

Is this your first enrolment this academic year?

- YES (complete ALL sections)  NO (complete ONLY Name, Date of birth, sections 1, 6, 7, 8, 10, 11 unless any other details have changed)

## 01 Using your data and contacting you

- Tick this box after reading the Adult Education Wolverhampton (AEW) Privacy Statement, which tells you how we use and share your data.
- Tick this box if you are happy to be contacted by the West Midlands Combined Authority (WMCA), Education & Skills Funding Agency (ESFA) or it's partners to help bring about improvements for students.
- Tick this box if you are happy to be contacted by AEW with information about events, courses or learning opportunities.
- Preferred contact  Email  Phone  Post

AEW will contact students regarding certificate collections, if your class is cancelled for any reason and to gain up-to-date information about the impact learning has had on your life and/or employment progress.

## 02 Personal details

Mr  Mrs  Miss  Ms  Other

First name(s)  Surname   Male  Female

### Current postal address

Address Line 1  Telephone and email   
Address Line 2  Home  Mobile   
Town/City  Postcode  Email

Previous surname  Previous surname if applicable

### Previous postal address

Date of birth DD MM YY YY Age on 31st August 2024 YY National Insurance number

Emergency contact Full name  Phone number  Relationship to you

## 03 Ethnicity

Mark as appropriate to help us monitor equal opportunities

- English/Scottish/Welsh/Northern Irish/British  Mixed - White and Asian  Any other Asian background  
 Irish  Any other mixed/multiple ethnic background  African  
 Gypsy or Irish Traveller  Indian  Caribbean  
 Any other White background  Pakistani  Other Black/African/Caribbean  
 Mixed - White and Black Caribbean  Bangladeshi  Arab  
 Mixed - White and Black African  Chinese  Any other ethnic group

## 04 Qualifications

Your current qualifications

Tick your **highest** qualification  
(a member of staff will support you with this section)

- No qualifications  
 Entry Level  
 Other qualifications below Level 1  
 Level 1 (e.g. GCSE grade D-G or 3-1, Level 1 certificates)  
 Full Level 2 (e.g. 5 or more GCSEs A\*-C or 9-4)  
 Full Level 3 (e.g. 2 A Levels or 4 AS Levels)  
 Level 4 (e.g. HNCs, Level 4 diplomas)  
 Level 5 (e.g. a Foundation degree)  
 Level 6 (e.g. to a Bachelor's degree)  
 Level 7 and above (e.g. a Master's degree)

What are the grades of your English and maths qualifications?

English GCSE/O Level grade

or

Maths GCSE/O Level grade

or

## 05 Residency

Have you lived in the UK/EEA for at least the last 3 years?  Yes  No  
Are you a UK or Irish national?  Yes  No

If either of the above does not apply, what is your nationality?

Please tick which describes your residency status in the UK \*

- Refugee  Discretionary  Exceptional  Indefinite  
 Leave to Enter or Remain (select type)  
 Humanitarian protection  
 Leave outside the rules  
 British Nationals evacuated from Afghanistan (see further info)  
 Ukraine Family/Sponsorship Scheme  
 Spouse, civil partner or child of any of the above  
 Section 67 of the Immigration Act 2016 leave  
 EEA national (pre-settled or settled under the EU Settlement Scheme)  
 Family member of a UK/EEA national (with pre-settled or settled under the EU Settlement Scheme)  
 Calais leave to remain  
 Asylum seeker (and lived in the UK for 6 months)

\* Evidence to be seen by  
Student Services

Date entered the UK

DD MM YY YY

- Biometric residence permit  
 Home Office share code  
 ARC card & recent correspondence

Student Services Staff Name  
(printed in FULL)

Date evidence seen

DD MM YY YY

## 06 Support needs

Complete this section and speak to a member of staff about any support you may require

Do you have any learning difficulties, disabilities, and/or health problems? Tick all boxes that apply to you

- No disability
- Vision impairment
- Hearing impairment
- Disability affecting mobility
- Profound complex disabilities
- Social and emotional difficulties
- Mental health difficulty
- Asperger's syndrome
- Speech, language and communication needs
- Temporary disability after illness (for example post-viral) or accident
- Other physical disability
- Other medical condition (e.g. epilepsy, asthma, diabetes)
- Other disability

- No learning difficulty
- Moderate learning difficulty
- Down Syndrome
- Severe learning difficulty
- Dyslexia
- Dyscalculia
- Autism spectrum disorder
- Other specific learning difficulty (e.g. Dyspraxia)
- Other learning difficulty

If you have ticked more than one, what is your **main** learning difficulty, disability, or health problem?

Do you wish to be contacted to discuss your support needs identified above?  Yes  No

## 07 Employment status

Tick which applies to you

### In paid employment

- Full-time  Part-time  Self-employed

How many hours do you work each week?

- 0-10 hours  21-30 hours  
 11-20 hours  30+ hours

How long have you been in work?

- 0-3 months  7-12 months  
 4-6 months  12+ months

### NOT in paid employment

- Looking and available for work  
 NOT looking for work (including retired)

How long have you been unemployed or retired?

- 0-5 months  24-35 months  
 6-11 months  36+ months  
 12-23 months

Were you in full-time education or training prior to enrolment?  Yes  No

## 08 Benefit status

Tick which applies to you:

- Not claiming benefits  Universal Credit  Job Seekers Allowance (JSA)  Employment and Support Allowance (ESA)  
 Another state benefit (other than JSA)

## 09 Equalities Information

The following information will be used to help Wolverhampton City Council monitor equal opportunities. Thank you

**Disability: do you have a disability which affects your day to day activities, which has lasted, or you expect it to last at least a year?**

- Yes  No  Not sure  Prefer not to say

**Religion:**

- Buddhist  Christian  Hindu  Jewish  
 Muslim  Sikh  No religion  Prefer not to say

**Gender:**

- Female  Male  Gender neutral  Gender fluid  Prefer not to say

**Gender reassignment / gender identity Is your gender identity the same as the gender you were assigned with at birth?**

- Yes  No  Prefer not to say

**Sexual Orientation:**

- Lesbian/gay woman  Gay man  Bisexual  Heterosexual/straight  Not sure  Prefer not to say

## 10 Course Funding

Staff use ONLY

- The student is paying the course fee, in full  by instalments
- The student was aged 16-25 years old on 31st August 2024 and has an Education, Health and Care Plan \*
- The student is applying for help to pay for their course and/or exam fee for the following reason:

**\* MUST be referred to Student Services**

### The student is studying

- English and / or maths (including Multiply)
- Essential Digital skills and Digital Functional Skills qualifications (Entry 3 and Level 1 only)
- a first full Level 2 (entitlement qualifications only)
- a Family Learning course

### Student has WMCA area postcode

- studying on a first full Level 3 and aged 19-23 **OR** 24+ and unemployed (entitlement qualifications only), low wage flexibility may apply

The student is:

- not working and looking for work
- not working and not looking for work because:
  - looking after family/home
  - illness or disability
  - Other

*I confirm the information I have provided about my employment and benefit status is correct*

Signed  Date

- working and on a low wage of less than £32,000
- studying Digital Skills at level 1 and below (not EDSQ)
- studying on a Life Skills or Like Minds course and none of the above apply (Service policy)

### Student has postcode OUTSIDE WMCA area

- studying on a first full Level 3 and aged 19-23 (entitlement qualifications only)

The student is:

- not working, looking for work and receives:
  - Universal Credit (UC)
  - Job Seekers Allowance (JSA)
  - Employment Support Allowance (ESA)
- working and on a low wage of less than £25,000
- studying on a Life Skills or Like Minds course and none of the above apply (Service policy)

*Fee Concessions for Tailored Learning Funded Courses may apply*

### WMCA Flexibilities (specified qualifications and WMCA students only)

- Flexibilities  Free Courses For Jobs (Level 3)

### Advanced Loans

- I am applying for an approved Advanced Learner Loan

### Staff Development

- Inset form completed

### AEW staff declaration

I confirm that I have seen evidence of student identity

I confirm that I have checked eligibility and seen appropriately dated evidence as identified in section 11

**11 Course enrolment details**

Staff use ONLY

**COURSE 1**

Course code	Course title				Fees (£)	Staff initials	Funded/Support	To pay	Student Services
					Tuition			Tuition	
Location	Days		Start date	End date	Exam		<input type="checkbox"/> DLSF	Exam	
	M	T	W	T	F			Total	
					Total				

**COURSE 2**

Course code	Course title				Fees (£)	Staff initials	Funded/Support	To pay	Student Services
					Tuition			Tuition	
Location	Days		Start date	End date	Exam		<input type="checkbox"/> DLSF	Exam	
	M	T	W	T	F			Total	
					Total				

**COURSE 3**

Course code	Course title				Fees (£)	Staff initials	Funded/Support	To pay	Student Services
					Tuition			Tuition	
Location	Days		Start date	End date	Exam		<input type="checkbox"/> DLSF	Exam	
	M	T	W	T	F			Total	
					Total				

**12 Learner Support Funding Application**

I am applying for financial support for:

REMISSION	COURSE 1 (from DLSF £)	COURSE 2 (from DLSF £)	COURSE 3 (from DLSF £)
___ %course fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exam cost	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment/resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Childcare costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel (restricted)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DBS check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**13 Student declaration**

- I have received information and advice before enrolling on my course.
- I understand that AEW can close or make changes to the course. Full or partial fees are only refunded where a course has been cancelled or changed by AEW. We will NOT refund fees for lessons missed for any reason. *Please refer to the AEW Refund Policy.*
- I agree to comply with the Students' Charter and all AEW policies and procedures. *These can be found on the AEW website or upon request.*
- I understand that AEW will not share data with any third party, unless it is a safeguarding concern, medical emergency or a third party is directly involved in the course, funding of the course, or collection of student progress information.
- I confirm that all the information on this form is correct at the time of my enrolment.

I confirm that I have read and understood the student declaration

Signed (Student)

Date

Please note most courses offered by the Service are funded by West Midlands Combined Authority (WMCA) or the Education & Skills Funding Agency (ESFA).