

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 Previous surname

Address Line 1 **Telephone and email**

Address Line 2 Home Mobile

Town/City Postcode Email

Previous postal address

Date of birth DD MM YY YY Age on 31st August 2025 YY 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
- ☐ Leave to Enter or Remain (select type) ☐ Discretionary ☐ Exceptional ☐ Indefinite
- ☐ 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 2025 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)

- ☐ Level 3 Flexibilities

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			Exam	
	M	T	W	T	F			Total	
					Total		<input type="checkbox"/> DLSF		

COURSE 2

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

COURSE 3

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

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

Exam cost

Equipment/resources

Childcare costs

Travel (restricted)

DBS check

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐**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

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

Funded by

Department
for EducationCITY OF
WOLVERHAMPTON
COUNCILWest Midlands
Combined Authority