

# Enrolment Guide and Enrolment Form



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**Please read through the following enrolment guide, and the terms and conditions on page 74, before completing the form.**

## When to enrol

For some courses, pre-enrolment is compulsory, and this should be marked clearly in the prospectus. This is especially important for those courses where students will require a computer account, as it will enable an account to be set up and a username and password forwarded to them in advance. If you wish to enrol on any of the courses listed under Computer Studies, you must do so at least two weeks before the start of the course.

For all other courses, where possible, we request that you enrol for your course prior to the start of the first class (see section 'How to enrol' below). If, for some reason you are unable to pre-enrol, you should enrol at the first class.

Please enrol as early as possible because:

- Popular courses fill up quickly – ensure your place by enrolling early.
- Courses with insufficient pre-enrolments may be cancelled. This particularly applies to Day Schools.
- If your course is accredited, the early enrolment will give you time to apply for an identification and library card before the course starts.

## How to enrol

Please complete all sections of the enrolment form in full, using block capitals, and sign the declaration at the end of the form. **Forms without a signed declaration cannot be processed and will be returned for signature.**

You can return your completed enrolment form and payment by post or fax using the contact details above.

Alternatively, you can enrol in person at the Centre. Our Reception is open from 9.00am to 4.30pm on Monday, Tuesday, Thursday and Friday, and 9.45am to 4.30pm on Wednesday – our friendly Student Services Team can answer any queries you might have.

We are sorry, but at present we are unable to take enrolments or payment by phone.

## Fees and financial assistance

All full and concessionary course fees are shown with the individual course entry in the prospectus or on the web. Please see below to find out whether or not you qualify for financial assistance or a concessionary fee.

### HEFCW Fee Waiver Scheme

If you are receiving certain benefits from the Department of Work and Pensions or have registered as a job seeker for at least six weeks, you may be eligible to have your course fees waived under the HEFCW (Higher Education Funding Council for Wales) Fee Waiver Scheme. Those eligible are entitled to attend accredited courses free of charge, up to a limit of 110 credits, a value of £1,200 in any one academic year. For full details and an application form, please contact the Centre or log onto [www.cardiff.ac.uk/learn](http://www.cardiff.ac.uk/learn). Your Fee Waiver application form should be attached to your enrolment form. Please note that students who already have an HE qualification may not be eligible for this scheme.

### Cardiff Centre for Lifelong Learning Bursary Scheme

Students from lower income backgrounds who are enrolled on certain courses may qualify for a bursary to assist them to meet the cost of studying. Full details can be found at [www.cardiff.ac.uk/learn](http://www.cardiff.ac.uk/learn) or by calling 029 2087 9147.

### Other Concessionary Fees

If you do not qualify for the HEFCW Fee Waiver Scheme detailed above, you may still be eligible for concessions offered by the Centre. Concessionary fees are available to those who are in receipt of:

- Income Support
- Housing Benefit
- Job Seekers Allowance
- Council Tax Benefit
- Working Tax Credit
- Or who are:
  - Pensioners
  - Registered Unemployed

Concessionary fees may also be available to students. Please contact the Centre for details.

## Financial Contingency Fund

Additional financial assistance may also be available from the University to students on low incomes who have no prior experience in Higher Education. For further information on eligibility and the application process, please contact the Financial Contingency Fund Team at the Student Support Centre, 50 Park Place, Cardiff (tel 029 2087 5207 or e-mail [FCF@cardiff.ac.uk](mailto:FCF@cardiff.ac.uk)).

## Payment

All enrolments **must** be accompanied by payment, and enrolment should preferably be undertaken prior to the first class. Enrolment can be accepted at the first class if places are still available but priority is given to those who have pre-enrolled (see sections 'When' and 'How to enrol' above).

Payment can be taken by cheque, postal order, cash, Switch/Maestro or Visa/MasterCard or Cardiff University Internal Trade Purchase Order. You can fill in your card details on the form, or attach a cheque or postal order. Please do not send cash through the post. Please make cheques payable to Cardiff University.

Where an employer (other than Cardiff University) is to pay for the course and wishes to be invoiced, the employer should provide a purchase order to this effect, which you should attach to your enrolment form. If you are unable to attach a purchase order, please ring us on 029 2087 9147.

If you are claiming all or part of your fees from the HEFCW Fee Waiver Scheme, please attach the Fee Waiver application form and the relevant proof of entitlement to your enrolment form.

## Documentation required for claiming a concessionary fee

If you are claiming a concessionary fee, then you should attach the relevant proof of entitlement to your enrolment form. Proof should be dated no more than six weeks prior to the date that you enrol. Please contact the Centre if you require advice on the type of proof required.

Please note that concessionary fees are not available if a sponsor is paying the fee.

# Section 1

## Student personal details

Title \_\_\_\_\_

First name(s) \_\_\_\_\_ Surname/Family name \_\_\_\_\_

Date of birth \_\_\_\_\_

Present home address \_\_\_\_\_

Postcode \_\_\_\_\_

Daytime telephone number (including area code) \_\_\_\_\_

Evening telephone number (including area code) \_\_\_\_\_

Mobile telephone number \_\_\_\_\_ E-mail address \_\_\_\_\_

Have you been a student with the Cardiff Centre for Lifelong Learning before? (please tick box) Yes  No

If yes, and details such as your name or address have changed since that time, please let us know so that we can amend our records and avoid duplicate records.

Previous name/and or home address (including postcode) \_\_\_\_\_

Are you registered as a Diploma of Higher Education student with the Centre? (please tick box) Yes  No

Are you an undergraduate/postgraduate or member of staff of Cardiff University? (please tick box)

undergraduate  postgraduate  member of staff

If yes, please state which School/Divison \_\_\_\_\_

If you are an undergraduate and wish to take any module as a Free Standing Module, you should enrol using a separate process. Please contact the Centre for guidance.

Will you be under the age of 18 at the start of the course? Yes  No

If you have ticked yes, then we will need to contact you to obtain the details of your parents/guardians who we will then need to write to.

## Proposed course(s) of study

Course number	Course title	Start date	Time	Fee payable

## Payment details

Name and address of person paying, if different from applicant: \_\_\_\_\_

Method of payment (please tick as appropriate):

Cash  Cheque/postal order (payable to Cardiff University)  Employer sponsorship (please attach Purchase Order)

Cardiff University (please attach Internal Trade Purchase Order)  Credit/Debit Card (please give details below)

For Cheque/Postal orders, please supply cheque/PO number: \_\_\_\_\_

For card payments, please debit my (tick boxes) Visa  Master Card  Switch/Maestro

Card number

Valid from \_\_\_\_\_ Expiry date \_\_\_\_\_ Issue number (for Switch/Maestro) \_\_\_\_\_

Signature of cardholder \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE COMPLETE PAGE 3**

## Office use only

Auth. Code	Student Number			
	Initials	Date	Initials	Date
Received			Disability copy	
Checked			Computer account copy	
Proof of reduction details			On-line copy	
			Study tour copy	
Access			Intake sheet	
Till			Entry on to SIMS	

## Section 2

The University is required to collect the following information by the Higher Education Statistical Agency (HESA). If you are a new student or a returning student who has not supplied these details previously, please complete all sections. If you are a returning student and information has changed since your last enrolment, please supply the amended data. If you are a returning student and no details have changed since your last enrolment, please proceed to section 3.

**Gender** (please tick box): Male  Female

**Ethnicity** (please tick box)

- |   |   |  |
|---|---|--|
| White <input type="checkbox"/>                              | Asian or Asian British - Bangladeshi <input type="checkbox"/> | Other Mixed background <input type="checkbox"/>  |
| Black or Black British - Caribbean <input type="checkbox"/> | Chinese <input type="checkbox"/>                              | Other Ethnic Background <input type="checkbox"/> |
| Black or Black British - African <input type="checkbox"/>   | Other Asian background <input type="checkbox"/>               | Not known <input type="checkbox"/>               |
| Other Black background <input type="checkbox"/>             | Mixed - White & Black Caribbean <input type="checkbox"/>      | Information declined <input type="checkbox"/>    |
| Asian or Asian British - Indian <input type="checkbox"/>    | Mixed - White & Black African <input type="checkbox"/>        |  |
| Asian or Asian British - Pakistani <input type="checkbox"/> | Mixed - White & Asian <input type="checkbox"/>                |  |

**Nationality** (please state) \_\_\_\_\_

**National identity** (please tick box)

National identity reflects how an individual chooses to clarify him/herself, based on things including, for example, culture, language, ancestry/family history (up to two responses may be chosen):

- |                                  |                                |                                   |   |
|----------------------------------|--------------------------------|-----------------------------------|---|
| British <input type="checkbox"/> | Welsh <input type="checkbox"/> | Scottish <input type="checkbox"/> | Irish <input type="checkbox"/>                |
| English <input type="checkbox"/> | Other <input type="checkbox"/> | Unknown <input type="checkbox"/>  | Information declined <input type="checkbox"/> |

**Welsh speaker** (please tick box). Do you consider yourself:

- A fluent Welsh speaker  A Welsh speaker but not fluent  Not a Welsh speaker
- Would you like to receive correspondence from the Centre in Welsh? Yes  No

**Disability**

Do you have a disability/specific learning difficulty?

Yes  No

Nature of disability/specific learning difficulty (please tick boxes)

- |   |   |
|---|---|
| Blind or partially sighted <input type="checkbox"/>                             | Multiple disabilities <input type="checkbox"/>                        |
| Deaf or hearing impairment <input type="checkbox"/>                             | Autistic Spectrum Disorder <input type="checkbox"/>                   |
| Mobility difficulties including wheelchair user <input type="checkbox"/>        | A specific learning disability e.g. dyslexia <input type="checkbox"/> |
| Social/communication impairment such as Asperger's <input type="checkbox"/>     | A disability not listed above <input type="checkbox"/>                |
| Mental health difficulties <input type="checkbox"/>                             | Not known <input type="checkbox"/>                                    |
| An unseen disability (e.g. diabetes, epilepsy, asthma) <input type="checkbox"/> | Information declined <input type="checkbox"/>                         |

Are you in receipt of the disabled student allowance?

Yes  No

**Highest qualification** Please tick the highest qualification you hold at the time of enrolment:

- |                                       |                                      |  |   |
|---------------------------------------|--------------------------------------|--|---|
| O Level/GCSE <input type="checkbox"/> | NVQ Level 1 <input type="checkbox"/> | First UK Degree <input type="checkbox"/>       | PGCE with QTS <input type="checkbox"/>          |
| A Level <input type="checkbox"/>      | NVQ Level 2 <input type="checkbox"/> | UK Post Grad Dip/Cert <input type="checkbox"/> | PGCE without QTS <input type="checkbox"/>       |
| HNC <input type="checkbox"/>          | NVQ Level 3 <input type="checkbox"/> | UK Higher Degree <input type="checkbox"/>      | Other (please specify) <input type="checkbox"/> |
| HND <input type="checkbox"/>          | NVQ Level 4 <input type="checkbox"/> | EU Degree <input type="checkbox"/>             | _____   |
| BTEC <input type="checkbox"/>         | NVQ Level 5 <input type="checkbox"/> | Overseas Degree <input type="checkbox"/>       |   |

**Prior experience of Higher Education**

Have you ever started a full-time or part-time Higher Education course (i.e. above A Level or equivalent) in the UK before and, if so, did you attend this course for 6 months or more?

Yes  No

**The Welsh Baccalaureate**

Have you ever undertaken the Welsh Baccalaureate Advanced Diploma?

Yes  No

If yes, were you awarded the qualification?

Yes  No

PLEASE COMPLETE PAGE 4

### Section 3: Disability - Access and reasonable adjustments

If you have a disability, are there any access requirements, reasonable adjustments or additional support you think you may require as a direct consequence of your disability, e.g. access to a lift, large print handouts, provisions of a note taker or extra time for assessment?

Yes  No

If yes, then the Centre will contact you further to discuss your needs, but to help with the process, please describe below your needs or the reasonable adjustments you think you require:

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May we inform your tutor about your disability and any reasonable adjustments you have requested?

Yes - immediately  Yes - following discussion with the Centre  No

### Section 4

The following information will help the Centre develop and market its programme more effectively in the future.

How did you hear about the course(s)?

Mailed Choices prospectus	<input type="checkbox"/>	Website	<input type="checkbox"/>	Advert in local newspaper/newsletter	<input type="checkbox"/>
Word of mouth	<input type="checkbox"/>	Email	<input type="checkbox"/>	Adult education publicity	<input type="checkbox"/>
Course leaflet	<input type="checkbox"/>	Advert on bus	<input type="checkbox"/>	Facebook/Twitter	<input type="checkbox"/>

Picked up Choices, where? \_\_\_\_\_ Other (please specify) \_\_\_\_\_

Why are you enrolling on this course? (please tick boxes)

Interest in the subject	<input type="checkbox"/>	To gain a qualification	<input type="checkbox"/>
To help me change my job or achieve promotion	<input type="checkbox"/>	To socialise and meet people	<input type="checkbox"/>

Other (please specify) \_\_\_\_\_

### Section 5

**Please read the following and sign the declaration below. Forms without a signed declaration cannot be processed and will be returned for signature.**

All matters arising out of your registration as a student at the Cardiff Centre for Lifelong Learning will be governed and construed in accordance with the law of England and Wales and are under the jurisdiction of the Courts of England and Wales only. Complaints in relation to any matters arising out of your registration as a student may be referred to the Office of the Independent Adjudicator, but only once internal procedures are exhausted.

Data Protection Act 1998 – Cardiff University observes the Data Protection Act. The data collected on this form will be used for administrating the course(s) for which you apply. The University may disclose this information to the Higher Education Statistical Agency and the Higher Education Funding Council for Wales.

From time to time we would like to send you a copy of Choices and information about courses and events at Cardiff University by post. If you do not want to be sent this information please tick this box.

May we send you e-mail updates about Choices courses and events? Yes  No

#### Student declaration

I certify that the information given in this application is complete and accurate to the best of my knowledge.

I accept the terms and conditions of enrolment and also agree to abide by the regulations of Cardiff Centre for Lifelong Learning.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### New

Did you study at the Centre during the 2010-11 academic year? If so, would you like to register for the Centre's FREE membership scheme? Yes  No  Unsure, please send me further details

N.B. Current members will automatically have renewed membership if they return to study in 2011-12.