

Part Time Course Booking Form 2011 - 2012



South Downs College

Student Reference (college use only)

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Personal details

Mr Mrs Miss Ms (please tick)

Surname

First name(s)

Home telephone

Home address

Work telephone

Mobile

Email address

Postcode

Date of birth

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Emergency contact person

e.g.

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Emergency contact number

Have you lived outside the European Economic Area at any time since September 2008?

Do you have a Next Step Registration? Yes No

Yes No If yes, which country?

Do you want to register with Next Step? Yes No

Please ensure this question is answered.

Course Code	Subject	Level	Day	Time	T.Fee	A.Fee

If claiming free tuition please indicate reason (JSA or ESA)

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and provide your National Insurance Number (also required if you have been referred to this course by Job Centre Plus).

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Payment by card

Payment by: Mastercard Visa

Card holder's name House number Postcode

Authorisation code (last 3 digits from code on back of card)

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Card number

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Valid from

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Date of expiry

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Issue No. (if shown)

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Amount £ Date Signature

Payment by cheque

I enclose a cheque for £ Please make cheques payable to: The South Downs College

Employer Assistance (if applicable)

Please tick one box

Please invoice my employer

I shall recover the fees from my employer

Please attach an official order/authorisation form from your employer

Company name Contact name

Telephone number

please turn over

Disability and Additional Support Needs (please tick if you have a)

learning difficulty? Yes No physical disability? Yes No
significant health issue? Yes No mental health issue? Yes No
Are you a wheelchair user? Yes No
Have you previously received additional support in a school or college environment? Yes No
Do you **require** any additional support whilst at College? Yes No

If you would like to discuss any support needs in a confidential interview, please contact Rich Wells on 023 9279 7979 Ext 470 or email studycentre@southdowns.ac.uk

Do you, or have you, any criminal convictions or current proceedings against you? Yes No
If yes, you may be contacted by the College who will request additional information before accepting your application.

Ethnic Origin (please tick one box only)

The Government has requested that Colleges collect this information in order to promote educational and training opportunities for all. It will be treated in the strictest confidence.

What is your ethnic group? Please tick one option that best describes your ethnic group or background

White

- 23 English/Welsh/Scottish/Northern Irish/British
- 24 Irish
- A1 Gypsy or Irish Traveller
- 25 Any Other White Background

Mixed / Multiple ethnic groups

- 21 White and Black Caribbean
- 20 White and Black African
- 19 White and Asian
- 22 Any other Mixed/multiple ethnic background

Asian / Asian British

- 12 Indian
- 13 Pakistani
- 11 Bangladeshi
- 18 Chinese
- 14 Any other Asian background

Black/African/Caribbean/Black British

- 15 African
- 16 Caribbean
- 17 Any other Black/African/Caribbean background

Other ethnic group

- A2 Arab
- 98 Any other ethnic group

Privacy Statement 2011/12 – How We Use Your Personal Information

The personal information you provide is passed to the Chief Executive of Skills Funding (“the Agency”) and, when needed, the Young People’s Learning Agency for England (“the YPLA”) to meet legal duties under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency’s Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training.

Further information about use of and access to your personal data, and details of partner organisations are available at:

<http://skillsfundingagency.bis.gov.uk/privacy.htm>

<http://www.ypla.gov.uk/privacy.htm>

<http://www.learningrecordsservice.org.uk/documentlibrary/documents/Code+of+Practice+for+Sharing+of+Personal+Information.htm>

At no time will your personal information be passed to organisations for marketing or sales purposes.

The YPLA, the Agency and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision, and inform you about courses, or learning opportunities relevant to you.

Tick this box if you do not wish to be contacted in respect of surveys and research.

Tick this box if you do not wish to be contacted about courses or learning opportunities.

I prefer not to be contacted by post by email by telephone (tick as required)

If you have been referred to this course by Job Centre Plus, by signing this form you agree to the College revealing your attendance record to the Job Centre.

Student’s signature Date

College use only:

Tick if read over the telephone

Signed Date