

### 13. CRIMINAL CONVICTIONS

ESCG is keen to support students with criminal convictions to help them succeed and having criminal convictions will not necessarily prevent you taking up a place at ESCG.

Entry to ESCG is dependent on you declaring all unspent convictions.

**I have an unspent/spent\* criminal conviction** Yes  No

\*You do not have to declare spent convictions (under the Rehabilitation of Offenders Act 1974) except when you are applying for a course in teaching, health, social work, childcare or involving work with children or vulnerable adults, as this may affect your ability to attend work placements and possibly achieve your course.

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

If you have declared you have an unspent 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note that failing to complete this section or providing false information may lead to your application/ enrolment being withdrawn.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.

### 14. PRIVACY NOTICE

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 used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation.

You can agree to be contacted by other third parties by ticking any of the following boxes:

- About courses or learning opportunities  For surveys and research  
 By post  By phone  By e-mail

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:

[www.gov.uk/government/publications/esfa-privacy-notice](http://www.gov.uk/government/publications/esfa-privacy-notice)

#### 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/](http://www.escg.ac.uk/documents/policies/learner-privacy-statement/)



This project is part-financed by the European Union investing in jobs and skills

### 15. LEARNING AGREEMENT

**In signing this learning agreement, you agree:**

- That you have received appropriate advice and guidance on your choice of programme to assess your suitability in accordance with ESCG procedures.
- To accept responsibility for your own learning and to review your progress with the support of your tutor(s). To attend all required activities regularly and punctually and to account for any absences.
- To take responsibility for maintaining an acceptable standard of behaviour at College and whilst engaged in activities associated with ESCG.
- To agree to have your photograph taken for your College ID badge and to visibly wear this badge at all times whilst on campus.
- To complete all your work to the best of your ability and within specified deadlines, as required by your programme.
- To follow and respect published College policies, rules and regulations, copies of which are available on the ESCG network.
- That the information on this enrolment form/Learner Agreement is correct and that you will inform the College of any future changes.
- To look after all resources during use and to make sure they are properly issued and returned on time.
- To pay all fees due to ESCG within the time scale agreed at enrolment.
- To comply with copyright laws and licences regarding the copying of resources including DVDs and audio.
- If you are under the age of 19 on the 31 August 2020 we will share relevant information, all academic year, about your studies with your parent/guardian.
- We will share information about your studies 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 you have completed your programme of learning to establish whether you have entered employment or gone onto further training or education.

**I have read the above information and declare that all details given on this form are correct**

Student Signature	
Date	
Parent/Guardian's signature (if student is under 16)	
Date	
Staff Signature	
Print	
Date	Ext

#### East Sussex College Group

Cross Levels Way  
Eastbourne  
BN21 2UF

Contact us on: 030 300 39699

Please return this form to the relevant campus

#### Campuses at:

Station Plaza, Hastings, TN34 1BA  
Ore Valley, Hastings, TN34 3TT  
Cross Levels Way, Eastbourne, BN21 2UF  
Mountfield Road, Lewes, BN7 2XH  
Denton Island, Newhaven, BN9 9BN



Office use only:

Entered in MIS	Student No.
Date	Partner Provider

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

### 1. PERSONAL DETAILS

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other		Home Address				
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100px;">Time spent at current Address</td> <td style="width: 50px;">Years</td> <td style="width: 50px;">Months</td> </tr> </table>		Time spent at current Address	Years	Months
Time spent at current Address	Years	Months				
Surname		Term Time Address (if different)				
Forename (s)		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100px;"></td> <td style="width: 50px;"></td> <td style="width: 50px;"></td> </tr> </table>				
Prev. Surname						
Known as						
Date of Birth		Age as of 31/08/2020				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100px;"></td> <td style="width: 50px;"></td> <td style="width: 50px;"></td> </tr> </table>						
National Insurance No.						
Mobile		Email				
Tel Day		Tel Evening				

### 2a. PARENT/CARER CONTACT DETAILS (Under 19s only). This information will be used for text/email 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 provided 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. EMERGENCY CONTACT DETAILS (Required for ALL Learners and will be used for contact in an EMERGENCY ONLY)

Name	Relationship
Mobile No.	Other Contact No.

### 3. ETHNIC ORIGIN

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> 31 English/Welsh/Scottish/Northern Irish/British | <input type="checkbox"/> 35 White and Black Caribbean                  | <input type="checkbox"/> 40 Pakistani                  | <input type="checkbox"/> 45 Caribbean                                    |
| <input type="checkbox"/> 32 Irish   | <input type="checkbox"/> 36 White and Black African                    | <input type="checkbox"/> 41 Bangladeshi                | <input type="checkbox"/> 46 Any Other Black/African/Caribbean Background |
| <input type="checkbox"/> 33 Gypsy or Irish Traveller                      | <input type="checkbox"/> 37 White and Asian                            | <input type="checkbox"/> 42 Chinese                    | <input type="checkbox"/> 47 Arab   |
| <input type="checkbox"/> 34 Any Other White Background                    | <input type="checkbox"/> 38 Any Other Mixed/Multiple Ethnic Background | <input type="checkbox"/> 43 Any Other Asian Background | <input type="checkbox"/> 98 Any Other Ethnic group                       |
|   | <input type="checkbox"/> 39 Indian                                     | <input type="checkbox"/> 44 African                    | <input type="checkbox"/> 99 Not Provided                                 |

### 4. NATIONALITY

Nationality	Date of entry in to the UK/EEA		
Country of Normal Residence	Do you have a Visa? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you been legally resident in the UK/EU for the past 3 years? Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have the right to study and work in the UK/EU? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If no, state country of residence	Are you a refugee or asylum seeker? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Have you applied under the EU settlement scheme? Yes <input type="checkbox"/> No <input type="checkbox"/>		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Visa Expiry Date</td> <td>Visa Type</td> </tr> </table>	Visa Expiry Date	Visa Type
Visa Expiry Date	Visa Type		

OFFICE USE ONLY: Verification of ID - please record evidence seen and last four digits of the document number (Passport, Birth Certificate or National ID card only)

## 5. DISABILITIES AND LEARNING DIFFICULTIES

Do you consider yourself to have a learning difficulty, disability or health problem? Yes  No

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

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

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> 04 Vision impairment                 | <input type="checkbox"/> 11 Severe learning difficulty                     | <input type="checkbox"/> 93 Other physical disability           |
| <input type="checkbox"/> 05 Hearing impairment                | <input type="checkbox"/> 12 Dyslexia                                       | <input type="checkbox"/> 94 Other specific learning difficulty  |
| <input type="checkbox"/> 06 Disability affecting mobility     | <input type="checkbox"/> 13 Dyscalculia                                    | <input type="checkbox"/> 95 Other medical condition             |
| <input type="checkbox"/> 07 Profound complex difficulties     | <input type="checkbox"/> 14 Autism spectrum disorder                       | <input type="checkbox"/> 96 Other learning difficulty           |
| <input type="checkbox"/> 08 Social and emotional difficulties | <input type="checkbox"/> 15 Asperger's syndrome                            | <input type="checkbox"/> 97 Other disabilities (please specify) |
| <input type="checkbox"/> 09 Mental health difficulty          | <input type="checkbox"/> 16 Temporary disability after illness or accident |   |
| <input type="checkbox"/> 10 Moderate learning difficulty      | <input type="checkbox"/> 17 Speech, Language & Communication needs         |   |

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

## 6. 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	• GCSE/O Level at grades D-G / 3-1 (or fewer than 5 at grades A*-C / 9-4). • NVQ/BTEC Level 1 • Level 1 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	
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	
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		
Office use only: Signature:		PLR checked <input type="checkbox"/>

Please state which School/College you previously attended

## 7. COURSE DETAILS

Course Code	Course Title	Group	Start Date	Expected End Date	Hours	Fees
<b>Total Fees (£)</b>						

## 8. EMPLOYMENT STATUS PRIOR TO STARTING YOUR COURSE

- 10 In paid employment - if so are you self-employed?
- 0 - 10 hours per week     11 to 20 hours per week  
 21 to 30 hours per week     More than 31 hours per week
- 11 Not in paid employment, looking for work and available to start work
- 12 Not in paid employment, not looking for work and/or not available to start work

**Length of employment or**

- Up to 3 months  
 4-6 months  
 7-12 months  
 More than 12 months

**Length of unemployment**

- Less than 6 months  
 6-11 months  
 12-23 months  
 24-35 months  
 More than 36 months

Have you been in full time education or training just prior to enrolling?  Yes  No

## 9. HOUSEHOLD SITUATION

- 01 No household member is in employment and the household includes one or more dependent children
- 02 No household member is in employment and the household does not include any dependent children
- 03 Learner lives in a single adult household with dependent children
- 99 None of these statements apply
- 98 Prefer not to say

## 10. 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. Please refer to this document for complete information under which tuition fees are charged For clarity, some of the main points are set out below:

I accept that fees are not refundable except when ESCG cancels, relocates or materially changes the time and date of a course for any reason. I accept responsibility for the payment of any fees resulting from changes to any of my circumstances described on this form. I undertake to notify ESCG should any of my circumstances relevant to fee remission/reduction change. Students taking out Advanced Learner or Higher Education Loans for their studies would be liable for the balance of any fees remaining unpaid should they withdraw early. ESCG reserves the right to use debt collection agencies for any unpaid fees.

Where ESCG cancels a course prior to its start date or alters the location or time, such that a student cannot attend, a full refund will be made. If a student needs to cancel their course, and does so in writing, 10 working days before the course start date, we will make a full refund minus an administration charge as detailed in the Tuition Fees Policy. If an individual or employer cancels less than 10 working days before the start of the course then ESCG operates a 'no refund policy'.

## 11. EMPLOYER PAYMENT

If your employer/sponsor has agreed to pay a contribution to your course fees you must provide a letter of authority with this enrolment form or ask your Employer to sign the agreement below and provide a purchase order number.

Please complete all details below or attach a letter of authorisation on company headed paper.

I confirm that, to the best of my knowledge, the information on this form is correct. If the named learner is employed by me, I declare that they have a contract of employment. If the named learner is a volunteer within my organisation, they are unpaid. We agree to pay for the course(s) detailed and related costs.

Company Name & Address
Authorised Signature of Employer
Employer Contribution
£

Invoice address (if different)
Position in Company
Name (PRINT)
Tel.
Purchase Order No.

Please note that payment is due within 30 days of receipt of invoice

Office Use Only:

### 12a. FEE WAIVERS or REDUCTIONS

Please attach appropriate Declaration form

- Adult Level 2  
 Adult Level 3  
 GCSE Maths/English  
 JSA  
 ESA - All categories  
 Universal Credit  
 Other eligible state benefit other than JSA, ESA(WRAG), Universal Credit  
 16-19 Funding  
 Paid  
 Low Wage  
 Entitled to 20% Reduction for tuition fees only

### 12b. STUDENT PAYMENT

- Cash  
 Cheque (payable to ESCG)  
 Invoice  
 Direct Debit/Instalment Plan  
 Student Loan  
 Credit/Debit Card

If paying by credit/debit card please attach a Card Payment Form. This will be securely destroyed once the payment has been processed.

Advanced Learner / HE Loan Applied for

Loan Application ID
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