

Form Checked	Form Processed	Date	Student No.	Partner Provider
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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	
<input type="text"/>	
Time spent at current Address	Years <input type="text"/> Months <input type="text"/>
Term Time Address (if different)	
<input type="text"/>	

Date of Birth (DD/MM/YYYY) Age as of 31/08/2025

National Insurance Number

Mobile Number	<input type="text"/>	Tel. Day	<input type="text"/>
Email	<input type="text"/>	Tel. Evening	<input type="text"/>

2a. EMERGENCY CONTACT

Name	Relationship	Mobile No.
Email		Home No.
Address (if different from above)		
<input type="text"/>		

2b. ALTERNATIVE EMERGENCY CONTACT

Name	Relationship
Mobile No.	Other Contact No.

3. ETHNIC ORIGIN

- | | | |
|---|--|--|
| <input type="checkbox"/> 31 English/Welsh/Scottish/Northern Irish/British | <input type="checkbox"/> 38 Other Mixed/Multiple Ethnic Background | <input type="checkbox"/> 44 African |
| <input type="checkbox"/> 32 Irish | <input type="checkbox"/> 39 Indian | <input type="checkbox"/> 45 Caribbean |
| <input type="checkbox"/> 33 Gypsy or Irish Traveller | <input type="checkbox"/> 40 Pakistani | <input type="checkbox"/> 46 Other Black/African/Caribbean Background |
| <input type="checkbox"/> 34 Other White Background | <input type="checkbox"/> 41 Bangladeshi | <input type="checkbox"/> 47 Arab |
| <input type="checkbox"/> 35 White and Black Caribbean | <input type="checkbox"/> 42 Chinese | <input type="checkbox"/> 98 Any Other Ethnic group |
| <input type="checkbox"/> 36 White and Black African | <input type="checkbox"/> 43 Other Asian Background | <input type="checkbox"/> 99 Not Provided |
| <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/>	If no, state country of residence: <input type="text"/>
Date of entry to the UK: <input type="text"/>	If English is not your first language, please state: <input type="text"/>
Visa Type: <input type="text"/>	Visa Start Date: <input type="text"/> Visa End Date: <input type="text"/>
Passport Issuing Country: <input type="text"/>	Passport Number: <input type="text"/>

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:

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

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

7. QUALIFICATIONS ON ENTRY

Highest level of qualification achieved to date

LEVEL 1 & LEVEL 2	PLEASE TICK
R82 Level 1 Qualification(s)	<input type="checkbox"/>
Q82 Level 2 Qualification(s)	<input type="checkbox"/>

LEVEL 3	PLEASE TICK
P41 Diploma at Level 3	<input type="checkbox"/>
P42 Certificate at Level 3	<input type="checkbox"/>
P55 T Levels	<input type="checkbox"/>
P60 A/AS Level	<input type="checkbox"/>
P66 International Baccalaureate	<input type="checkbox"/>
X07 HE Access course	<input type="checkbox"/>
P82 Other / mixture of qualifications at Level 3	<input type="checkbox"/>

LEVEL 4	PLEASE TICK
C20 Certificate of Higher Education	<input type="checkbox"/>
C31 Higher National Certificate (HNC)	<input type="checkbox"/>
C90 Undergraduate credits	<input type="checkbox"/>
C82 Other / mixture of qualifications at Level 4	<input type="checkbox"/>

MATURE STUDENT/NO QUALIFICATION	PLEASE TICK
X02 Mature student admitted - previous experience	<input type="checkbox"/>
X02 Mature student admitted - admissions test	<input type="checkbox"/>

LEVEL 5	PLEASE TICK
J10 Foundation degree	<input type="checkbox"/>
J20 Diploma of Higher Education	<input type="checkbox"/>
J31 Higher National Diploma (HND)	<input type="checkbox"/>
J48 Cert / Dip of education	<input type="checkbox"/>
J51 Art and Design foundation course at HE level	<input type="checkbox"/>
J82 Other / mixture of qualifications at Level 5	<input type="checkbox"/>

LEVEL 6	PLEASE TICK
H71 Professional Graduate Certificate in Education	<input type="checkbox"/>
HUK UK First degree	<input type="checkbox"/>
HZZ Non-UK first degree	<input type="checkbox"/>
H82 Other Qualification at Level 6	<input type="checkbox"/>

LEVEL 7+	PLEASE TICK
M2X Masters degree	<input type="checkbox"/>
M82 Other / mixture of qualifications at Level 7	<input type="checkbox"/>
D82 Qualification at Level 8 (PhD)	<input type="checkbox"/>
X04 Other qualification level not known	<input type="checkbox"/>
X05 Student has no formal qualification	<input type="checkbox"/>

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

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. 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.

10a. GENDER IDENTITY

This is how you choose to identify yourself.

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

10b. RELIGION

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

10c. SEXUALITY

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

11. 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/

12. 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

13. FOR OFFICE USE ONLY

13. 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

14. 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

ESCG Staff Signature

Print

Date