

Is this your first enrolment this academic year?

- YES (complete ALL sections) NO (complete ONLY Name, Date of birth, sections 5, 6, 7, 8, 9, 10, 11, 12 unless any other details have changed)

01 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 YY YY Age on 31st August 2018 YY YY National Insurance Number

Emergency contact Name Phone number Relationship to you

02 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

03 Qualifications

Your current qualifications

Please 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)
- Other qualification level

What are the grades of your English and maths qualifications?

English GCSE/O Level grade

or

Maths GCSE/O Level grade

or

04 Residency

Nationality

Country of birth (inc. UK)

Have you been resident in the UK or European Economic Area for 3 years? Yes No

Are you a British or EEA citizen? Yes No

If you have answered **Yes** to both questions, go straight to section 5. If answered **No** to either question then **MUST be referred to Student Services**

Staff use ONLY Date entered UK DD MM YY YY YY YY

Residency status *Tick all that apply*

Refugee

Leave to Enter or Remain
 Discretionary Exceptional Indefinite

Humanitarian protection

Leave Outside the Rules

Stateless leave

Spouse, civil partner or child of any of the above

Family member of EEA national

Asylum seeker

Residency Evidence

Passport/Visa

Residency Permit

ID Card

Recent Home Office Letter

ARC + recent correspondence

Student Services Staff Name (printed in FULL)

Date evidence seen
 DD MM YY YY YY YY

05 Contacting you

- Tick this box if you wish to be contacted by AEW with information about courses or learning opportunities and indicate your preference Email Phone Post
- Tick this box if you wish to be contacted by the Education & Skills Funding Agency (ESFA) or it's partners to discuss the education or training you receive, or to help bring about improvements for students.

All students will have a Unique Learner Number (ULN) and a Personal Learning Record (PLR). These will be shared with relevant organisations.

AEW will contact you regarding certificate collections and if your course is cancelled for any reason.

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
- Visual 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 or accident
- Other physical disability
- Other medical condition (e.g. epilepsy, asthma, diabetes)
- Other disability

- No learning difficulty
- Moderate learning difficulty
- 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

Please 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

Length of employment

- 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?

- 0-6 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 Household data

Please tick any of the following statements which apply (one or more may apply):

- No member of my household including me is employed
- There is only one adult in my household aged 18 or over
- There are one or more dependent children aged 0-24 years in my household (dependent means in full time education or not working)
- None of these statements apply

OR

- I confirm that I do not wish to give this information

09 Benefit status

Please tick which applies to you

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

10 Course enrolment details

Staff use ONLY

COURSE 1

Course code	Course title				Fees (£)	Staff initials	Support with fees (£)	Student Services
					Tuition			
Location	Days				Start Date	End Date	DLSF	
	M	T	W	T	F			
						Total	Student to pay	

COURSE 2

Course code	Course title				Fees (£)	Staff initials	Support with fees (£)	Student Services
					Tuition			
Location	Days				Start Date	End Date	DLSF	
	M	T	W	T	F			
						Total	Student to pay	

COURSE 3

Course code	Course title				Fees (£)	Staff initials	Support with fees (£)	Student Services
					Tuition			
Location	Days				Start Date	End Date	DLSF	
	M	T	W	T	F			
						Total	Student to pay	

11 Funding your course

Staff use ONLY

- The student was aged 16-18 years old on 31st August 2018 *
- The student was aged 19-25 years old on 31st August 2018 and has an Education, Health and Care Plan *
- The student is paying the course fee, in full by instalments
- The student is studying a priority course and would like to apply for help to pay their course and/or exam fee. Tick the appropriate reason in EITHER the right or left column below:

* MUST be referred to Student Services

Funded by the Education and Skills Funding Agency

- 19+, unemployed, wants to be employed and is:
 - in receipt of Job Seekers Allowance (JSA)
 - in receipt of Employment and Support Allowance (ESA) an in the work-related activity group (WRAG)
 - in receipt of Universal Credit (see guidance for full criteria)
- Unemployed or on a low income and wants to gain employment or improve their existing job and is:
 - in receipt of another means tested benefit (see guidance for full criteria)
- The student fulfills one of the following:
 - studying English and/or Maths up to and including Level 2. Does not already have a grade A*-C or 9-4 in this subject
 - studying up to and including Level 1. Has NOT already achieved a Level 2 or above (excluding ESOL aims)
 - studying their FIRST FULL Level 2 or 3 (see guidance for excluded courses)
 - studying on a Family Learning course
 - studying on a Like Minds course
- 19+, employed and earns less than £15,736.50 (receiving current living wage hourly rate)

Fully or partially funded by Learner Support

- Not looking for work and in receipt of:
 - Employment and Support Allowance (ESA) Health Related Activity Group (HRAG)
 - Income Support
- Working or not looking for work and in receipt of:
 - Housing Benefit
 - Council Tax Reduction
 - Pension Guarantee Credit
 - Working Tax Credit - conditions apply
- Low household income - conditions apply

Advanced Learner Loan eligible (Funding agreed prior to enrolment form completion)

- 19+ studying an approved Level 3 course
- 19-23 studying a further, approved Level 3 course

- I am a member of AEW staff and my INSET 1 form has been approved by the CPD manager

12 Student declaration

- I have received information and advice before enrolling on my course.
- I understand that Adult Education Wolverhampton (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 or funding of the course.
- 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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AEW staff declaration

I confirm that I have seen evidence of student identity

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

D	D	M	M	Y	Y	Y	Y
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Discretionary Learner Support Funds Application

To be completed by Student Services ONLY

DLSF Eligibility Information

Detail Proof of Benefit and Remission Eligibility

Letter date Total income WTC £ Date evidence seen

Staff signature

Staff name

The following details the financial support applied for

Remission	Course 1 Amount from DLSF £	Course 2 Amount from DLSF £	Course 3 Amount from DLSF £
£15 course fee	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>
___ %course fee	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>
100% course fee	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>
Exam cost	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>
Equipment/resources	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>
Childcare costs	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>
Travel (restricted)	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>
DBS check	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>
Other (detail below)	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>	<input type="checkbox"/> <input type="text"/>

Additional information (e.g. ALDD DLSF eligibility)

I confirm that the information above is correct and agree with the terms and conditions of the funding.

Signed (Student)

Date

Contact details

Adult Education Wolverhampton
Old Hall Street
Wolverhampton WV1 3AU
www.aes.wolverhampton.gov.uk

☎ 01902 558180
enquiries@aes.wolverhampton.gov.uk



SCAN WITH YOUR
SMARTPHONE
TO VISIT OUR
WEBSITE

Please note that most courses offered by the Service are funded by the Education & Skills Funding Agency (ESFA) and therefore could be deemed to be part funded by the European Social Fund (ESF).