

Course(s) applying for

Please list all the course(s) you wish to enrol on with Thurrock Adult Community College, including the course code

Course title	Course code	Fee £	Exam fee	Expected start date

Family Learning courses only - if children are attending with you, please enter their details

First Name	Last name	Date of birth	Male/Female	Receipt number (Office Use Only)

Method of payment

Cash Cheque Card Employer/sponsor Adult Learner Loan Other Amount paid: £

Please ask for details of our TACC Factsheet #1 Learner Support Fund if you have difficulty meeting the fee for this course and wish to study to get into work, or will need to pay for childcare.

You can also pay by instalments for some courses, please ask a member of staff for more details.

Refunds and transfers

We are unable to give refunds if you change your mind or personal circumstances prevent you from continuing with your course. You will be liable for unpaid course fees. You can arrange a transfer to another course, where available and subject to any additional costs. Please note that the first transfer is free thereafter you will be charged £15 each.

Additional support - do you have any disabilities or learning difficulties?

Please tick any of the following that apply to you and indicate at the bottom the one that is likely to affect your learning. In some circumstances, the College may be able to obtain extra support for you. If you indicate that you have a learning difficulty or disability, we will arrange for the college's Learning Support Department to contact you to discuss your support needs, unless you indicate otherwise. See TACC Factsheet #2 for more details.

Disabilities

- Visual impairment
- Hearing impairment
- Disability affecting mobility
- Profound complex disabilities
- Temporary disability after illness (post-viral) or accident
- Other medical condition (e.g. epilepsy, asthma, diabetes)
- Other physical disability
- Social and emotional difficulties
- Mental health difficulties
- Other disability
- Prefer not to say
- Not provided

Learning difficulties

- Moderate learning difficulty
- Severe learning difficulty
- Dyslexia
- Dyscalculia
- Speech, Language and Communication Needs
- Other specific learning difficulty (eg. Dyspraxia)
- Asperger's syndrome
- Autism spectrum disorder
- Other learning difficulty

Of the above, which is your primary difficulty/disability?

Mobility and medication assistance

- I have a medical condition that may require assistance (e.g. administering medicine during class).
- I will need assistance evacuating the building in an emergency.

If you have ticked either of these boxes, and the course is not a 1 day workshop, our Learning Support team will contact you.

Do you want to be contacted for support?

If you wish to be contacted by the college to discuss any equipment or support we may be able to provide, please tick a box below:

- Yes, please contact me
- No, please don't contact me
- Not applicable (eg. 1 day/short workshop)

You must apply for support for every course on which you enrol each academic year.

Your Employment Status

Learning can improve employability. Data is required for our funding from the Education and Skills Funding Agency and also to determine if you are entitled to a reduced fee. If unemployed, please complete both columns.

Are you in any other education or training?

- Yes - please give details here:
- No

Please tick the box that best describes your employment status before you enrol

- Employed/Self-employed 0-10 hours per week
- Employed/Self-employed 11-20 hours per week
- Employed/Self-employed 21-30 hours per week
- Employed/Self-employed 30+ hours per week
- Not in paid employment, looking for and available for work*
- Not in paid employment, not looking for work and/or not available to start work*

National Insurance number (if unemployed)

--	--	--	--	--	--	--	--	--	--

*Length of unemployment (if not employed)

- Less than 6 months
- 6-11 months
- 12-23 months
- 24-35 months
- 36 months or more.

Are you in receipt of any of the following benefits?

Tick as applicable (evidence will be required)

- JSA
- ESA (WRAG - Work Related Activity Group)
- Universal Credit where mandated by JobCentrePlus in a work-related group and earn less than £338 per month (individual claims) or £541 a month (household claims). Both amounts are subject to Government changes.
- Universal Credit (non-mandated)
- Working Tax Credit
- Child Tax Credit
- Housing Benefit
- Income Support
- Pension Credit

Employment Status of Your Household (tick all that apply)

Subsidised courses are funded by the Government and they receive some funds from the EU. As part of this funding agreement, we are required to collect information regarding the employment status of people in your household:

- No member of the household in which I live is employed and there are one (or more) dependent children
- The household that I live in includes only one adult (aged 18 or over) with no dependent children
- I am the only adult (aged 18 or over) in my household with dependent children
- I confirm that I wish to withhold this information
- None of these statements apply

Agreement between you and Thurrock Adult Community College for learning programmes at the college

You have the right to expect:

- A wide range of learning opportunities and progression routes.
- Tuition of a high quality from appropriately qualified and experienced tutors.
- Access to information about learning opportunities.
- A service that is professional, friendly and effective.
- A service that promotes equality of opportunity.
- Classrooms that are accessible, safe and appropriately equipped.
- Opportunities to comment on service quality.
- Support for learning.

We expect you, the learner, to:

- Attend regularly and a minimum of 85% of the scheduled sessions.
- Advise the college of any absences. Please note that if 3 sessions in a row are missed, without notifying the college, the student's name will be withdrawn from the course register.
- Complete all work required punctually and to the best of your ability (accreditation courses).
- Comply with the policies and procedures of the college, including online safety, equality of opportunity and behaviour.

How did you hear about us?

- Brochure or leaflet Website Social Media Newspaper Word of mouth / referral

Privacy Notices 2018/19

Please read the important information below and ensure all 4 sections of this form are completed, before signing the learner declaration to complete your enrolment.

How your personal information may be used by the ESFA



Education & Skills Funding Agency

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). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to

meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

You can agree to be contacted for other purposes by ticking any of the following boxes:

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> About courses or learning opportunities. | <input type="checkbox"/> By phone. |
| <input type="checkbox"/> For surveys and research. | <input type="checkbox"/> By e-mail. |
| <input type="checkbox"/> By post. | |

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit: <https://www.gov.uk/government/publications/esfa-privacy-notice>

How we will use your information at the College

We will use your information to provide the service requested. We may share your personal data between our services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you, or required by law, or to prevent or detect fraud. To find out more, go to www.thurrock.gov.uk/privacy. You can get free internet access in our cyber cafe, at libraries and local community hubs.

We have a duty to:

- keep sufficient information to provide services and fulfil legal responsibilities.
- identify the impact of your learning to central government, so they continue to fund our adult education offer. We achieve this through on-course and end of course evaluation surveys, texts and phone calls.
- keep your records secure and accurate.
- keep your information only for as long as is required.

You can help us by:

- letting us know of address or name changes.
- telling us if any of the information we hold about you is wrong.
- allowing us to share as much information about you as we need to provide our services.

Keep in touch

We'd love to keep you up-to-date with other Thurrock Adult Community College courses or news and events. If you would like to receive, please tick the box below:

- Yes, I would like to opt-in**

Rest assured... you can change your mind at any time by emailing info@tacc.ac.uk and we won't share your details with any third parties.

Your Declaration

Thurrock Adult Community College

I have received enough information about the course(s) for which I am enrolling to make an informed choice and I am aware of the range of support that is available to help my learning.

I agree to pay the tuition fees and inform the College of any changes in my circumstances that might affect my eligibility for remission of fees.

I understand that, in accordance with the College Refund Policy, I waive my right to a refund of course fees once I have signed the agreement.

I declare that all the information I have provided is accurate and that I have read and understood the privacy notices and how the college use my data.

Your Signature:

Date:



European Union
European
Social Fund