

Booking Form 2011/12

Personal details Please complete in block capitals

Last name First name

Date of birth (DD MM YY eg 25.10.91) / /

Title Mr Mrs Miss Ms Other Gender: Male Female

Home address

Term-time address (if different)

Home phone Work phone

Mobile number Email

Emergency contact name and number

Relationship to you Email

National Insurance number

Nationality

Date of entry into the UK (if applicable) / /

Have you lived in the UK or an EEA country for the 3 years preceding the start of this course? Yes No

If no please state country

To help us make sure that the College is serving the whole community, please indicate your ethnic origin

White

31 English/Welsh/Scottish/Northern Irish/British

32 Irish

33 Gypsy or Irish traveller

34 Any other white background

Mixed/Multiple ethnic groups

35 White and Black Caribbean

36 White and Black African

37 White and Asian

38 Any other Mixed/Multiple ethnic background

Asian/Asian British

39 Indian

40 Pakistani

41 Bangladeshi

42 Chinese

43 Any other Asian background

Black/African/Caribbean/Black British

44 African

45 Caribbean

46 Other Black/African/Caribbean background

Other ethnic group

47 Arab

98 Any other ethnic group – please state

99 Not known

Disability statement and additional learning support

I do not have a learning difficulty and/or disability and/or health problems

I have a learning difficulty and/or disability and/or health problems

Learning difficulty Disability

I would like support/have particular requirements and I would like to discuss my needs with a member of staff

Previous highest qualification

09 Entry (Certificate of Educational Achievement)

07 Other qualification below Level 1

01 Level 1 – eg 5 GCSEs Grade D-G, BTEC Introductory Diploma or equivalent

02 Level 2 – eg 5 GCSEs Grade A*-C, BTEC First Diploma or equivalent

03 Level 3 – eg 2 A Levels, BTEC National Diploma or equivalent

04 Level 4 – Degree

05 Level 5 – Postgraduate

97 Other qualifications – level unknown

98 Not known

99 No qualifications

Declaration of eligibility for first time funding on a Level 2 or Level 3 course

- I declare that I do not already have a full Level 2 qualification or above
 I declare that I am 19 – 24 years old and that I do not already have a full Level 3 qualification or above

Student signature Date / /

Student administrator signature Date / /

We want to make sure that all students can get the help that they need. To help us do this, please tick the box which applies in your situation

- Under 19 on 31 August 2011
 Job Seeker's Allowance
 Employment Support Allowance
 Other – please specify

Employer role – please tick all that apply

- I am employed for more than 16 hours per week
 I am not employed
 I am employed and my employer allows me to study a qualification that is relevant to my employment in work time
 I am employed and studying a qualification relevant to my employment in my own time
 I am employed and studying a qualification not relevant to my employment

Fees:

Tuition	£	<input type="text"/>	For Credit/Debit card payments;
Exam	£	<input type="text"/>	Number <input type="text"/>
Materials	£	<input type="text"/>	Valid from <input type="text"/> / <input type="text"/> / <input type="text"/> Expiry date <input type="text"/> / <input type="text"/> / <input type="text"/>
Trip/Residential	£	<input type="text"/>	Name on card <input type="text"/>
Admin	£	<input type="text"/>	Signature <input type="text"/>
Total	£	<input type="text"/>	Issue no (if applicable) <input type="text"/>

NB: Please add £10 admin fee with your first course booking

Course details

Course title Course code Venue
Course title Course code Venue

Use of data

We are required by law to share your information with Government Funding Agencies, the Department for Education, Connexions, the Higher Education Statistics department and the Higher Education Funding Council. At no time will your information be passed to organisations for marketing or selling purposes. Please indicate your preference by ticking one of the boxes below.

- Please tick if you are happy to be contacted
 Please tick if you do not wish to be contacted

Conditions of enrolment

Your Learning Agreement is confirmation that, by enrolling at the College: 1. You agree to pay your fees in full. Refunds will only be made if you cancel your course within 7 days of booking. Refunds will not be made after 7 days. 2. You agree to abide by the College Code of Conduct for students. 3. You give permission for the College to process information about your enrolment under the terms of the Data Protection Act (1998). 4. You agree to attend all parts of your course, including additional support and key skills sessions. 5. If you are aged 18 or under, the College may contact your parents, training provider or school where there are concerns about your progress, attendance or welfare. 6. If your employer is sponsoring you to do a course, the College may share with your employer details of your attendance and progress. 7. You have received adequate information about this programme and confirm it suits your needs. 8. You understand that if you declare false information the Provider may take action against you to reclaim tuition fees and any support costs provided.

Declaration

I confirm that I have checked the information on this form and it is correct. I agree to abide by the College's enrolment, terms and conditions

Student signature Date / /

Approval: On behalf of West Herts College, I authorise this enrolment

Staff signature Date / /

Please return this form to:
West Herts College, Admissions,
Watford campus, Hempstead
Road, Herts, WD17 3EZ

For office use only

Passport/Birth Certificate seen: Yes No Photocopied: Yes No

Visa type: Home Overseas

Terms and conditions

Please return your booking form to:

West Herts College Admissions, Watford Campus
Hempstead Road, Herts WD17 3EZ

Tel: 01923 812345 | Fax: 01923 812556 | admissions@westherts.ac.uk

TERMS AND CONDITIONS

- When you enrol, you agree to the College's rules and regulations. In particular, you are agreeing to:
 - Follow the Student Code of Conduct
 - Give us the information we need to deal with your enrolment and fees
 - Pay your fees in full and on time
 - Attend all parts of your course, including additional support
 - Take responsibility for entering the correct exams and assessments for your course
- Our agreement is with you in person and not with any third party. You must tell us if you have been excluded from the College in the past. If your exclusion was for misconduct and you don't tell us or mislead us about the circumstances, the College reserves the right to cancel your enrolment.
- We will do our best to run the course as advertised in this Prospectus. The College can only do this if we have enough students to make the class viable. Sometimes, due to unforeseen circumstances, we have to change the day or time of a class. Courses that do not remain viable (for instance because students leave) may have to be altered and, in exceptional cases, closed.
- The information in this Prospectus is correct at the time of printing. If there has been any change since the printing, we will let you know when you come to enrol. (We may also need to update some information if your national funding agency changes its policies during the year).
- Where we can, we show the full course fee, including tuition, exam and materials (if these apply). We are not always able to show any exam costs - for instance because your exact entry is decided later in the year. We do our best to make sure that our charges are correct at the time of going to press. However, we reserve the right, in exceptional circumstances, to change fees without prior notice and to amend errors.
- Some students are entitled to a lower fee for their course, depending on their circumstances. This discount covers the tuition fee but not normally exam or material fees, which you will have to pay. (Some courses do not offer any fee reductions).
- Help may be available for students in financial need to assist with essential costs. For more information and to check your eligibility, please call us on 01923 812345.
 - There are some restrictions on the number of concessions you can take for leisure learning programmes
 - Please refer to the booking form for a full list of eligible credits
- To make sure that you are entitled to the concession on fees, you will have to come into College and enrol. Please bring with you the original and one photocopy of evidence of your benefit. This evidence must be current and dated within 14 days of your enrolment.
- You agree to pay your fees promptly and by the agreed dates. Fees are payable in full at the time of enrolment. If your employer or another sponsor is paying your fees, they will need to fill out an EN08 sponsor form available from the College to confirm this. Due to government audit requirements this form must be completed and a letter will not be accepted. If you change jobs and your new employer won't agree to carry on sponsoring your course, you will be responsible for the fees in person.
- Part-time enrolments are subject to an additional annual administration charge of £10 payable once only per academic year.
- We only give refunds in exceptional circumstances, since we have to make sure that the courses are viable for those remaining on them.
 - If we have to cancel your class before it starts, you will get a full refund or, if you prefer, a credit note toward the cost of another course
 - If we have to cancel a course during the year, we will give you a partial refund, depending on the circumstances
 - If you cancel your enrolment in writing within 7 days of enrolling, you will get a full refund, less the £10 administration fee
 - If you cancel your enrolment before your course has begun, we will consider making a refund
 - Please note that if you leave your course part-way through, you will have to pay any outstanding feesYou will not normally be able to transfer your fees if you change your mind and want to switch to a different course part-way through.
- We know that finance can be a problem for some students and we want to keep this from being a barrier to learning wherever we can. If you are worried about your fees, please ask to speak to one of our Student Advisors, who can give you free, confidential advice about the kinds of help we can offer. We try to be sensitive to the problems students sometimes have. At the same time, we also need to be fair to others who have paid their fees and so we will take action to recover debts owed to the College. In exceptional cases, the College may stop students attending classes or sitting exams until the debt is cleared and, as a last resort, we will take the necessary legal action to recover the debt.
- There are special arrangements for students who:
 - Are still at school. The College doesn't enrol students under 16 (or in Years 10-11) and you must go through Admissions Service if you are in the Sixth Form, even if your College course is part-time and your Headteacher is happy for you to come to College
 - Have been living outside the UK or EU. If you have been living outside the UK or EU for any time in the last 3 years, you may have to pay a different fee. (The College follows strict government rules for International Students)
- The College keeps your personal information securely and abides by the Data Protection Act. We do not pass on individual student details unless required by law to do so or unless it is essential to run your course, such as dealing with fees or exam entries. The College does not sell or pass on student details to any commercial company or organisation.

DISCLAIMER: While every effort has been made to ensure that the information in this prospectus is correct, the College cannot be held responsible for any errors or omissions. We reserve the right to make changes to the courses and services we offer without prior notice.