

Enrolment Guide and Enrolment Form 2020/21

Continuing and Professional Education, 21 - 23 Senghennydd Road, Cardiff CF24 4AG
Tel: 029 2087 0000 Email: LEARN@cardiff.ac.uk

Please read through the following enrolment guide, and the terms and conditions [HERE](#) before completing the form. Once completed please email to: LEARN@cardiff.ac.uk

When to Enrol

Please enrol as early as possible because:

- ▶ Popular courses fill up quickly.
- ▶ Courses with insufficient pre-enrolments may be cancelled.
- ▶ Early enrolment will give you time to apply for an identification and library card before the course starts.

Should you not be able to enrol in advance, then you should do so as soon as possible after the first class.

How to Enrol

When you have submitted this form, you will receive a confirmation email of receipt. The confirmation will provide you with details of how to pay for your course.

If you are applying for a type of fee other than the full fee, please see the information below and ensure you email Learn@Cardiff.ac.uk with the relevant documentary proof of your entitlement.

PLEASE ENSURE THAT YOU HAVE SIGNED THE DECLARATION, AS FORMS WITHOUT A SIGNATURE WILL BE RETURNED TO YOU.

Restrictions

You are required to declare an unspent conviction only if there are restrictions in place that may impact on your ability to undertake any element of your programme of study.

If you have any restrictions on being able to access the internet or to use tools such as email, you are required to let the University know. You must also let the University know if there are any restrictions in place in terms of curfews, and/or, being able to enter locations or areas (including restraining orders) that would impact your ability to be able to attend any element of your course.

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.

Funding for Part-time Students

HEFCW Fee Waiver Scheme

If you do not hold a first degree or a degree level qualification and 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 claim your course fees under the HEFCW (Higher Education Funding Council for Wales) Fee Waiver Scheme. Full details can be found at www.cardiff.ac.uk/part-time-courses-for-adults/courses/funding-and-paying-for-your-learning 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 us. Concessionary fees are available to those who are in receipt of:

- ▶ Universal Credit
 - ▶ Income Support
 - ▶ Income-related Employment Support Allowance
 - ▶ Housing Benefit
 - ▶ Job Seekers Allowance
 - ▶ Council Tax Reduction (does not include discounts and exemptions)
 - ▶ Personal Independence Payment
 - ▶ Working Tax Credit
 - ▶ State Pension
- Or who are:
- ▶ Full-time Cardiff University Students
 - ▶ Cardiff University Staff*

If you are claiming a concessionary fee, then you must provide relevant proof of your entitlement to the concessionary fee. Proof should be dated no more than six weeks prior to the date that you enrol. Please contact us 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.**

Student Finance Wales Tuition Fee Loans and Grants

Part-time students may be eligible to apply to Student Finance Wales for a tuition fee loan to fund their learning. In some cases students may also be eligible for certain grants. More information is available on our website www.cardiff.ac.uk/part-time-courses-for-adults/courses/funding-and-paying-for-your-learning or by calling 029 2087 5329.

Financial Assistance Programme

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 Advice and Money Team at the Student Support Centre, Graduate Centre, 3rd Floor of Cardiff Students' Union, Park Place, Cardiff.

email: adviceandmoney@cardiff.ac.uk

Instalments

For courses where the fee payable is over £350 (excluding online courses), payment can be made by two instalments. On enrolment you must pay the first instalment of £250. Details of when and how the second instalment must be paid will be provided by our Finance Team once your enrolment has been processed.

YOU ARE STILL LIABLE TO PAY THE SECOND INSTALMENT IF YOU WITHDRAW FROM A COURSE.

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 wish to pay your course fees via a Student Loan please create an account on the Student Finance Wales website and record your Customer Reference Number on your enrolment form.

Enrolment Guide and Enrolment Form 2020/21

Section 1 - Student personal details

Title First name(s)
Surname/Family name
Date of birth (dd/mm/yyyy)

Student Number (if known):

*If you have studied with Continuing and Professional Education in the past your student number can be found on your **Confirmation of Enrolment and Payment**.*

Present home address (in full)

Postcode

Mobile telephone number

Alternative telephone number

E-mail address

Your Confirmation of Enrolment and Payment will be sent to the email address provided.

If you have studied with us in the past and any details such as your home address and/or name have changed, please let us know your previous details below.

What is the country of your permanent home address?

Will you be under the age of 18 at the start of the course?

Yes No

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

Section 2 - Proposed course(s) of study

| Course Number | Course Title | Start Date | Start Time | Fee Payable | Fee Category* <small>select one from list</small> | Instalment (Yes/No) | |
|---------------|--------------|------------|------------|-------------|--|---------------------------------|--------------------------------|
| | | | | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | | | | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | | | | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | | | | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | | | | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| | | | | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

* Fee Categories:

| Full (F) | Concessionary - State Pension (HS) | Concessionary – CU Staff or Student (CU) | Concessionary - State Benefits (HR) | HEFCW Fee Waiver (FW) | Finance Wales Loan (L) |
|----------|------------------------------------|--|-------------------------------------|-----------------------|------------------------|
|----------|------------------------------------|--|-------------------------------------|-----------------------|------------------------|

Documentary evidence of your entitlement to concessionary fees must be provided with your enrolment form.

See the Fees and Financial Assistance section of the enrolment guide for details of fee categories, eligibility and appropriate evidence.

Section 3 - Payment details

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

Name

Address

Method of payment (please tick as appropriate):

- Credit/Debit Card
- Employer sponsorship (please attach Purchase Order)
- Cardiff University (please attach Internal Trade Purchase Order)
- Loan from Student Finance Wales Customer Reference Number:

OFFICE USE ONLY

| Auth. Code | | | Student Number | | |
|----------------------|----------|------|------------------|----------|------|
| | Initials | Date | | Initials | Date |
| Received | | | Access | | |
| Checked | | | Disability copy | | |
| Proof of concession: | | | Intake sheet | | |
| Concession approved: | | | Entry on to SIMS | | |
| PDQ | | | Batch No | | |

Section 4

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 5.**

Gender *(please tick box):*

Male Female Other

Ethnicity *(please tick box)*

| | | | |
|--------------------------------------|--------------------------|---------------------------------|--------------------------|
| White | <input type="checkbox"/> | Mixed - White & Black Caribbean | <input type="checkbox"/> |
| Black or Black British - Caribbean | <input type="checkbox"/> | Mixed - White & Black African | <input type="checkbox"/> |
| Black or Black British - African | <input type="checkbox"/> | Mixed - White & Asian | <input type="checkbox"/> |
| Other Black background | <input type="checkbox"/> | Other Mixed background | <input type="checkbox"/> |
| Asian or Asian British - Indian | <input type="checkbox"/> | Other Ethnic Background | <input type="checkbox"/> |
| Asian or Asian British - Pakistani | <input type="checkbox"/> | Arabian | <input type="checkbox"/> |
| Asian or Asian British - Bangladeshi | <input type="checkbox"/> | Not known | <input type="checkbox"/> |
| Chinese | <input type="checkbox"/> | Information declined | <input type="checkbox"/> |
| Other Asian background | <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"/> | English | <input type="checkbox"/> |
| Welsh | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Scottish | <input type="checkbox"/> | Unknown | <input type="checkbox"/> |
| Irish | <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 Continuing and Professional Education in Welsh?

Yes No

Disability

Do you have a disability/specific learning difficulty?

Yes No

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

Blind or a serious visual impairment

Deaf or serious hearing impairment

A physical impairment or mobility issues including wheelchair user

A social/communication impairment such as Asperger's Syndrome

A mental health condition such as depression, schizophrenia or anxiety disorder

A longstanding illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy

Two or more impairments/disabling medical conditions

A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D

A disability, impairment or medical condition (not listed above)

Information declined

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 2 | <input type="checkbox"/> | EU Degree | <input type="checkbox"/> |
| A Level | <input type="checkbox"/> | NVQ Level 3 | <input type="checkbox"/> | Overseas Degree | <input type="checkbox"/> |
| HNC | <input type="checkbox"/> | NVQ Level 4 | <input type="checkbox"/> | PGCE with QTS | <input type="checkbox"/> |
| HND | <input type="checkbox"/> | NVQ Level 5 | <input type="checkbox"/> | PGCE without QTS | <input type="checkbox"/> |
| BTEC (please specify level) | <input type="checkbox"/> | First UK Degree | <input type="checkbox"/> | Other (please specify) | <input type="checkbox"/> |
| <input type="text"/> | | UK Post Grad Dip/Cert | <input type="checkbox"/> | <input type="text"/> | |
| NVQ Level 1 | <input type="checkbox"/> | UK Higher 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 following question is about your parents' level of education. This includes natural parents, adoptive parents, step-parents or guardians who have brought you up.

Do any of your parents (as defined above) have any higher education qualifications, such as a degree, diploma or certificate of higher education?

Yes No Don't know Information refused

What is your religion? (please tick box)

| | | | |
|--|--------------------------|--------------------------------|--------------------------|
| No religion | <input type="checkbox"/> | Christian - Other denomination | <input type="checkbox"/> |
| Buddhist | <input type="checkbox"/> | Jewish | <input type="checkbox"/> |
| Christian | <input type="checkbox"/> | Hindu | <input type="checkbox"/> |
| Christian - Church of Scotland | <input type="checkbox"/> | Muslim | <input type="checkbox"/> |
| Christian - Roman Catholic | <input type="checkbox"/> | Sikh | <input type="checkbox"/> |
| Christian - Presbyterian Church in Ireland | <input type="checkbox"/> | Spiritual | <input type="checkbox"/> |
| Christian - Church of Ireland | <input type="checkbox"/> | Any other religion or belief | <input type="checkbox"/> |
| Christian - Methodist Church in Ireland | <input type="checkbox"/> | Information declined | <input type="checkbox"/> |

Section 5: 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, or extra time for assessment?

Yes No If no, please go to **Section 6**

If yes, please describe below your needs or the reasonable adjustments you think you require:

Do you require rear door swipe card access due to mobility difficulties?

Yes No

If you require any reasonable adjustments may we inform your tutor?
(please note if you tick no, this may limit the adjustments we can make)

Yes - immediately Yes - following discussion with Continuing and Professional Education No

Section 6:

Please help us market our courses more effectively by answering these two questions.

1. What is your main reason for enrolling on this course? (please only tick your MAIN reason)

| | | | |
|---|--------------------------|---------------------|--------------------------|
| Professional development for current job | <input type="checkbox"/> | Interest in subject | <input type="checkbox"/> |
| Professional development for change of career | <input type="checkbox"/> | Gain qualification | <input type="checkbox"/> |
| Socialise/meet new people | <input type="checkbox"/> | | |

2. How did you hear about the course? (please tick ONE box)

| | | | |
|---------------|--------------------------|------------------|--------------------------|
| Website | <input type="checkbox"/> | Facebook/Twitter | <input type="checkbox"/> |
| Prospectus | <input type="checkbox"/> | Email | <input type="checkbox"/> |
| Word of mouth | <input type="checkbox"/> | Course Leaflet | <input type="checkbox"/> |

Section 7:

Please read the following and tick the declaration box below. Forms that have not been ticked cannot be processed and will be returned.

All matters arising out of your registration as a student at Continuing and Professional Education 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.

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 Statistics Agency and the Higher Education Funding Council for Wales.

From time to time we would like to send you a copy of our prospectus 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.

Tick this box if you want to receive emails about courses, events and news from us and your subject area of study.

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 Continuing and Professional Education.
- ▶ I understand that if my enrolment includes **instalment payments**, I am liable for the payment of the second instalment as full payment of the course as per the terms and conditions of enrolment with Continuing and Professional Education, and regardless of whether or not all classes have been attended
- ▶ Likewise, I understand that if my enrolment includes a **loan from Student Finance Wales**, I am liable for full payment of all course fees in the event my loan application is unsuccessful or unconfirmed by 31/05/2021.

Please tick the box to confirm that you have read the student declaration and agree to the all the terms and conditions.

Please email your completed form to: LEARN@cardiff.ac.uk

Important Terms and Conditions of enrolment

Payment

All enrolments must be accompanied by payment and enrolment should preferably be undertaken prior to the first class. Where payment by instalment has been agreed then the **payment of the second instalment is due as full payment of the course regardless of whether or not all classes have been attended.**

Course cancellations and refunds

We reserve the right to cancel or curtail courses. When this happens we will issue a full or partial refund as appropriate.

Student withdrawal and refunds

If you wish to withdraw from a course, written notification must be received **at least 5 working days prior to the beginning of the course** and we will then process your refund. At busy periods your refund may take up to four weeks to process and will be subject to a £10 administration charge. Once a course has started, we will no longer issue a refund to a student who decides to withdraw.

Transfer Requests

Once a course has started, we may be able to grant transfers to another course under certain circumstances e.g. the level is not appropriate. **Please note that transfers will not automatically be agreed in all circumstances, and requests should be submitted in writing to learn@cardiff.ac.uk** (although students can phone in the case of urgent requests). If a transfer is

granted and the new course fee is the same, or lower, there will be no charge. If the new course fee is higher then the balance must be paid in full. Please also note that you will only be able to transfer a course fee once. Transfers are usually valid for 12 months.

Booking confirmation and location of classes

We will contact you if we cannot accept your enrolment for any reason. If you have not received your confirmation of booking prior to the start of the course you should attend the first meeting at the time, date and location stated. Timetables will be displayed in the Continuing and Professional Education building, the John Percival Building and any other University buildings indicating which rooms classes have been assigned to, and you should look for the room number of your class on these when you attend for the first session.

Restrictions

You are required to declare an unspent conviction only if there are restrictions in place that may impact on your ability to undertake any element of your programme of study. If you have any restrictions on being able to access the internet or to use tools such as email, you are required to let the University know. You must also let the University know if there are any restrictions in place in terms of curfews, and/or, being able to enter locations or areas (including restraining orders) that would impact your ability to be able to attend any element of your course.



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