

Please complete all sections of this form in full in CAPITAL LETTERS and sign where indicated on the back page.

1. PERSONAL DETAILS

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Sex (mandatory): This is your birth or legal sex. Female ☐ Male ☐

Surname	
Forename(s)	
Previous Surname	
Known As	

Home Address	
Time spent at current Address	Years Months
Term Time Address (if different)	

Date of Birth (DD/MM/YYYY)

Age as of 31/08/2026

National Insurance Number

Mobile Number		Tel. Day	
Email		Tel. Evening	

2a. PARENT/CARER 1 (16 - 18s only) or EMERGENCY CONTACT (students aged 19+)

For 16-18s, this information will be used for email/text alerts.

Name	Relationship	Mobile No.
Email		Home No.
Address (if different from above)		

East Sussex College is committed to improving communication with our students and their parents, guardians or carers. We will use contact details stated here to provide:

- Specific information about students; e.g. exam deadlines and timetables, reminders about trips and visits, parents' consultation evenings, attendance issues.
- General information about the College; e.g. Term dates, Open Events, Showcase Events (Performing and Visual Arts), College closure.

2b. PARENT / CARER 2 (16 -18s only) or ALTERNATIVE EMERGENCY CONTACT

Would you like information to be sent to this parent/carer too? Yes ☐ No ☐

Name	Relationship
Mobile No.	Other Contact No.

3. ETHNIC ORIGIN

- | | | |
|---|--|--|
| ☐ 31 English/Welsh/Scottish/Northern Irish/British | ☐ 38 Other Mixed/Multiple Ethnic Background | ☐ 44 African |
| ☐ 32 Irish | ☐ 39 Indian | ☐ 45 Caribbean |
| ☐ 33 Gypsy or Irish Traveller | ☐ 40 Pakistani | ☐ 46 Other Black/African/Caribbean Background |
| ☐ 34 Other White Background | ☐ 41 Bangladeshi | ☐ 47 Arab |
| ☐ 35 White and Black Caribbean | ☐ 42 Chinese | ☐ 48 Any Other Ethnic group |
| ☐ 36 White and Black African | ☐ 43 Other Asian Background | ☐ 49 Not Provided |
| ☐ 37 White and Asian | | |

4. NATIONALITY AND RESIDENCY

Nationality:	Country of Normal Residence:
Have you been legally resident in the UK for the past 3 years? Yes ☐ No ☐	If no, state country of residence:
Date of entry to the UK:	If English is not your first language, please state:
Visa Type:	Visa Start Date: Visa End Date:
Will your visa expire before your course end date? Yes ☐ No ☐	If yes, do you intend to extend your visa and in doing so, agree that you are eligible to renew your visa (you will be expected to provide additional evidence showing you are eligible to apply) Yes ☐ No ☐
Passport Issuing Country:	Passport Number:

Office Use Only: Verification of ID – please record evidence seen and last four digits of the document number

Passport ☐ Birth Certificate ☐ National ID card ☐ Other ☐

5. CRIMINAL CONVICTIONS

ESCG is keen to support students with criminal convictions to help them succeed. Having a criminal record will not necessarily prevent you taking up a place, depending on the nature of the course and the circumstances of the offence.

Do you have an unspent criminal conviction? ☐ Yes ☐ No

If you are applying for a course in teaching, health, social work, childcare or involving work with children or vulnerable adults, previous criminal convictions may affect your ability to attend work placements and possibly achieve your course.

Do you have a spent criminal conviction? ☐ Yes ☐ No

Only complete this question if you are applying for a relevant course.

If you have declared you have an unspent or spent criminal conviction you will receive a letter with an attached form. You will have 10 days to return the form to the Designated Safeguarding Lead who will review your disclosure and will inform you of any actions they may take. During this time your application/enrolment will be placed on hold pending review of your disclosure. You may be required to come in for an interview to discuss your disclosure further.

Please note that failing to complete this section or providing false information may lead to your application/enrolment being withdrawn. Any information you provide the College Group in relation to criminal convictions will only be disclosed to third parties if this is necessary in the interests of the safety and welfare of other students or staff.

If you are unsure about what to declare please seek advice from our Safeguarding Team (you do not need to give your name) or from Citizens Advice Bureau or the Probation Service, Youth Offending Team or NACRO – www.nacro.org.uk

6. DISABILITIES AND LEARNING DIFFICULTIES

Do you consider yourself to have a learning difficulty, disability or medical condition (including severe allergies) Yes ☐ No ☐

Do you require additional support as a result of this? Yes ☐ No ☐

Do you have an Education, Health and Care Plan? Yes ☐ No ☐

Please tick all reasons below that apply to you and that you wish to record:

- | | | |
|---|--|--|
| ☐ 04 Vision impairment | ☐ 10 Moderate learning difficulty | ☐ 16 Speech, Language & Communication needs |
| ☐ 05 Hearing impairment | ☐ 11 Severe learning difficulty | ☐ 17 Down Syndrome |
| ☐ 06 Disability affecting mobility | ☐ 12 Dyslexia | ☐ 94 Other specific learning difficulty |
| ☐ 07 Profound complex difficulties | ☐ 13 Dyscalculia | ☐ 95 Other medical condition |
| ☐ 08 Social and emotional difficulties | ☐ 14 Autism Spectrum Condition | ☐ 96 Other learning difficulty |
| ☐ 09 Mental health difficulty | ☐ 15 Temporary disability after illness or accident | ☐ 97 Other disabilities (please specify) |

From the list above, please state which is your Primary/Most Significant Learning Difficulty/Disability

7. PREVIOUS EDUCATION AND QUALIFICATIONS

Highest level of qualification achieved to date

LEVEL	EXAMPLES	PLEASE TICK
Entry Level	• Certificates in Adult Literacy & Numeracy, Entry Level Functional Skills	☐
Level 1	• Less than 5 GCSEs at grades A*-C/9-4. • Award/Certificate /Diploma Level 1 • NVQ Level 1 • Level 1 Functional Skills	☐
Level 2	• Award/Certificate Level 2 • Level 2 Functional Skills	☐
Full Level 2	• GCSE/O Level (5 or more at grades A*-C/9-4) • 1 A Level/2 or 3 AS levels • BTEC First Diploma, Level 2 NVQ • Level 2 Functional Skills • Level 1 Functional Skills	☐
Level 3	• Award/Certificate Level 3	☐
Full Level 3	• 2 or more A Levels/4 or more AS Levels • NVQ Level 3 • National Diploma/Diploma Level 3 • Access to HE	☐
Level 4	• HNC, Certificates of Higher Education, Teaching Qualifications (PTLLS), NVQ Level 4	☐
Level 5	• Foundation Degree, HND	☐
Level 6	• Bachelor's Degree	☐
Level 7+	• Masters, PGCE, PHD	☐
Other Qualifications		☐
No Previous Qualifications		☐

Highest English & Maths qualifications achieved to date

LEVEL	ENGLISH	MATHS
GCSE (Specify Grade)		
Functional Skills Level 2	☐	☐
Functional Skills Level 1	☐	☐
Functional Skills Entry Level 3	☐	☐
Functional Skills Entry Level 2	☐	☐
Functional Skills Entry Level 1	☐	☐
Other	☐	☐
None	☐	☐
Please state which School/College you previously attended		

8. COURSE DETAILS

COURSE CODE	COURSE TITLE	GROUP	START DATE	EXPECTED END DATE	HOURS	FEES

Total Fees:

9. YOUR EMPLOYMENT STATUS PRIOR TO STARTING YOUR COURSE (students aged 19+)

☐ **IN PAID EMPLOYMENT** (If you ARE in paid employment, please answer the following)

Are you self-employed?

Yes ☐ No ☐

How many hours do you work on average per week?

☐ 0–10 hours per week ☐ 11–20 hours per week ☐ 21–30 hours per week ☐ More than 31 hours per week

LENGTH OF EMPLOYMENT (Please tick one)

☐ Up to 3 Months ☐ 4–6 Months ☐ 7–12 Months ☐ More than 12 Months

☐ **NOT IN PAID EMPLOYMENT** (If you are NOT in paid employment or you are retired, please answer the following)

☐ I am looking for work and available to start work

☐ I am not looking for work and/or not available to start work

LENGTH OF UNEMPLOYMENT (Please tick one)

☐ Less than 6 Months ☐ 6–11 Months ☐ 12–23 Months ☐ 24–35 Months ☐ More than 36 Months

☐ **I HAVE BEEN IN FULL TIME EDUCATION OR TRAINING JUST PRIOR TO ENROLLING**

10. ENROLMENT REASON (students aged 19+)

Please tick your main reason for enrolling on this course:

SELECT ONE OPTION ONLY

- ☐ Engaging and/or building confidence
- ☐ Preparation for further learning
- ☐ Preparation for employment
- ☐ Improving essential skills (English, ESOL, maths, digital)
- ☐ Equipping parents/carers to support children's learning
- ☐ Health and well-being
- ☐ Developing stronger communities

11. DIVERSITY, EQUITY, INCLUSION, AND BELONGING

We collect information on age, sex, gender, sexual orientation, disability, religion, and ethnic origin to monitor our performance on equality and diversity. All information provided will be treated in the strictest confidence.

11a. SEXUALITY

This is how you choose to identify yourself.

- ☐ Heterosexual/straight
- ☐ Gay/Lesbian
- ☐ Bisexual
- ☐ Pansexual
- ☐ Asexual
- ☐ Prefer not to say

11b. RELIGION

- ☐ Agnostic
- ☐ Atheist
- ☐ Buddhist
- ☐ Christian
- ☐ Hindu
- ☐ Jewish
- ☐ Muslim
- ☐ Sikh
- ☐ No Religion
- ☐ Other
- ☐ Prefer not to say

11c. GENDER IDENTITY

- ☐ Female
- ☐ Male
- ☐ Non-binary
- ☐ Trans Female
- ☐ Trans Male
- ☐ Other
- ☐ Prefer not to say

12. PRIVACY NOTICE

This privacy notice is issued on behalf of the Secretary of State for the Department of Education (DfE) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. Our lawful basis for using your special category personal data is covered under Substantial Public Interest based in law (Article 9(2)(g)) of UK GDPR legislation. This processing is under Section 54 of the Further and Higher Education Act (1992).

The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money is being spent in line with government targets. It is also used for education, training, employment, and well-being purposes, including research.

We retain your ILR learner data for 20 years for operational purposes (e.g. to fund your learning and to publish official statistics). Your personal data is then retained in our research databases until you are aged 80 years so that it can be used for long-term research purposes. For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr>

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training.

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and the DfE Privacy Notice (<https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education>)

PRIVACY STATEMENT

East Sussex College will collect and process your personal data under GDPR Article 6e (Public Task) in order for us to carry out our public task of providing education and training. Contact details will not be used for marketing or survey purposes without your consent, which can be withdrawn at any time. However the college will use the contact information to contact you in order to carry out our duties to you, for example to notify you of a change of course date, and also to obtain data where legally required, such as destination surveys or annual satisfaction surveys. Further Information relating to this can be found at:

www.escg.ac.uk/documents/policies/learner-privacy-statement/

13. PAYMENT DETAILS

The College's Tuition Fee Policy sets out in detail the circumstances under which tuition fees are due and when they can be refunded.

www.escg.ac.uk/docs/policies/tuition-fee-policy

14. FOR OFFICE USE ONLY

14a. FEE WAIVERS/REDUCTIONS

Please attach appropriate Declaration form

- ☐ 16-19 Funding (inc. those aged 19-24 with EHCP)
- ☐ English, Maths and Digital
- ☐ Level 2 Entitlement
- ☐ Level 3 Entitlement
- ☐ Level 1/2 Local Flexibility and below the earnings threshold
- ☐ FCFJ and below the earnings threshold
- ☐ Unemployed/Benefits waiver
- ☐ Entitled to 10% reduction – tuition fees only (complete section 14b)
- ☐ Fees to be paid (complete section 14b)

14b. STUDENT PAYMENT

- ☐ Direct Debit/Instalment Plan
- ☐ Credit/Debit Card
- ☐ Cash
- ☐ Cheque (payable to ESCG)
- ☐ Invoice (Employer Only)
- ☐ Student Loan (Approved)
- ☐ Applied for Advanced Learning Loan/HE Loan

Loan Application ID

Contact us on: 030 300 39699

Please return this form to the relevant campus:

Station Plaza, Hastings, TN34 1BA
Ore Valley, Hastings, TN34 3TT
Cross Levels Way, Eastbourne, BN21 2UF
Mountfield Road, Lewes, BN7 2XH
Marine Workshops, Railway Quay, Newhaven, BN9 0ER

15. LEARNING AGREEMENT

By enrolling at the College, you agree to:

- Confirm that you have received appropriate advice and guidance on your choice of programme, assessing your suitability in accordance with ESCG procedures.
- Accept responsibility for your own learning, regularly review your progress with the support of your tutor(s), attend all required activities punctually, and account for any absences.
- Complete all your work to the best of your ability and within specified deadlines as required by your programme.
- Always abide by the College Values and the Student Code of Conduct.
- Maintain an acceptable standard of behaviour at college and during activities associated with ESCG.
- Agree to have your photograph taken for your college ID badge and wear this badge visibly while on campus.
- Not damage or vandalise college property.
- Not record (audio or video) any member of the college community, including teachers, without their express permission.
- Follow and respect published College policies, rules, and regulations, which are available on the ESCG network.
- Comply with copyright laws and licences regarding the copying of resources, including DVDs and audio.
- Look after all resources during use and ensure they are properly issued and returned on time.
- Ensure the information on this Enrolment Form/Learner Agreement is correct and inform the College of any future changes.
- Pay all fees due to ESCG within the agreed time frame at enrolment.
- If you are under the age of 19 in the current year, relevant information about your studies will be shared with your parent/guardian throughout the academic year.
- Information about your studies will be shared with your employer if they are paying your fees.
- The College may pursue students for their examination fees if they fail to attend their examinations.
- You may be contacted after completing your programme to establish whether you have entered employment or continued with further training or education.

Marketing/Photography & Videography

On occasions the college will create marketing assets using photography or videography featuring students - by ticking the below box you consent to be photographed/filmed for use in course or college publicity to promote past/future events etc

I give my consent to be featured

Yes ☐ No ☐

By signing this form I confirm I have read the above information and declare that all details given are correct.

Student Signature

Date

Parent/Guardian's Signature (if student is under 16)

Date

ESCG Staff Signature

Print

Date