W L A
Adult Education Centre

Application for Admission to Adult Education Centre 2011 - 2012

WEST LONDON ACADEMY
PROUD TO LEARN

West London Academy
Bengarth Road
Northolt
Middlesex
UB5 5LQ

Tel: 0208 841 4511
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West London Academy use only	
Application Received	
Interview	
Eligibility Verified	
Registration Fee	

Please complete all relevant sections of this form clearly in black ink and return to the address above.

How did you hear about us? _____

Have you enrolled with us before? No ❑ Yes ❑ which year _____

1 Personal Details

Title	Mr	Mrs	Miss	Ms	Other
Student's Family name					
Student's Forename(s)					
Date of Birth	Day	Month	Year		
Gender	Male	Female			

2. Country of Residence

In which country have you been ordinarily resident in the last three years? Note: a student visa does not constitute ordinary residence.

☐ United Kingdom	☐ Other UK/European Economic Area (EEA) country – please name the country:
☐ Country outside of EEA – please name the country and date of arrival in the UK:	If you have lived in a non-EEA country you may not be eligible to pay full costs for your course
Address	
Postcode	National Insurance No:
Contact telephone number	
Mobile number	email

Would you need to use our Child Care & Learning crèche?	Yes ☐	Child Name	Age	Date of Birth
	No ☐			

3. Ethnic Origin

This information is required to ensure that we comply with our Equal Opportunities Policy and is not part of our Admissions Procedure. Please tick **one box** only:

White	**Mixed / multiple ethnic group**	**Asian / Asian British**	**Black / Black British**	**Other ethnic Group**
31 □ English/Welsh/Scot/ Northern Irish/British	35 □ White and Black Caribbean	39 □ Indian	44 □African	47 □ Arab
32 □ Irish	36 □ White and Black African	40 □ Pakistani	45 □ Caribbean	98 □ Any other ethnic group (Please Specify)
33 □ Gypsy/Irish Traveller	37 □ White and Asian	42□ Chinese	46 □ Other Black background	_____
34 □ Other white background	38 □ Any other multiple ethnic background	43 □ Other Asian background		99 □ Not Provided

3. Disability and Additional Learning Support

We always want to give you all the support you require on the course. If you need any help with this section, please ask. Do you consider yourself to be disabled or with a learning difficulty? If yes tick the box that applies to you.
This information is confidential but our staff need this information. If you object please tick here ☐

D01 □ Visual impairment, e.g. difficulty seeing

D02 □ Hearing impairment, e.g. difficulty hearing

D03 □ Wheelchair user or other disability affecting mobility

D04 □ Other physical disability

D05 □ Other medical condition e.g. asthma, epilepsy, diabetes

D06□ Emotional or behavioural difficulties

D07 □ Mental ill health e.g. depression, schizophrenia, anxiety

D97 □ Other (give details):_____

L01 □ Moderate learning difficulty

L02 □ Severe learning difficulty

L10 □ Dyslexia

L97 □ Other (give details):_____

Do you need additional support or with your learning? Yes ☐ 40 No ☐ 98

Tell us about specific help you need e.g. large print, audio recordings …

4. Learning Programme

COURSE CODE	COURSE TITLE	Advisor's Initials if advice required	Advisor's Comments: if advice required
1			
2			
3			

5. Previous level of education

Please indicate your highest level of education. Please ask a member of the enrolment team if you are unsure of your level of qualification.

09 ☐	Entry Level	Word power; Number power
01 ☐	Level 1	GCSE or O Level, fewer than 5 grades A to C; CSE below grade 1; 1 AS Level
02 ☐	Full Level 2	GCSE or O Level, 5 or more grades at A to C; 1 A Level, 2 or 3 AS levels
03 ☐	Full Level 3	2 or more A Levels; 4 or more AS Levels
04 ☐	Level 4	First degree; teaching qualifications
05 ☐	Level 5 Higher Degree	(MA, MSc, PhD etc); other high level professional qualifications
97 ☐	Other	Other qualifications, e.g. overseas or vocational qualifications.
99 ☐	None	No qualifications

6. Concessionary Fees

If you are claiming one of the reduced fee courses please indicate the box that applies to you however as our funders have changed the way they fund concessionary fees, we may need to limit the number of concessionary fee payers on our courses.
Please see our website for more information. If you are enrolling, you must produce evidence of your benefit at the time of enrolment in order to pay the concessionary fee. We are unable to process your enrolment without this. Your evidence must be dated no older than 6 months and must cover the period of your course. (Please note that we cannot accept the Jobseeker's Allowance appointment booklets as valid evidence).

☐	Receiving Jobseeker's Allowance Receiving Employment and Support Allowance (ESA)			☐	Under 19 at 31st August 2011
☐	Receiving Pension Guarantee Credit /Income Support	Council Tax Benefit ☐	Housing Benefit ☐	☐	Asylum Seeker in receipt of income-based benefit (e.g. under 1999 IAA), or their dependant
☐	Unwaged Dependant (as defined by Jobcentre Plus) of those above			☐	Receiving Working Tax Credit and have a household income of less than £15,276.
☐	Senior Fee over 65 years on the day the course begins and rely entirely on a state pension or have a household income of less than £15,276 p.a.			☐	Receiving Employment and Support Allowance (ESA)

The personal information you provide is passed to the Chief Executive of West London Academy's main funding body the Skills Funding ("the Agency") who are part funded by the European Social Fund, and when needed, the Young People's Learning Agency for England ("the YPLA") to meet legal duties under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training.

Further information about use of and access to your information is available at:

http://skillsfundingagency.bis.gov.uk/foi.htm

http://www.ypla.gov.uk/foi.htm and

http://www.learningrecordsservice.org.uk/documentlibrary/documents/Code+of+Practice+for+Sharing+of+Personal+Information.htm

Our funders may want to contact you, tick if you do not want to be contacted about: surveys and research; courses and learning opportunities ☐

I declare that, to the best of my knowledge, the information I have provided whilst enrolling is correct and that should my circumstances change, including my eligibility for concessionary fees, I will notify West London Academy Adult Education Centre immediately.

– I accept West London Academy's policies, including West London Academy's refund policy.

Please see our, website or student handbook for more information on our policies.

– I intend to attend the course(s) I have enrolled on and I am aware of the commitment required.

– I understand that I will lose my place on my course if I do not attend for 4 consecutive sessions or more.

– I understand that should my sponsor fail to pay my fees, or my card/cheque is declined. I will remain liable to pay.

– I understand that there will be a briefing on health and safety issues during the first session of the course(s).

Signed (student): _____ Date: _____

Signed (for West London Academy): _____ Date: _____

West London Academy use only: Type of evidence of fee remission seen:

Signed (for West London Academy): _____ Date: _____