

APPLICATION FORM

Professional/Vocational Qualifications, Short, Legislative and Competency Courses

**Moulton
College**
NORTHAMPTONSHIRE



SURNAME	FORENAME(S)	TITLE	GENDER	DATE OF BIRTH
National Insurance Number:		Student Ref:		

Home Address:	Employer's Details if released to attend:
Postcode	Postcode
Telephone No:	Telephone No:
Email:	Email:

ETHNICITY

White	Mixed	Asian or Asian British	Black or Black British	Other
British ³¹ <input type="checkbox"/>	White & Black Caribbean ³⁵ <input type="checkbox"/>	Indian ³⁹ <input type="checkbox"/>	African ⁴⁴ <input type="checkbox"/>	Chinese ⁴² <input type="checkbox"/>
Irish ³² <input type="checkbox"/>	White & Black African ³⁶ <input type="checkbox"/>	Pakistani ⁴⁰ <input type="checkbox"/>	Caribbean ⁴⁵ <input type="checkbox"/>	Arab ⁴⁷ <input type="checkbox"/>
Gypsy ³³ <input type="checkbox"/>	White & Asian ³⁷ <input type="checkbox"/>	Bangladeshi ⁴¹ <input type="checkbox"/>	Other Black ⁴⁶ <input type="checkbox"/>	Other Background ⁹⁸ <input type="checkbox"/>
Other White ³⁴ <input type="checkbox"/>	Other Mixed ³⁸ <input type="checkbox"/>	Other Asian ⁴³ <input type="checkbox"/>		

DISABILITY

Visual Impairment ⁰¹ <input type="checkbox"/>	Temporary disability after illness or accident ⁰⁸ <input type="checkbox"/>
Hearing Impairment ⁰² <input type="checkbox"/>	Profound complex disabilities ⁰⁹ <input type="checkbox"/>
Disability affecting mobility ⁰³ <input type="checkbox"/>	Aspergers Syndrome ¹⁰ <input type="checkbox"/>
Other physical disability ⁰⁴ <input type="checkbox"/>	Multiple disabilities ⁹⁰ <input type="checkbox"/>
Other medical condition (epilepsy, asthma, diabetes) ⁰⁵ <input type="checkbox"/>	Other ⁹⁷ <input type="checkbox"/>
Emotional / behavioural difficulties ⁰⁶ <input type="checkbox"/>	No disability ⁹⁸ <input type="checkbox"/>
Mental ill health ⁰⁷ <input type="checkbox"/>	

LEARNING DIFFICULTY

Moderate learning difficulty ⁰¹ <input type="checkbox"/>	Autism spectrum disorder ²⁰ <input type="checkbox"/>
Severe learning difficulty ⁰² <input type="checkbox"/>	Other ⁹⁷ <input type="checkbox"/>
Dyslexia ¹⁰ <input type="checkbox"/>	Multiple learning difficulties ⁹⁰ <input type="checkbox"/>
Dyscalculia ¹¹ <input type="checkbox"/>	No learning difficulty ⁹⁸ <input type="checkbox"/>
Other specific learning difficulty ¹⁹ <input type="checkbox"/>	

CRIMINAL CONVICTIONS

Do you have a criminal conviction (spent, unspent or pending)? Yes (Further details required below) No

Further details:

RESIDENTIAL STATUS

Have you been living in the UK for the past 3 years Yes No

Or have you been a resident of any other EU / EEA country for the past 3 years Yes No

If not which country have you been living in for the past 3 years?

If you have a present visa stamp, what is the purpose of the stamp?

Work Permit Student visa Settlement Dependent Spouse Indefinite leave to remain

Specify other

Do you have any of the following? Please tick one.

Exceptional leave to remain Humanitarian protection Discretionary Leave Refugee Status Asylum Seeker Status Issue of Documents Expiry of Documents Document number

School Last Attended (if within the last two years)

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EMERGENCY CONTACT DETAILS

In the event of an emergency we will contact the person named below	
Contact:	Relationship to you:
Telephone No:	Mobile No:

COURSE DETAILS AND PAYMENT - The following section **must** be completed in full.

COURSE FEES

COURSE CODE	COURSE NAME (as stated in the prospectus)	START DATE	FEE

FEE PAYMENT - Please tick one of the following (see back page of Part Time prospectus for details)

<input type="checkbox"/> I am paying my own fees (please complete Payment details)
<input type="checkbox"/> My employer is paying my fees (a letter and signed form of authorisation must accompany this form - please complete Payment details)

PAYMENT DETAILS

Total Course Fees:	
Campus Fees: Payable once per academic year	£10.00
TOTAL TO PAY:	

Please tick method of payment: Cash Cheque Credit Card Invoice Employer

Please charge my Credit card No:												

Start Date:	Expiry Date	Issue No:
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REFUNDS: Normally no refunds are paid once an enrolment is made, unless there are extenuating circumstances. Applications for refunds must be made in writing.

I agree to abide by the College Rules and Safety Regulations:

Print Name	Date:
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Privacy Statement

How We Use Your Personal Information

The personal information you provide is passed to the Chief Executive of Skills Funding and, where required, the Young People's Learning Agency for England ("the YPLA") to enable those organisations to fulfil their statutory obligations, principally under the Apprenticeships, Skills, Children and Learning Act 2009. Both organisations are registered as data controllers with the UK Information Commissioner's Office.

The Skills Funding Agency funds adult further education and skills training, including apprenticeships, in England. The YPLA is responsible for arranging the provision of funding for the education and training of young people in England. The Skills Funding Agency processes learner data on behalf of the YPLA.

The information you provide may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education or training. Other organisations include the Department for Education, the Department for Business, Innovation and Skills, Local Authorities, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the Skills Funding Agency, the YPLA, or partners of those organisations.

The Skills Funding Agency also administers the learner registration service (LRS) which uses your learner information to create and maintain a unique learner number (ULN).

Further information about use of and access to your information is available at: Skills Funding Agency: <http://skillsfundingagency.bis.gov.uk/foi.htm>

YPLA: <http://www.ypla.gov.uk/foi.htm>

At no time will your personal information be passed to organisations for marketing or sales purposes. The YPLA, the Chief Executive of Skills Funding 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 to 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 by mail or phone.

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

APPLICATION PROCESS

Please read the information below before submitting your application. This explains more about the application process.

Applicant Journey	Type of Qualification			
	Apprenticeships	Professional/Vocational Qualifications	Higher Educations Qualifications	Short, Legislative and Competency Courses
Courses				
Application	Please contact the Apprenticeship Office on 01604 491131.	Please complete and return the application form in this prospectus. Do not send any fees or evidence of entitlement to subsidies.	Please contact our Student Services office on 01604 491131.	Please complete and return the application form in this prospectus, enclosing payment.
Interview	An interview will be arranged on receipt of your application.			No interview required.
Offer	Confirmation of your place will be made in writing.			
Enrolment	Successful applicants will be enrolled at their place of work.	Successful applicants will be asked to enrol either over the telephone or by visiting Student Services at the Moulton College site.	Successful applicants will be sent details near to the start of their course.	No enrolment required.
Fees/Subsidies	Employer will be invoiced for adult apprentices.	Payment will be required and/or supply of up to date benefit evidence from the Subsidies listed below.	Will be collected before the start of your course.	Paid at the time of application.

Student Services opening hours are between 8.30am and 8.00pm Monday to Thursday and until 5.30pm on Friday, in term time. During vacation periods the opening hours are between 8.30am and 6.00pm Monday to Thursday and until 5.30pm on Friday.

Advice Opportunities

The College organises a number of advice sessions during the evenings or at weekends. These provide the opportunity to meet with staff and discuss course and career options in more detail.

Careers Open Days

These are ideal occasions to view the College facilities, talk to staff and current students, see the work they have produced and get involved in some activities yourself. In the forthcoming year two events are scheduled. The first takes place on Saturday, 28th May 2011 between 9.00am and 2.00pm and the second on Sunday 30th October.

Criminal Convictions

All applicants are required to declare criminal convictions. All declarations will be dealt with in strict confidence in accordance with the Data Protection Act 1998. Further details will be collected from applicants declaring convictions prior to their application being accepted.

Course viability and refunds

All courses run subject to recruitment and the College reserves the right to cancel courses if the minimum number of students required is not met. If a course is cancelled the full fee will be returned. Normally, no refunds are given once enrolment has taken place, unless mitigating circumstances can be demonstrated. Applications for refunds must be made in writing to the Head of Registry Services.

Awarding Body Charges

All Professional/Vocational Qualifications will have an examination or assessment fee which is to be paid at the start of the course. If you are entitled to tuition fee subsidy the examinations fees are still payable. Awarding body charges are listed against individual qualifications.

Condition of funding

The fees quoted in this prospectus relate to people who have been resident in the United Kingdom or the European Union for a minimum of 3 years. You will be required to confirm that you meet this condition. If you became a resident less than three years ago, you will be required to pay the overseas rate.

Campus Fees

All (except Higher Education) students applying to the College must pay an annual campus fee of £10.00 whether eligible for fee subsidy or not.

Fees paid by employers

If your employer is paying your course fees, written confirmation of this will be required, either in the form of a letter on official headed paper or through a purchase order.

Apprenticeship Trainee Fees

Fee subsidies apply for 16 to 18 year old apprentices. The employer contribution for adult apprentices is £560. Fees and fee subsidies do not apply to Training Providers supporting Apprenticeship trainees. For details please contact the Apprenticeship Office Tel 01604 491131.

Higher Education Qualification Fees

Course category	Fees per year
Foundation Degrees	£1860
HNC	£1450
Foundation Degrees top-up from HNC	£1280
Foundation Degrees /BA/BSc (Hons) 2011	£465 per 20 credits
Repeat module for full time students	£465 per 20 credits
MSc Animal Welfare	£515 per 20 credits
Cert Ed /PGCE new starts 2011	£1000
Cert Ed/PGCE Continuing students	£920

Further Education Professional/Vocational Qualifications Tuition Fee Subsidies

Tuition fees for vocational and professional courses will be subsidised for the following categories of students:

- All students aged between 16 and 18 years of age on the 31st August 2011.
- Students aged 19 - 24 year old and for 25 year old and over classroom based courses, studying for their first Full Level 2 qualification (defined as 5 GCSEs A-C; GNVQ Intermediate; First Diploma; NVQ Level 2; A Level; 2-3 AS Levels)
- Students between the ages of 19 and 24 and 25 and for 25 year old and over classroom based courses, studying their first Full Level 3 qualification (defined as 2 A levels; 4 AS Levels; GNVQ Advanced; AVCE; National Diploma; NVQ Level 3)
- Those in receipt of income based benefits, that is:
 - Unemployed people in receipt of Job Seeker's Allowance
 - Unemployed people in receipt of Employment Support Allowance (work related group)
 - Unwaged dependants of those listed above

Up to date (i.e. dated within 8 weeks of application) proof of benefit will be required. NOTE: The above notes are for guidance only. Please check eligibility for subsidised tuition fees with Student Services before enrolling on courses.