01 Visual impairment (not glasses)
- 02 Hearing impairment
- 03 Disability affecting mobility
- 04 Other physical disability
- 05 Other medical condition (e.g. epilepsy, asthma, diabetes)
- 06 Emotional/behaviour (BESD) difficulties

- 07 Mental ill health
- 08 Temporary disability after illness
- 09 Profound/complex disabilities
- 10 Aspergers
- 90 Multiple disabilities

**Learning difficulty (tick as appropriate)**

- 01 Moderate learning difficulty
- 02 Severe learning difficulty
- 10 Dyslexia
- 11 Dyscalculia (difficulty with numbers)
- 19 Other specific learning difficulty (ADHD, Dyspraxia, Dysgraphia (writing))
- 20 Autistic Spectrum Disorder
- 90 Multiple learning difficulties
- 97 Other

**Do you need support with:**

- Literacy  Numeracy  English Language

**Have you had support previously?**

- Yes  No

**Would you like to discuss your needs with a member of the Additional Learning Support team?**

- Yes  No

**If you wish to be contacted by telephone or textphone, please provide a contact number including dialling code:**

Any information given will be used to help you with your studies during your time at Eastleigh College.

**Ethnic Origin (tick as appropriate). We are required to collect this information for Government statistical purposes.**

**White**

- 31 English/Welsh/Scottish/Northern Irish/British
- 32 Irish
- 33 Gypsy or Irish Traveller
- 34 Any other White background

**Mixes/Multiple Ethnic Group**

- 35 White and Black Caribbean
- 36 White and Black African
- 37 White and Asian
- 38 Any other mixed/multiple ethnic background

**Asian/Asian British**

- 39 Indian  40 Pakistani
- 41 Bangladeshi  42 Chinese
- 43 Any other Asian background

**Black/African/Caribbean/Black British**

- 44 African  45 Caribbean
- 46 Any other Black/African/Caribbean background

**Other Ethnic Group**

- 47 Arab  98 Any other ethnic group
- 99 Prefer not to say

## Payment Details

Amount Payable: £     .

- Cash
- Cheque (payable to Eastleigh College with your name, address and course on the back)
- Instalments\* (if over £200)
- Standing Order\* (if over £500)
- Claiming Reduced Fee\* – Reason:
- Employer Paying – Please complete details below
- Training Agent – Please complete details below

\* Please request appropriate forms from Admissions team on 023 8091 1299

**I have read, understood and agree to the terms and conditions as shown on the reverse of this document.**

Signature:

Date:

Tutor Signature (special only):

Credit/Debit Card:

MasterCard / Visa / Maestro / Debit Card (delete as appropriate)

Valid From:   /   Expires End:   /

Issue No:  Security No:     
(last 3 digits on back of card)

Cardholder's Name:

Card No:

Please tick if you **do not** wish to be contacted via:

Email  Phone  Post

Your views on the education and training that you receive are valued and Eastleigh College, the SFA or its partners may wish to contact you from time to time regarding courses/learning opportunities or for surveys and research. Please tick if you **do not** wish to be contacted in relation to:

1. Courses or Learning Opportunities
2. Surveys and Research

## Employer/Training Agent Details (if course is connected to your employment)

Company Name:

Company Contact:

Position in Company:

Company Address:

Post Code:

Telephone Number:  Fax Number:

Email:

Amount company wish to pay (if required) £     .

Method of Payment:  Credit/Debit Card (please complete below)  Cheque  Invoice

Credit/Debit Card Details: MasterCard / Visa / Maestro / Debit Card (delete as appropriate)

Valid From:   /   Expires End:   /   Issue No:  Security No:     
(last 3 digits on back of card)

Cardholder's Name:

Card No:

On behalf of the Company I accept responsibility for the full fees of the above student and understand that the company will remain responsible for the fees should the student leave our employment before completion of the course.

Signature of Company Contact:  Date:

## Important Notice

The College reserves the right, without notice, to withdraw, merge or vary any course provision or facilities deemed necessary by the College.

Some learning programmes have been part financed by the European Union through the European Social Fund, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources.

## Refunds

### College Cancellation

Courses will only run if sufficient enrolments are received. When there are too few enrolments, the College may cancel the course after receiving payment. If this happens and there is no suitable alternative course, the College will refund all fees paid as soon as reasonably possible.

### Student Cancellation

Where the student cancels before a course starts, the College may retain part of the fees paid to cover losses incurred as a result of the cancellation. Where the student cancels after a course starts, the College will retain all the fees.

### Data Protection Declaration

Eastleigh College is registered under the Data Protection Act 1998 and operates within the eight principles of Data Protection. For full details of the Data Protection Declaration please visit [www.eastleigh.ac.uk](http://www.eastleigh.ac.uk) and click on Data Protection at the foot of the page.

### Privacy Notice - How We Use Your Personal Information

The personal information you provide is passed to the Chief Executive of Skills Funding (“the Agency”) and, when needed, the Young People’s Learning Agency for England (“the YPLA”) to meet legal duties under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency’s Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training.

Further information about use of and access to your personal data, and details of partner organisations are available at:

<http://skillsfundingagency.bis.gov.uk/privacy.htm>,

<http://www.ypla.gov.uk/privacy.htm> and

<http://www.learningrecordsservice.org.uk/documentlibrary/documents/Code+of+Practice+for+Sharing+of+Personal+Information.htm>

## Office Use Only

In person    By phone    By post

	Date	Initials
Form Received		
Checked		
Data Entry Completed		
Payment		
LSF Percentage %		
	IAG & Admissions Team	Finance
Invoice To / Account Ref		
Invoice Number		
Invoice Value (£)		
Processed By		
Date		
Reason for Refund		
Refund To / Account Ref		
Refund Value (£)		
Credit Note Number		
Refund Ref / Cheque Number		
Processed By		
Date		
Authorised By		

