



ID:	Course Code:
Year:	
Qualifications Checked:	

Application and Enrolment Form

Section 1. Course Details (Please use CAPITAL LETTERS)

I want to study:	I want to start in: YYYY
	I want to study: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time

Section 2. Personal Details

Mr/Ms/Miss/Other:	First name(s):	Last name:	
Date of birth: DD / MM / YY	Age:	Gender:	Previous last name (if changed):
National Insurance no:	Car registration no:	Unique learner no. (if known):	Last school/college attended:
Address:			
Postcode:			
Usual permanent address (if different):			
Email:			
Tel (Home):		Tel (Mobile):	
Emergency contact details:			
Name:		Relationship:	
Tel (Home):		Tel (Mobile):	
		Tel (Work):	
If you are under 19, please supply parent/guardian email:			

Section 3. Nationality

Nationality:	Where were you born?
Where do you live now?	How long have you lived in Ghana?
If you've lived here for less than 3 years please tell us your date of entry into the country: DD / MM / YY	
Please tick if any of the following apply to you:	
<input type="checkbox"/> Dependant	
<input type="checkbox"/> Asylum seeker	
<input type="checkbox"/> Refugee	
<input type="checkbox"/> Indefinite leave to remain	
<input type="checkbox"/> Limited leave to remain	
State expiry date: DD / MM / YY	
Please supply supporting evidence including passport.	
Do you have any unspent convictions or pending court cases? <input type="checkbox"/> Yes <input type="checkbox"/> No	

The student has been assessed on entry to their Learning Programme as requiring additional support: Yes / No
Level on Entry: 1 2 3 4 5 6 Date application received: Date enrolled:

Section 9. For our Statistics (continued)

How did you hear about the College/this course? <input type="checkbox"/> I live locally <input type="checkbox"/> I am a previous student <input type="checkbox"/> Recommended by friends/family <input type="checkbox"/> Recommended by my employer <input type="checkbox"/> College email <input type="checkbox"/> College website <input type="checkbox"/> Other website or Text message e.g. Uniworld, <input type="checkbox"/> Event at the College <input type="checkbox"/> College stand at an external event <input type="checkbox"/> College presentation at my school		Have you seen or heard any of the following promoting the College: <input type="checkbox"/> Newspaper advert <input type="checkbox"/> Radio advert <input type="checkbox"/> Flyer or leaflet <input type="checkbox"/> Outdoor advert e.g. banner or poster <input type="checkbox"/> Online advert or social media
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Can we contact you? If no, please tick below: <input type="checkbox"/> 01 I do not wish to be contacted about courses or learning opportunities <input type="checkbox"/> 02 I do not wish to be contacted for surveys and research	Do not contact me by: <input type="checkbox"/> 01 Post <input type="checkbox"/> 02 Phone <input type="checkbox"/> 03 Email
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Section 10. Your Confirmation of Understanding

I confirm all of the information I have given is correct.

I have had initial information, advice and guidance in the form of one or more of the following:
 • Written information • Discussion with enrolling staff • Guidance/careers interview • Financial advice

As a result of this, I understand the entry requirements, the guided learning hours, the nature of the study programme and progression opportunities it may lead to. I can confirm that this is a suitable programme for me. I understand that, should I require it, additional support is available to me in the form of extra help with my studies/disability support/educational guidance/counselling. I know that I can access such support via College Support Services.

I agree to observe the College rules, policies and the Student Charter.

- I understand that it is my responsibility to ensure that all my fees are paid.
- I understand that my fees must be paid when I enrol, and that no refunds or waivers will be given once I start attending the course, unless the course is cancelled by the College.
- I understand that if I do not pay my fees in full I may be liable for any charges that the College incurs while trying to collect what is due.
- I understand that the College accepts no liability for any additional costs that I may incur as a result of undertaking this course of study.
- I understand I will be required to pay a fixed penalty charge if I fail to attend an external awarding body examination.

The College reserves the right to change or cancel courses. Please refer to the terms and conditions in the College prospectuses. I authorise the College to provide appropriate information to my parent(s) or guardian(s) (if under 19) or employer or sponsor (if appropriate) on progress and attendance on courses for which I have enrolled, or in the event of any cause for concern or a medical emergency.

Student Signature	Date
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Section 11. Data Protection Act 1998

At no time will your personal information be passed to organisations for marketing or sales purposes. From time to time students are approached to take part in surveys by mail and phone, which are aimed at enabling us and our partners to monitor performance, improve quality and plan future provision. *Please tick the box below if you do not wish to be contacted by us or our partners in respect of surveys and research. We and our partners' value your views on the education or training which you receive and will use these to help bring about improvements for learners in Ghana. We or our partners may wish to contact you from time to time about courses, or learning opportunities relevant to you. **Please tick the box below if you do not wish to be contacted about courses or learning opportunities by post.

I do not wish to be contacted
 I do not wish to be contacted about courses etc.

Your programme may have been part funded by the government agencies/organisation, which helps to develop employment by promoting employability, business spirit and equal opportunities, and invest in human resources.