

Enrolment Form

Academic Year 11/12



Student ID

Os ydych yn dymuno cwblhau'r ffurflen yn Gymraeg, defnyddiwch ochr arall y daflen, os gwelwch yn dda.

Welcome to the College! This form is needed to collect information so that we can enrol you on the correct course.

Please complete USING INK in the blue shaded areas provided and use BLOCK CAPITALS throughout starting at Section 1 below.

Section 1 This section is all about you. Please tick or print in BLOCK CAPITALS as necessary.

Title																											
Your Surname																											
Your Surname on 16th birthday if different to the above																											
First Names																											
Date of Birth	D	D	M	M	Y	Y																					
Your Address																											
																							IMPORTANT - Postcode				
Telephone No.											Mobile Phone No.																
(Include STD Code)						Personal Email																					

Section 2 You can enrol for ONLY ONE COURSE on this form. Fill out a separate form for each course. Use the exact course code and title from the College brochure.

Course Code																									
Course Title																									
Course Start Date	D	D	M	M	Y	Y	Course Start Time																		
Site or Venue e.g. Dolgellau, Llanrwst, Rhos-on-Sea																									
Name of College Personal Tutor (if known)																									
Tutor signature where course interview is required																									

Section 3 The College welcomes all learners.

Do you have a learning difficulty/disability/medical condition? If more than one, please list them all.	YES	NO																							
If yes, please specify																									
If you need any specialist support arranged for your course, contact the Learning Support Co-ordinator well in advance of your course start date on 01492 546 666 ext. 599.																									
National identity e.g. Welsh, English, Scottish, Irish, British, Other																									
Please state your ethnic origin e.g. White, Black Caribbean, Black African, Indian, Pakistani, Bangladeshi, Chinese, Other Asian, Other, Etc																									
I have lived in the UK or the EU for the last three years	YES	NO	I am a British or European Union Citizen	YES	NO																				
If you answered no to the last question, have you been in the UK or EU wholly or mainly to receive full-time education?	YES	NO																							
What is your understanding of the Welsh language?	Understand Welsh										Do not understand Welsh														
What is your ability to read / write in Welsh?	Read Welsh					Write Welsh					Read & Write Welsh					Can't read or write Welsh									
What is your knowledge of the Welsh language?	Fluent										Not Fluent										Non Welsh Speaker				
Would you like to improve your language skills?	NO	Yes in Welsh	Yes in English	Yes in Both																					
The College will automatically contact you regarding aspects of your current course.																									
Please tick to indicate your consent for the College to contact you regarding opportunities that may be of interest to you.																									
Please tick to indicate your consent for the Welsh Assembly Government to contact you directly regarding aspects of your course, or future training needs.																									

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Section 4		This section deals with payment of course fees. College staff will calculate the total fees payable.			
Total Due	£				
Total Tuition Fee	·	Total Exam Fee	·		
Concession/ESF	·	Evidence to support concession must be provided	Evidence seen		
Total Fees Payable	·				
Who is paying Total Fees Payable?	Student	Sponsor/Employer	Other (please state)		
Are you paying by instalments? (£100 min fee, deposit payable on enrolment)	YES	NO			
If yes Standing Order Form Attached					
If this course is Staff Development, please enter Staff Development Code here					

If a sponsor/employer is paying fees, a letter of authorisation must be attached, please state their name, address, postcode and telephone number below.

Sponsor/Employer Name:	
Sponsor/Employer Address:	
Sponsor/Employer Postcode:	
Sponsor/Employer Telephone Number:	

YOUR AGREEMENT: I agree to comply with the College rules and policies (including plagiarism, bullying and harassment, fees, disciplinary and attendance policies), abide by the provisions of the Health and Safety at Work Act and to conform to the No Smoking policy on all College premises. I agree to pay all fees as they become due, and to the release of information concerning my progress and achievement to my Sponsor, Training Provider as appropriate. I confirm that I remain liable for the full fee if I withdraw early from a course where a fee is payable. I agree that should I fail to pay all fees and charges as they fall due, I will become liable for all administration costs incurred by the College in recovering my debt. *Should my sponsor/employer not pay my fees as agreed, I will be liable to pay these fees as they become due. Coleg Llandrillo processes the data on this form and information gathered within individual courses, as well as students' academic performance and learning support needs. This information is used to assess student learning needs and provide data that the College is required to hold and supply to government departments and other bodies. Such personal data is treated in confidence and will not be disclosed to any third party except where the College is required to do so by law or to plan support. Our purposes for holding information and a general description of the categories of people and organisations to whom we may disclose it, are listed in the College's notification under the Data Protection Act 1988. Your submitting this form constitutes consent to this process.

The data that you supply will be passed to Learner Record Service (LRS) for the purpose of allocating you a Unique Learner Number (ULN) and the creation of your Personal Learning Record. The ULN is used to enable collection and sharing of data within the education sector. The Personal Learning Record will be a lifelong record of your learning and qualifications, which will be accessible to you, organisations linked to your education and training and any other organisations you choose. For further details of how your data is shared and used by LRS and how to change who has access to the record, please see the LRS website at www.miap.gov.uk

Please Sign (Please note students will not be enrolled without their signature)						
	D	D	M	M	Y	Y

YOUR RECEIPT

Please copy the course details from Section 2.

Student Name																								
Course Code													Title											
Start Date	D	D	M	M	Y	Y	Time	:	Venue															

NOTE: Keep this receipt safe and bring it to your first class.
 Coleg Llandrillo Cymru, Llandudno Road, Rhos-on-Sea, Colwyn Bay LL28 4HZ Tel: 01492 546 666 Fax: 01492 543 052
 The College reserves the right to cancel courses which are undersubscribed or where there are circumstances outside our control. In the event of cancellation every effort will be made to contact you. Refunds will be paid by postal cheque only.