

# Learning Agreement and Enrolment Form 2022/23

EBS NO:

INITIAL:



To view the College's data protection and privacy notice visit [www.camre.ac.uk/Data-Protection](http://www.camre.ac.uk/Data-Protection)

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS USING A BALLPOINT PEN

1. Your Personal Details					
<input type="checkbox"/> Mr <input type="checkbox"/> Mrs	Family Name		Given Name(s)		Middle Name(s)
<input type="checkbox"/> Miss <input type="checkbox"/> Ms					
<input type="checkbox"/> Mx	Date of Birth	Age on 31.8.22(yrs)	National Insurance Number	Unique Learner Number	
<input type="checkbox"/> He/Him <input type="checkbox"/> She/Her <input type="checkbox"/> They/Them			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Do you have any criminal convictions, bail conditions, reprimands or cautions (warnings)? <input type="checkbox"/> Yes <input type="checkbox"/> No					
2. Your Residency and Contact Details			(Please note that we may need to see your passport or Home Office documentation)		
Nationality:		Country of Residence		Date of entry to the UK:	
		<input type="checkbox"/> UK		Do you hold settled/pre-settled status: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you been legally resident in the UK/EEA for the past three years?		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Other (please specify)	
				EUSS Share code:	
Address (whilst attending college)		Home Telephone Number		Mobile Telephone Number	
Postcode		Email Address			
Time At Address (YY/MM)		Previous postcode if you have moved within the past two years			
Emergency Contact		Relationship			
Contact Telephone No. & email(s)					
3. Household Situation			(Please tick which best describes your household situation)		
<input type="checkbox"/> No household member is in employment and the household includes one or more dependent children			<input type="checkbox"/> Learner lives in a single adult household with dependent children		
<input type="checkbox"/> No household member is in employment and the household does not include any dependent children			<input type="checkbox"/> Learner has withheld this information		
			<input type="checkbox"/> None of these statements apply		
4. Your Qualifications		Please indicate your highest level of education. If you are unsure of your level of qualification please ask a member of the Enrolment team.			
<input type="checkbox"/> Entry Level		<input type="checkbox"/> Level 4: QCF qualification; HNC; HE Certificate			
<input type="checkbox"/> Level 1: GCSE/O Level (5 graded D-G/less than 5 graded A*-C); AS Level; QCF qualification		<input type="checkbox"/> Level 5: QCF qualification; HND; Foundation Degree			
<input type="checkbox"/> Full Level 2: GCSE/O Level (5 graded at A*-C or 4-9); A Level; QCF Diploma/Certificate NVQ		<input type="checkbox"/> Level 6: QCF qualification; Bachelor Degree			
<input type="checkbox"/> Full Level 3: 2 Advanced A Levels; QCF Diploma; Access to HE; GNVQ Advanced; NVQ		<input type="checkbox"/> Level 7 and above: QCF qualification; Masters; Doctorate			
		<input type="checkbox"/> Other, level not known			
5. Supporting you in your studies					
Do you need English language support? <input type="checkbox"/> Yes <input type="checkbox"/> No Is English your first language? <input type="checkbox"/> Yes <input type="checkbox"/> No (please specify) _____					
Do you consider yourself to have a disability and/or learning difficulty? <input type="checkbox"/> Yes <input type="checkbox"/> No EHCP <input type="checkbox"/> (If yes, please tick the appropriate boxes)					
<input type="checkbox"/> Vision impairment	<input type="checkbox"/> Other medical condition	<input type="checkbox"/> Profound complex disability	<input type="checkbox"/> Speech, language and communication needs		
<input type="checkbox"/> Other physical disability	<input type="checkbox"/> Temporary disability after illness	<input type="checkbox"/> Social & emotional difficulties	<input type="checkbox"/> Severe learning difficulty		
<input type="checkbox"/> Mental health difficulty	<input type="checkbox"/> Other specific learning difficulty	<input type="checkbox"/> Dyslexia	<input type="checkbox"/> Autism spectrum disorder		
<input type="checkbox"/> Other learning difficulty	<input type="checkbox"/> Disability affecting mobility	<input type="checkbox"/> Dyscalculia	<input type="checkbox"/> Prefer not to say		
<input type="checkbox"/> Hearing impairment	<input type="checkbox"/> Moderate learning difficulty	<input type="checkbox"/> Asperger's syndrome			
6. Ethnicity		(Please tick the box that best describes your Ethnic Group/Background)			
<b>ASIAN/ASIAN BRITISH</b>	<b>BLACK/AFRICAN/ CARIBBEAN/ BLACK BRITISH</b>	<b>MIXED/MULTIPLE</b>	<b>WHITE</b>	<b>OTHER</b>	
<input type="checkbox"/> Indian	<input type="checkbox"/> African	<input type="checkbox"/> White/Caribbean	<input type="checkbox"/> British/Welsh/Scottish/ Northern Irish/English	<input type="checkbox"/> Arab	
<input type="checkbox"/> Pakistani	<input type="checkbox"/> Caribbean	<input type="checkbox"/> White/African	<input type="checkbox"/> Irish	<input type="checkbox"/> Other	
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Other Black/African/ Caribbean	<input type="checkbox"/> White/Asian	<input type="checkbox"/> Gypsy/Irish Traveller	<input type="checkbox"/> Prefer not to answer/ not provided	
<input type="checkbox"/> Chinese		<input type="checkbox"/> Other Mixed	<input type="checkbox"/> Other White		
<input type="checkbox"/> Other Asian					
Are you studying at another College or enrolled on another Apprenticeship or funded programme at the same time? <input type="checkbox"/> Yes <input type="checkbox"/> No					

<b>7. Employment Status</b>		(What will your employment status be from the first day of your course (including part-time employment))?	
<input type="checkbox"/> Employed How long have you been employed? <input type="checkbox"/> Up to 3 months <input type="checkbox"/> 4-6 months <input type="checkbox"/> 7-12 months <input type="checkbox"/> More than 12 months How long do you normally work per week? <input type="checkbox"/> 0-10 hours <input type="checkbox"/> 11-20 hours <input type="checkbox"/> 21-30 hours <input type="checkbox"/> 31+ hours Are you self-employed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not employed, looking for and available to start work <input type="checkbox"/> Not employed, not looking for and/or not available to start work How long have you been unemployed? <input type="checkbox"/> Less than 6 months <input type="checkbox"/> 6-11 months <input type="checkbox"/> 12-23 months <input type="checkbox"/> 24-35 months <input type="checkbox"/> 36 months or more			
Company Name		Office Use: ERN	
Company Address		Nature of Business	
		Manager/Supervisor's Name	
		Telephone Number	
Postcode		Email Address	
Has your company agreed to be invoiced for your fees? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If YES, a letter of authorisation must be provided			
Number of employees at the Company:		<input type="checkbox"/> Letter enclosed	Office Use: Date Received / /
<b>8. Your Learning Choice(s) Office use</b> (To be completed by Enrolling Officer)			
Course Code		Course Code	
Course Title		Course Title	
Qualification Aim Ref. No.		Qualification Aim Ref. No.	
Apprenticeship Framework Code		Apprenticeship Framework Code	
Apprenticeship Pathway Code		Apprenticeship Pathway Code	
Delivery Location Postcode		Delivery Location Postcode	
Learner Start Date	Planned End Date	Learner Start Date	Planned End Date
/ /	/ /	/ /	/ /
<b>9. Learner Remission Type/s</b> (Please note - Supporting documents required & other documentation may need to be completed)			
<input type="checkbox"/> Employment and Support Allowance (ESA) <input type="checkbox"/> Other state benefit (please specify) <input type="checkbox"/> Entry/Level 1 Entitlement (aged 19-23 only) <input type="checkbox"/> Level 2 Entitlement <input type="checkbox"/> Level 3 Entitlement (aged 19-23 only) <input type="checkbox"/> Level 3 adult offer <input type="checkbox"/> GCSE Maths/English (No previous A*-C or 9-4 grade) <input type="checkbox"/> Skills for Life <input type="checkbox"/> Loan <input type="checkbox"/> ESOL (CPCA) <input type="checkbox"/> Low wage - Earns Less than £20,000 (CPCA), £18,525 (ESFA) annual gross salary			
			Office Use: Documents Seen <input type="checkbox"/>
<b>10. Declaration</b>			
<p>I certify that the information given is correct. I have read and agree to the terms and conditions set out on the reverse. I understand the cost and entry requirements for my chosen course(s) and will receive further guidance as appropriate at the course(s) start. I am aware of the requirements to inform the College of any previous, pending or current criminal convictions, warnings, reprimands and cautions and understand that further action may be taken if I do not disclose this information promptly (please see terms and conditions overleaf). I understand that this course may be 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 resources.</p> <p><b>How We Use Your Personal Information:</b> This privacy notice is issued by the Education and Skills Funding Agency (ESFA) on behalf of the Secretary of State for the Department of Education (DfE) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009.</p> <p>The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well being purposes, including research. We retain ILR learner data for 3 years for operational purposes and 66 years for research purposes. For more information about the ILR and the data collected, please see the ILR specification at <a href="https://www.gov.uk/government/collections/individualised-learner-record-ilor">https://www.gov.uk/government/collections/individualised-learner-record-ilor</a></p> <p>ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training. In these cases, it is part of our statutory duties and we do not need your consent.</p> <p>Where sharing is not part of our statutory duties, you can give your consent to be contacted by other third parties about:</p> <input type="checkbox"/> About courses or learning opportunities <input type="checkbox"/> For surveys and research <input type="checkbox"/> By post <input type="checkbox"/> By phone <input type="checkbox"/> By email			
Please tick relevant boxes to give your consent.			
For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter ( <a href="https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter">https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter</a> ) and the ESFA Privacy Notice ( <a href="https://www.gov.uk/government/publications/esfa-privacy-notice">https://www.gov.uk/government/publications/esfa-privacy-notice</a> )			
If you would like to get in touch with us, you can contact the DfE in the following ways:			
<ul style="list-style-type: none"> <li>Using our online contact form at <a href="https://form.education.gov.uk/service/Contact_the_Department_for_Education">https://form.education.gov.uk/service/Contact_the_Department_for_Education</a></li> <li>By telephoning the DfE Helpline on 0370 000 2288</li> <li>Or in writing to - Data Protection Officer, Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD</li> </ul>			
If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at - Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <a href="https://www.ico.org.uk">https://www.ico.org.uk</a>			
<b>Any outstanding debt may be passed onto a Third Party Debt recovery agency, where further charges may be applied.</b>			
Learner Signature _____		Date _____	
Enrolling Officer Signature _____		Printed _____ Date _____	
<b>Once completed, please send this form to Student Administration, Freepost RTLG-LYXX-ECSA, Cambridge Regional College, Kings Hedges Road, CAMBRIDGE CB4 2QT</b>			
Card no.	Switch/Issue no.	Start date	Expiry date
Card holder's name (as on card)	Postcode:	House Number:	3 digit security code (if applicable)
Please note these details will be destroyed after payment has been taken			

# TERMS AND CONDITIONS

## Students under 16 years

Cambridge Regional College (hereinafter referred to as 'the College') is not funded for students under 16 years and the published fees do not apply to students who are under 16 years at 31 August 2022. Students under 16 years who are enrolled on a part-time course will be charged a tuition rate of £6.60 per hour (other costs may apply, for example registration fee or exams).

## Students aged 16, 17 or 18 years

If you are a home student enrolling onto an EFA funded programme aged 16 years or over (but under 19 years of age on 31 August 2022), you will not be charged any tuition fees for your course, with the exemption of non-funded courses and specific course related materials, equipment or trips. You may be required to pay for exam resits.

## Students aged 19 years or over

You will be charged fees at rates set annually by the College. Due to funding restrictions some courses have different fees based on where you live (for example, within or outside of a mayoral combined authority), your employment status and your age. If you are a home student, you may be eligible for fee concessions (for ESFA funded courses) if you meet one of the criteria below and sign a declaration form (available from the College) at the time of enrolment and if the course is eligible for concessions.

Criteria:

- You are aged 19-23 and studying certain Foundation Level (Entry or Level 1) programme (excluding Skills for Life) and you do not have a full Level 2 and need the additional steps to progress to a Level 2
- You are aged 19-23 OR are 24 or over and live in the Cambridgeshire & Peterborough Combined Authority and studying your first full Level 2
- You are aged 19-23 and studying your first full Level 3
- You are aged over 19 without a full Level 3 or above and studying a qualification listed in the Level 3 adult offer
- You are in receipt of a low wage (less than £20,000 annual gross salary if you live in the Cambridgeshire & Peterborough Combined Authority or less than £18,525 if you live elsewhere)
- You are unemployed on active benefits (listed below) and the learning is directly relevant to your employment prospects in an area that meets the needs of the local labour market:
  - Council Tax
  - Housing Benefit
  - Employment and Support Allowance
  - Income Support
- If you are aged over 19 and already have a full Level 3 and following a Level 3 programme, there is no public funding so no reduced fee rate unless the qualification you are studying is within the Level 3 adult offer. However Advanced Learner Loans are available.

Evidence must be provided for all these cases. You will be required to pay a registration fee for each course you enrol onto, as well as any materials, equipment, exam entries or registration fees as applicable to the course.

**International students** who are not settled residents in the UK or other European Economic Area country will be required to pay fees at a different rate. Please contact the International Office 00 44 (0)1223 226317.

## Enrolment

Students will not be admitted to classes unless they have enrolled and paid the appropriate fee, or arranged for their employers or other authorities to be invoiced. A class may not run unless there is a minimum number of students.

## Course fees

Please note that fee advice should only be taken from the Finance or Student Administration offices. All fees are payable at the time of enrolment unless they total more than £350, when you can pay in 4 equal instalments by Direct Debit only. Special arrangements may be possible on request from Finance office.

For students studying classroom-based programmes, if your employer/sponsor has agreed to pay your fees, please provide evidence of their intent at enrolment. Please be aware that you will be liable for payment of the course fees if your employer/sponsor subsequently fails to provide payment upon receipt of invoice.

For students studying workplace programmes your employer will be responsible for paying your course fees as per the training quotation signed by them.

**Any outstanding debt may be passed onto a Third Party Debt recovery agency, where further charges may be applied.**

## Payment by instalments

A completed and signed Direct Debit form must be presented with your first instalment. Failure to complete the form will result in us being unable to complete your enrolment. You will make the first payment at enrolment followed by three consecutive monthly payments. The exception of this is where a programme lasts for less than 16 weeks, where a different instalment plan can be arranged.

**Please note:** should you choose to withdraw from the course, you will still be expected to pay any outstanding instalments.

## Refunds

A refund of any course fees already paid is only available in the following circumstances:

- If the College closes a class due to insufficient enrolments and is unable to offer a suitable alternative.
- If you withdraw from a course due to ill health and a doctor has certified you too unwell to continue your studies. In this situation refund will take into account the amount of course already completed before the withdrawal

### **Discretionary Bursary Fund**

The Discretionary Bursary Fund is available to assist students who are experiencing financial hardship to assist with a wide range of study costs, including equipment, books, fees, transport and other expenses associated with learning. There is also a specific fund to assist with childcare.

### **Examinations**

Students are responsible for ensuring an examination entry form is submitted before our advertised closing date. In some instances late entries cannot be accepted. Students who withdraw from the course or who are absent from or who do not fulfill the course work or other requirements for any examinations for which they were granted a free entry will be required to reimburse the full fees. The only exception to this is if the circumstances arise from medical reasons and a doctor certifies this. Students who pay for their examination and subsequently withdraw or do not attend for 6 weeks prior to the examination will not be allowed into the examination unless the absence from the course is certified by a doctor.

### **Students under 18 on 31 August 2022**

The College can share information on my progress, attendance or any issues which might affect your education or wellbeing with your parents/guardians for the duration of my course. Please refer to the College privacy notice for further information.

### **Disclosure of Convictions**

The College have a Legal Obligation known as "Duty of Care" to do everything reasonable to protect students, staff and visitors from potential harm. We therefore require students to declare if they:

- are serving/have served a custodial sentence
- are currently/have been on licence
- have served or are serving any type of order (except pre-court orders such as reprimand or final warnings)
- are currently on, or have been on an Intensive Supervision and Surveillance Programme (ISSP)
- have Caution/s, Warning/s or Reprimand/s. (the College does not need to know about convictions that are spent)

Information disclosed will not necessarily prevent you from studying the course of your choice. However, if you have a previous conviction(s) that you do not disclose and which is subsequently discovered, you may be refused a place or asked to leave the course. There may be occasions whereby a current/previous conviction may affect the outcome of your course (for example Childcare courses) but we will discuss this with you in full and offer alternatives where appropriate. If you would like to disclose information regarding criminal offences prior to enrolment, or during the course of your studies, please call the Safeguarding manager on 01223 418507.

### **Learning Agreement**

This Learning Agreement confirms your status as a student at the College during the academic year 2022/2023 and indicates that you have received appropriate pre-entry guidance for the course detailed overleaf. The College aims to ensure that every student has the best possible chance of success and a full declaration of this commitment can be found in The Student Charter which is available in full in the Student Handbook.

The Student Charter also details what is expected from students and in signing this Learning Agreement you are agreeing to comply with all aspects of the Student Regulations, the Student Code of Behaviour and the terms and conditions of enrolment.

### **Disclaimer**

Every effort has been made to ensure the accuracy of the information published by the College. However, the College reserves the right to cancel, combine or reschedule courses and make changes to the teaching hours or assessments provided on any course and to any facilities offered by the College. If industrial action or circumstances which are unforeseen or beyond the control of the College interfere with its ability to provide educational or other services or facilities, the College undertakes to use reasonable endeavours to minimise resulting disruption, but cannot guarantee the provision of the services or facilities. The College will not be liable to any user of its services or facilities for any indirect or consequential loss which may be suffered by you as a result of any breach by the College of any obligations to the user or any other act or omission of the College or its employees. If the College is found liable to the user for any such breach, act or omission, the liability will be limited to a maximum of the tuition fee paid to the College on behalf of the user in respect of the academic year in which the breach, act or omission occurs. This limitation applies to any liability, including liability for negligence, except where the college's negligence causes death or personal injury.

### **Enquiries regarding Enrolment**

If you have any enquiries regarding your enrolment, please contact Student Administration on SA@camre.ac.uk.

### **ESF Funding Statement**

This activity may be 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 resources.