Learning Agreement and Enrolment Form 2025/26

EBS NO: INITIAL:

CAMBRIDGE REGIONAL COLLEGE
GREAT CAREERS START HERE

European Union
European Social Fund

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS USING A BALLPOINT PEN

To view the College's data protection and privacy notice visit www.camre.ac.uk/Data-Protection

1. Your Personal Details

☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Mx	Family Name	Given Name(s)	Middle Name(s)	Sex (Bio)
				☐ Male ☐ Female

Pronouns	Date of Birth	Age on 31.8.25(yrs)	National Insurance Number	Unique Learner Number
☐ He/Him ☐ She/Her ☐ They/Them			☐☐ ☐☐☐☐☐☐ ☐	☐☐☐☐☐☐☐☐☐☐

Do you have any criminal convictions, bail conditions, reprimands or cautions (warnings)? ☐ Yes ☐ 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:
	☐ UK	Do you hold settled/pre-settled status: ☐ Yes ☐ No
Have you been legally resident in the UK/EEA for the past three years? ☐ Yes ☐ No	☐ 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	
Contact Telephone No. & email(s)		
Emergency Contact	Relationship	

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.

☐ Entry Level
☐ Level 1: GCSE/O Level (5 graded D-G/less than 5 graded A*-C); AS Level; QCF qualification
☐ Full Level 2: GCSE/O Level (5 graded at A*-C or 4-9); A Level; QCF Diploma/Certificate NVQ
☐ Full Level 3: 2 Advanced A Levels; QCF Diploma; Access to HE; GNVQ Advanced; NVQ
☐ Level 4: QCF qualification; HNC; HE Certificate
☐ Level 5: QCF qualification; HND; Foundation Degree
☐ Level 6: QCF qualification; Bachelor Degree
☐ Level 7 and above: QCF qualification; Masters; Doctorate
☐ Other, level not known

5. Supporting you in your studies

Do you need English language support? ☐ Yes ☐ No Is English your first language? ☐ Yes ☐ No (please specify)

Do you consider yourself to have a disability and/or learning difficulty? ☐ Yes ☐ No EHCP ☐ (If yes, please tick the appropriate boxes)

☐ Vision impairment
☐ Other physical disability
☐ Mental health difficulty
☐ Other learning difficulty
☐ Hearing impairment
☐ Down Syndrome
☐ Other medical condition
☐ Temporary disability after illness
☐ Other specific learning difficulty
☐ Disability affecting mobility
☐ Moderate learning difficulty
☐ Prefer not to say
☐ Profound complex disability
☐ Social & emotional difficulties
☐ Dyslexia
☐ Dyscalculia
☐ Asperger's syndrome
☐ Speech, language and communication needs
☐ Severe learning difficulty
☐ Autism spectrum disorder
☐ Exam Concessions

Do you require additional support with us? ☐ Yes ☐ No

6. Ethnicity

(Please tick the box that best describes your Ethnic Group/Background)

ASIAN/ASIAN BRITISH
☐ Indian
☐ Pakistani
☐ Bangladeshi
☐ Chinese
☐ Other Asian

BLACK/AFRICAN/ CARIBBEAN/ BLACK BRITISH
☐ African
☐ Caribbean
☐ Other Black/African/ Caribbean

MIXED/MULTIPLE
☐ White/Caribbean
☐ White/African
☐ White/Asian
☐ Other Mixed

WHITE
☐ British/Welsh/Scottish/ Northern Irish/English
☐ Irish
☐ Gypsy/Irish Traveller
☐ Other White

OTHER
☐ Arab
☐ Other
☐ Prefer not to answer/ not provided

Are you studying at another College or enrolled on another Apprenticeship or funded programme at the same time? ☐ Yes ☐ No

7. Employment Status (What will your employment status be from the first day of your course (including part-time employment))?

☐ Employed How long have you been employed? ☐ Up to 3 months ☐ 4-6 months ☐ 7-12 months ☐ More than 12 months

How long do you normally work per week? ☐0-10 hours ☐11-20 hours ☐21-30 hours ☐31+ hours Are you self-employed? ☐Yes ☐No

☐ Not employed, looking for and available to start work ☐ Not employed, not looking for and/or not available to start work

How long have you been unemployed? ☐Less than 6 months ☐ 6-11 months ☐ 12-23 months ☐ 24-35 months ☐ 36 months or more

Company Name		Office Use: ERN	
Company Address		Manager/Supervisor's Name	
		Telephone Number	
Postcode		Email Address	

Number of employees at the Company: ☐ Letter enclosed Office Use: Date Received / /

8. Your Learning Choice(s) Office use (To be completed by Enrolling Officer)

Course Code	Course Code	Course Code
Course Title	Course Title	Course Title
Qualification Aim Ref. No.	Qualification Aim Ref. No.	Qualification Aim Ref. No.
Delivery Location Postcode	Delivery Location Postcode	Delivery Location Postcode
Learner Start Date / Planned End Date	Learner Start Date / Planned End Date	Learner Start Date / Planned End Date
Course Code	Course Code	Course Code
Course Title	Course Title	Course Title
Qualification Aim Ref. No.	Qualification Aim Ref. No.	Qualification Aim Ref. No.
Learner Start Date / Planned End Date	Learner Start Date / Planned End Date	Learner Start Date / Planned End Date

9. Learner Remission Type/s

*If you enrol and withdraw from one of our Online Courses you will be charged £100 fee.
(Please note - Supporting documents required & other documentation may need to be completed)

☐ Universal Credit
☐ Level 2 Entitlement (aged 19-23 only) ☐ Other state benefit (please specify) _____
☐ ESOL (Cambridge and Peterborough Authority (CPCA)) ☐ Free Courses for jobs L3 Offer (19+) ☐ Level 3 Entitlement (aged 19-23 only)
☐ Annual income is below the earnings threshhold - £30,491 (CPCA), £25,000 (ESFA) ☐ Loan Office Use: Documents Seen ☐

10. Declaration

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.

How We Use Your Personal Information: 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.

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 wellbeing 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 https://www.gov.uk/government/collections/individualised-learner-record-ilr

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.

Where sharing is not part of our statutory duties, you can give your consent to be contacted by other third parties about:

☐ About courses or learning opportunities ☐ For surveys and research ☐ By post ☐ By phone ☐ 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 (https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter) and the ESFA Privacy Notice https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education

If you would like to get in touch with us, you can contact the DfE in the following ways:

- Using our online contact form at https://form.education.gov.uk/service/Contact_the_Department_for_Education
- By telephoning the DfE Helpline on 0370 000 2288
- Or in writing to – Data Protection Officer, Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD

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 https://www.ico.org.uk

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

Learner Signature _____ Date _____

Enrolling Officer Signature _____ Printed _____ Date _____

Once completed, please send this form to Student Administration, Freepost RTLG-LYXX-ECSA, Cambridge Regional College, Kings Hedges Road, CAMBRIDGE CB4 2QT

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 2025. 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 2025, 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 if you are assessed as eligible under one of the following entitlements and have provided evidence and completed the relevant self-declaration form: • Progression to first full level 2 • 19-23 first full level 2 • 19-23 first full level 3 • National Skills Fund Level 3 Offer (Free Courses for Jobs) • CPCA Second Level 3 Offer • CPCA college local flexibilities • ESOL (CPCA residents only) • English, maths and digital skills entitlement • Below CPCA or ESFA earnings threshold (including benefit recipients)

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.

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

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 2025
The College can share information on your progress, attendance or any issues which might affect your education or wellbeing with your parents/guardians for the duration of your 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 2025/2026 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.

Privacy Notice

Training providers should ensure that all learners have seen this privacy notice as part of their enrolment process.

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We retain your ILR learner data for 20 years for operational purposes (e.g. to fund your learning and to publish official statistics). Your personal data is then retained in our research databases until you are aged 80 years so that it can be used for long-term research purposes. For more information about the ILR and the data collected, please see the ILR specification at https://www.gov.uk/government/collections/individualised-learner-record-ilr

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If you would like to get in touch with us or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways:

Using our online contact form https://form.education.gov.uk/service/Contact_the_Department_for_Education
By telephoning the DfE Helpline on 0370 000 2288
Or in writing to: Data Protection Officer, Department for Education (B2.28), 7 & 8 Wellington Place, Wellington Street, Leeds, LS1 4AW

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 https://www.ico.org.uk