

OFFICE USE ONLY									
Date Received: _____									
<input type="checkbox"/>	Copy sent to the Disability Officer								

ENROLMENT FORM 2016-2017

Please complete this form using INK and BLOCK CAPITALS and return it with the appropriate fee to Aberystwyth University. A discount is available for those who enrol and pay for a year in advance.

A: TO BE COMPLETED BY ALL STUDENTS

Title:	*Surname:	*Full Forename(s):
Permanent Home Address:		Home Tel No:
		Mobile No:
		*Date of Birth:
*Postcode:	*Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Email:	*Nationality:	
<input type="checkbox"/> Enrol me for my course's online resources (Y Bont Fach)		Surname age 16:

I have lived in the UK or EU for the last three years. YES NO
If NOT a British or EU citizen, do you have indefinite leave to remain in the UK? YES NO If YES, please provide a copy of passport evidence

***Tick one of the boxes below to indicate a more specific national identity:**

British Welsh Irish Scottish English Other Prefer not to say Unknown

***Tick one of the boxes below to indicate your ethnic origin.**

White Black or Black British - Caribbean Black or Black British - African Other Black Background Prefer not to say
 Chinese Asian or Asian British - Indian Asian or Asian British - Pakistani Asian or Asian British - Bangladeshi Other Asian background
 Mixed - White & Black Caribbean Mixed - White & Black African Mixed - White & Asian Other Mixed background Other Ethnic background

***Are you a Welsh speaker? Please tick the appropriate box:** Fluent Not fluent Not a Welsh speaker Prefer not to say

***Highest Previous Qualification:**

None GCSE / O Levels A / AS Levels HNC HND First Degree Higher Degree Doctorate
 Other (details): _____

My highest previous qualification is from a UK institution. YES NO Ever done a HE course before? YES NO

B: COURSES

COURSE CODE	COURSE TITLE	START DATE	START TIME	FEE PAID

Cash Cheque Debit/Credit Card

TOTAL FEE ENCLOSED:

I am paying the FULL FEE / CONCESSION FEE (please delete as applicable).
The concession fee is only available to those in receipt of state benefits or to full-time students.

Evidence:	Tutor's Countersignature
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How did you hear about the course? TV advert News story Newspaper / Magazine advert Radio Internet search
 Internet advert Friend / Relative WFA centre staff Email Pamphlet / Poster Workplace
 Child's / local school Other (description): _____

Why choose to learn Welsh? Learn with family Better job Moved to the area Learn about Wales Refresh my Welsh Social reasons
 Partner speaks Welsh Other (please specify): _____

Did you learn Welsh in school? YES NO

Do you have a qualification in Welsh? O Level A Level None Other _____

Last school attended: _____ Year left: _____

Main occupation: _____

<input type="checkbox"/> Employed	Name & Address of Employer: _____		Postcode: _____
	Employer release? <input type="checkbox"/> YES <input type="checkbox"/> NO		
	Employer paying fees? <input type="checkbox"/> YES <input type="checkbox"/> NO	(If YES, an official order must be attached and an invoice will be raised.)	
	Type of business: _____	Does your employer employ fewer than 250 employees? <input type="checkbox"/> YES <input type="checkbox"/> NO	
		Have you recently returned to the labour market? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> Self employed	Occupation: _____	Type of business: _____	
<input type="checkbox"/> Unemployed	When did you become unemployed? (month/year) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Are you seeking work? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> Other	Please specify, are you: <input type="checkbox"/> At home? <input type="checkbox"/> Retired? <input type="checkbox"/> Student? <input type="checkbox"/> Other: _____		

D: TO BE COMPLETED IF RELEVANT TO YOU

If you wish to disclose a disability, please indicate below.

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Dyslexia | <input type="checkbox"/> Speech, language and communication difficulties | <input type="checkbox"/> Impaired hearing / deaf | <input type="checkbox"/> Personal care needs |
| <input type="checkbox"/> Unseen disability (e.g. diabetes or other medical condition) | | <input type="checkbox"/> Impaired vision / blind | <input type="checkbox"/> Mobility problems |
| <input type="checkbox"/> Mental health difficulties | <input type="checkbox"/> Multiple disabilities | <input type="checkbox"/> Autistic spectrum disorder | |
| <input type="checkbox"/> Other disability: _____ | | | |

If you require any adjustments to your course as a consequence of your disability, you should provide up-to-date evidence (not more than two years old) and contact your provider to discuss these (contact details below). It may be necessary to arrange an interview.

E: TO BE COMPLETED BY ALL STUDENTS

Do you have a criminal conviction which will be unspent at the time of your admission by the provider? YES NO

Do not include any motoring offence for which the penalty was no greater than a fine and/or three penalty points. If you tick the 'Yes' box, your provider may ask you for further details. If you do not tick either box, your form will be returned for completion. Please note that if you are convicted of a criminal offence while your application is being processed, you should notify your provider immediately.

This Welsh for Adults course is being delivered by a learning provider on behalf of the National Centre for Learning Welsh. All enrolled learners agree to comply with all the rules and regulations of their learning provider and those of Aberystwyth University, where applicable.

Aberystwyth University is the Data Controller for Welsh for Adults classes delivered in Mid Wales. All information will be processed in accordance with the Data Protection Act 1998 and with the University's data processing declaration available via <http://www.aber.ac.uk/en/infocompliance/dp/>. This information, including any sensitive information (e.g. relating to health, disabilities, etc), will be retained in hard copy form and may also be recorded on the student database of the learning provider and of the University. Information may also be sent to Agored Cymru and WJEC for academic awards and to DfES and National Centre for Learning Welsh for auditing and funding purposes. In order to ensure continued funding of our courses, the university is required to gather the information marked by an * and return it to the Higher Education Statistics Agency (reg. no. N0291011) for use in statistical analysis.

The data you supply will be used by the Learning Skills Council to issue you with a Unique Learner Number (ULN) and share information about your learning. Further details of how your data is processed and shared can be found at www.learningrecordsservice.org.uk/.

Y Bont Fach (<http://canolbarth.ybont.org>) delivers many free online learning resources at all levels for learners of Welsh via Moodle and records a person's name, email address, town and country.

Aberystwyth University reserves the right to cancel courses which are undersubscribed.

Fees are only refunded where a class is cancelled by the University.

I agree to abide by the regulations of my learning provider and of the University and to accept the jurisdiction of the Senate. Copies of the University's regulations are available from <http://www.aber.ac.uk/en/regulations/> or from the Academic Quality and Records Office.

I confirm that the information I have given is true and correct to the best of my knowledge. I have read and understood the declaration relating to the processing and retention of sensitive information.

Please tick if you do not wish to be contacted by your provider regarding other learning opportunities.

Signature: _____

Date: _____

Students must sign in ink to complete their enrolment

Authorising
Signature: _____

Date: _____

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Paid: _____	Processed: _____