



Enrolment Guide and Enrolment Form 2024/25

PLEASE ENSURE THAT YOU HAVE TICKED THE DECLARATION. FORMS WITHOUT A CHECKMARK WILL BE RETURNED TO YOU.

Section 1 - Student personal details

Title	
First Name	
Surname	
Gender	
Date of birth (dd.mm.yyyy.)	
Student Number (if known)	<i>e.g. 05CPE1234/5, 1234567/8</i>

*If you have studied with Lifelong Learning in the past your student number can be found on your **Confirmation of Enrolment and Payment***

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

Yes No

If you have ticked 'yes', please provide contact details of your parents/guardians below.

Parent/Guardian Name	
Email Address	

Present home address in full:

Address Line 1	
Address Line 2	
Town/City	
County	
Country	
Postcode	

Daytime or preferred phone number	
Evening phone number	
Email Address	

Your confirmation of enrolment and payment will be sent to the email address provided.

Have you studied a short course with us before?

Yes No

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:

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Car Parking

We are able to offer parking in the Colum Drive and Senghennydd Road car parks in the evenings only during the week (between 16:00 and 23:00 Monday to Friday) and also for Saturday classes (between 08:00 and 18:00). If you would like to use either car park to attend your teaching, please provide your car registration below. Further guidance will be provided in your enrolment email so please ensure you read the information carefully and follow the instructions. Please also be aware that you must inform us if you change your car so we can update our records, otherwise it is likely that you will receive a parking fine.

If you would like to make use of this then please provide your car registration below.

Section 2 – Disability – Access and reasonable adjustments

Disability

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 you answered yes, please provide details of the adjustments you need.

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 No

Section 3 – Proposed course(s) of study

Course Number	Course Title	Start Date	Start Time	Fee Payable	Select Fee Category*	Instalment Yes/No	
					Select	Yes <input type="checkbox"/>	No <input type="checkbox"/>
					Select	Yes <input type="checkbox"/>	No <input type="checkbox"/>
					Select	Yes <input type="checkbox"/>	No <input type="checkbox"/>
					Select	Yes <input type="checkbox"/>	No <input type="checkbox"/>
					Select	Yes <input type="checkbox"/>	No <input type="checkbox"/>
					Select	Yes <input type="checkbox"/>	No <input type="checkbox"/>

*Fee Categories

Full (F)	Concessionary State Pension (HS)	Concessionary CU Staff/Student (CU)	Concessionary State Benefit (HR)	CTER Fee Waiver (FW)	Finance Wales Loan (L)
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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 4 – Payment Details

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

Name:

Address

Method of payment (please check as appropriate):

Credit/Debit card:

Employer sponsorship (please attach Purchase Order):

Cardiff University (please attach Internal Purchase Order):

Loan from Student Finance Wales*:

*Please add Customer Reference Number and Student Support Number (if known) below:

Customer Reference Number												
<i>e.g. 12345678911</i>												

Your Customer Reference Number is your personal reference number with Student Finance Wales and is 11 digits long.

Student Support Number													
<i>e.g. ABCD12345678A</i>													

The Student Support Number (SSN) is the unique 13-digit reference number assigned to you by Student Finance Wales and used for communication between Student Finance Wales and the University. It is comprised of four letters, followed by eight numbers, and then ends with a letter.

For 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 5

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

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"/> | Other | <input type="checkbox"/> |

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

- | | | | | | |
|---------------|--------------------------|----------------|--------------------------|-------|--------------------------|
| Website | <input type="checkbox"/> | Social media | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Prospectus | <input type="checkbox"/> | Email | <input type="checkbox"/> | | |
| Word of mouth | <input type="checkbox"/> | Job fair/event | <input type="checkbox"/> | | |

Would you like to receive correspondence from us in Welsh

Yes No

Section 6

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 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.

The data collected on this form will be used for administering the course(s) for which you apply. The University may disclose this information to the Higher Education Statistics Agency and the Commission for Tertiary Education and Research.

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 Lifelong Learning.

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 Lifelong Learning, 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 31/05/2025.

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 instalment has been agreed then the **payment of the second instalment is due as full payment of the course regardless of whether or not 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 Lifelong Learning building, the John Percival building and any other University buildings indicating which rooms classes have been assigned to, and you should look from 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.