CYMRAEG I OEDOLION
WELSH FOR ADULTS
Canolfan Caerdydd a Bro Morgannwg
Cardiff and the Vale of Glamorgan Centre

Cardiff and the Vale of Glamorgan Welsh for Adults Centre,
School of Welsh, Cardiff University, Colum Drive, CARDIFF, CF10 3EU
Phone: (029) 2087 4710
Fax: (029) 2087 4708
E-mail: info@learnwelsh.co.uk
Website: www.learnwelsh.co.uk

Enrolment Form 2011/2012

Information on this enrolment form will be processed for the purpose of funding and statistical information only. Certain data will be passed to the Welsh Assembly Government. Data collected will be subject to the Data Protection Act 1998.

YOU SHOULD RETURN YOUR COMPLETED FORM, ALONG WITH ANY PAYMENT, TO THE ADDRESS ABOVE FOR CARDIFF UNIVERSITY COURSES ONLY. FOR COURSES PROVIDED BY OUR PARTNERS, PLEASE RETURN THE FORM AND PAYMENT TO THE RELEVANT ADDRESS FOUND AT THE END OF THIS FORM.

01 Course Information

Course Code: _____ **Course level: (Entry, Sylfaen etc)** _____ **Course location:** _____ **Fee: £** _____

02 Personal Details

Surname: _____ **First Name(s):** _____

Title: Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Other ☐ **Former Surname:** _____

Date Of Birth: _____ **Gender:** Male ☐ Female ☐

Address:
Number & Street
City/Town
County
Postcode

Previous Address: (if changed since your last attendance)
Number & Street
City/Town
County
Postcode

Occupation:
Employed ☐ Student ☐
Unemployed ☐ Pensioner ☐

Educational Qualifications:
GCSE/'O' Levels ☐ 'A' Levels ☐
NVQ's ☐ Degree ☐

Mobile No: _____ **Landline No:** _____

E-mail: _____

Please complete both contact numbers and e-mail address to enable us to contact you with important information about your class, e.g. cancellation. We may contact you by phone, text message or e-mail.

Contact name and number in case of any emergency:

Name: _____ **Number:** _____

Ethnicity (Please tick relevant box)

☐ White
☐ Asian or Asian British – Pakistani
☐ Mixed – White & Asian
☐ Irish Traveller
☐ Asian or Asian British – Bangladeshi
☐ Other Mixed background
☐ Chinese
☐ Other Ethnic background
☐ Black or Black British – Caribbean
☐ Black or Black British - African
☐ Other Asian background
☐ Information refused
☐ Other Black background
☐ Mixed – White & Black Carribean
☐ Not Known
☐ Asian or Asian British – Indian
☐ Mixed – White & Black African
☐ Other White background

National Identity

☐ British ☐ Welsh ☐ English ☐ Scottish ☐ Irish ☐ Other

03 How did you hear about the course?

- ☐ Internet search engine
- ☐ University Intranet
- ☐ Through work
- ☐ Through a school
- ☐ At an event
- ☐ Flyer/Prospectus
- ☐ E-mail
- ☐ Letter
- ☐ Friend/Relative
- ☐ Centre's Staff
- ☐ Radio Advert
- ☐ Newspaper/magazine Advert
- ☐ Article in the press/media
- ☐ Supermarket
- ☐ Banner
- ☐ Bus Advert
- Other...

Level of Welsh

- ☐ Fluent Welsh speaker
- ☐ Welsh speaker but not fluent
- ☐ Not a Welsh speaker

Main reasons for wanting to learn Welsh (please choose up to 2 categories)

- ☐ Learn with the family
- ☐ Career development
- ☐ Just moved to the area
- ☐ Learn about Welsh culture / National pride
- ☐ To re-learn / Improve my Welsh
- ☐ Social reasons / Something to do
- ☐ Partner speaks Welsh
- ☐ Other (details below)

04 Cardiff University Staff Member

Are you a staff member at Cardiff University?

☐ Yes ☐ No (Go to Question 5)

School / Division:

I enclose a current copy of my University ID card ☐

Head of School / Division authorised signature:

Staff E-mail

05 Payment Section (This section must be completed)

NOTE: YOU CAN PAY BY CHEQUE, CASH, CARD OR IF YOUR EMPLOYER IS PAYING FOR THE COURSE, PLEASE PROVIDE PURCHASE ORDER DETAILS

I enclose a cheque for £ Please make your cheque payable to the course provider:

Cardiff University (CU):
'Cardiff University'

Cardiff Council (CCC):
'Cardiff Council'

Vale of Glamorgan Council (VGC):
'Vale of Glamorgan Council'

Cardiff and Vale College (CVC):
(Previously Coleg Glan Hafren and Barry College)
'Cardiff and Vale College'

Payments made by Credit Card (for Cardiff University courses only). Debit my:

☐ Visa ☐ Mastercard ☐ Debit Card

Card Number:

(2% surcharge will be added to the course fee for Cardiff University Courses) *(we cannot accept NatWest Solo or American Express cards)

Name of card holder

Start Date: / / Expiry Date: / /

Issue no: Security No:

Signature: Date: / /

The name and address of the fee payer if different from the applicant :

For other provider courses you can pay by card at the providers administrative office

My employer will sponsor my course ☐

I enclose a Letter of Authorisation and a Purchase Order (P.O.) ☐

I confirm that a letter of authorisation containing a Purchase Order number has been attached to this form ☐

I have spoken to the provider and agreed on an instalment payment option ☐

DISCOUNTS/REDUCTIONS

(a) For Cardiff University courses discounted fees may be available on all entirely non-residential courses costing £50 or more if you are a student or in receipt of one of the benefits listed below. For other providers, please contact the provider direct for more information on their discounts/reductions:

☐ Housing Benefit ☐ Incapacity Benefit ☐ Income Based Job Seekers Allowance

☐ Income Support ☐ Employment and Support Allowance ☐ Pension Credit

☐ Child Tax Benefit (£2,300+)

(b) Financial Contingency Fund may be available if you are eligible for the above. Please contact the Centre for an application form

(c) Pre Payment in instalments option is available. Contact the Centre for information.

(d) I enclose a current copy of proof of benefit/student card/pension or relevant documents ☐

06 Help & Support

Do you have a disability? Please tick as appropriate: ☐ Yes ☐ No

☐ General learning disability (such as Down's syndrome)

☐ Cognitive impairment (such as autistic spectrum disorder or resulting from head injury)

☐ Long-standing illness or health condition (such as cancer, HIV, diabetes, chronic heart disease, or epilepsy)

☐ Mental health condition (such as depression or schizophrenia)

☐ Physical impairment or mobility issues (such as difficulty using arms or using a wheelchair or crutches)

☐ Deaf or serious hearing impairment

☐ Blind or serious visual impairment

☐ Other type of disability

☐ Question not answered

If you have answered 'yes' to any of the above is it a moderate or profound disability? ☐ Moderate ☐ Profound

Do you have a learning difficulty? ☐ Yes ☐ No

Are there any access requirements or reasonable adjustments you think you may require as a direct consequence of your disability?

☐ Yes ☐ No

Please explain:

(A person from the Centre will contact you to discuss your needs further) Any information given under section 6 will be treated in the strictest confidence and will only be shared with relevant members of staff

Office use only:

Course Code: Total Fee of course before deduction:

Reciept Number: By Cheque: ☐ Cash ☐ By Card ☐

Amount Paid By Learner:

Officer Signature: Entered on data system by:

Date: / / Learner ID:

Blaenddalen: Transferred: Left:

07 Receiving information from the Centre

If you do not wish to receive information about offers and Centre activities that could enhance your experience of learning Welsh, please tick this box. ☐

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08 Signature (This section must be completed)

By signing this form I certify that:

- The information given in this registration form is complete and accurate to the best of my knowledge
- I have read and understood the terms and conditions of enrolment and also agree to abide by the regulations of the Cardiff and the Vale of Glamorgan Welsh for Adults Centre.

Your Signature

Date

You should return your enrolment form to one of the following addresses:

For Cardiff University (CU) Courses: Cardiff and the Vale of Glamorgan Welsh for Adults Centre, Cardiff University, Colum Drive, Cardiff CF10 3EU

For Cardiff Council Courses (CCC): Severn Road Neighbourhood Learning Centre, First floor, Severn Road Primary School, Canton, Cardiff CF11 9DZ

For the Vale of Glamorgan Council (VGC) courses: Palmerston Community Learning Centre, Cadoc Crescent, Barry CF63 2NT

For Cardiff and the Vale College (CVC) courses: Trowbridge Road, Rumney, Cardiff CF3 1XZ OR Colcot Road, Barry CF62 8YJ

All personal information collected is strictly confidential: Cardiff University observes the requirements of the Data Protection Act. Thank you for your co-operation in completing this application form.

PRIFYSGOL CAERDYDD CARDIFF UNIVERSITY

CARDIFF CAERDYDD

VALE of GLAMORGAN BRO MORGANNWG

Cardiff and Vale College Coleg Caerdydd a'r Fro