

APPLICATION FORM

Short Courses (all sections must be completed)

Section 1.	Applicant Details		
	Student Forename	Surname	Title
Section 2	Please tick appropriate box Male <input type="checkbox"/> Female <input type="checkbox"/>		Date of birth / /
	Are you a current student already enrolled on a course Yes <input type="checkbox"/> No <input type="checkbox"/>		
Section 3	If yes, please enter course name:		
	Are you a member of staff Yes <input type="checkbox"/> No <input type="checkbox"/> if yes, Staff Development form requested <input type="checkbox"/>		
	Student Address		
	Postcode	Home Phone Number	Mobile Phone /Day time number
	Email	Have you been resident in the EU for the last 3 years? Yes <input type="checkbox"/> No <input type="checkbox"/>	Nationality
Section 4	Criminal Convictions – before answering this section please read the information overleaf		
	Do you have any criminal convictions?		Yes <input type="checkbox"/> No <input type="checkbox"/>
	For Company bookings please also complete below		
Section 5	Contact Name		
	Company Address		
Section 6	Postcode	Phone Number	
	Course(s) applied for		
Section 7	Course Title	Start Date	Course Fee
Section 8	Please make your cheque payable to 'Herefordshire and Ludlow College'		Payment enclosed Yes <input type="checkbox"/> No <input type="checkbox"/>
			Company to be invoiced Yes <input type="checkbox"/> No <input type="checkbox"/>
Section 9	Disability or Learning Difficulty		
	Do you consider yourself to be disabled? Yes <input type="checkbox"/> No <input type="checkbox"/>		Do you have a disability or learning difficulty? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Do you need support? Yes <input type="checkbox"/> No <input type="checkbox"/>		Do you need additional learning support? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Visual <input type="checkbox"/>	Hearing <input type="checkbox"/>	Moderate learning difficulties <input type="checkbox"/>
	Mobility <input type="checkbox"/>	Other physical <input type="checkbox"/>	Severe learning difficulties <input type="checkbox"/>
	Other medical <input type="checkbox"/>	Emotional / behavioural <input type="checkbox"/>	Dyslexia <input type="checkbox"/>
	Mental ill health <input type="checkbox"/>	Temporary disability <input type="checkbox"/>	Dyscalculia <input type="checkbox"/>
Profound/complex <input type="checkbox"/>	Multiple <input type="checkbox"/>	Multiple learning difficulties <input type="checkbox"/>	
Other (please specify) <input type="checkbox"/>			
Section 10	Equality and Diversity. I consider my ethnic origin to be:		
	Bangladeshi <input type="checkbox"/>	Black or Black British <input type="checkbox"/>	Any other Mixed background <input type="checkbox"/>
	Indian <input type="checkbox"/>	Chinese <input type="checkbox"/>	White – British <input type="checkbox"/>
	Pakistani <input type="checkbox"/>	Japanese <input type="checkbox"/>	White – Irish <input type="checkbox"/>
	Any other Asian background <input type="checkbox"/>	White and Asian <input type="checkbox"/>	Any other White background <input type="checkbox"/>
	African <input type="checkbox"/>	White and Black African <input type="checkbox"/>	Any other <input type="checkbox"/>
	Caribbean <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>	Not known / not provided <input type="checkbox"/>
Signature		Date	

Please complete this form and return to Admissions, Herefordshire and Ludlow College, Folly Lane, Hereford HR1 1LS, Tel: 0800 0321986 Website: www.hlcollege.ac.uk

FEE INFORMATION

Payment of Further Education Fees at HL College

All student fees are payable at the time of application. Payment may be made by:

- i) Cash
- ii) Cheque
- iii) Credit / debit card (most types)

Failure to make payment will result in the Student not being enrolled on the course.

Criminal Convictions

If you do not tick either the 'Yes' or 'No' box overleaf, we will contact you to get this information and this will delay your application. You must tick 'yes' if you have a conviction **unless** it is:

- a) A motoring offence that you received a fine or three penalty points for, OR
- b) A spent sentence (as defined by the Rehabilitation of Offenders Act 1974)

Please be aware that for certain courses, particularly in teaching, health and social care, you must tell us about ANY criminal conviction(s), including spent sentences and cautions. If you are serving a prison sentence you must tick the 'Yes' box. If you are convicted of a criminal offence after you have enrolled, you **MUST** let us know immediately. If you are not sure whether to tell us about a previous conviction you should get more advice from your Citizens Advice Bureau. In line with the college safeguarding procedure if you declare a conviction we will need to complete a risk assessment form before we can process the application any further.

Requirements:

- 1) Students must be 19+ to attend the course.
- 2) HLCollege will remit **ONLY** the Tuition Fee for ADULTS (aged over 19) enrolling on Funded courses if they fall into one of the following categories:
 - a) Adults in receipt of Job-seekers Allowance
 - b) Adults in receipt of Employment and Support Allowance in the Work Activity Group
 - c) Adults in receipt of one of the following benefits, who are unemployed and sign a self-declaration that they are enrolling for the purpose of obtaining skills training so as to enable them to find work:
 - Income Support
 - Council Tax Benefit
 - Housing Benefit
 - Pension Guarantee Credit
 - Disability Living Allowance
 - Child Tax Credit
 - Incapacity Benefit
 - Maternity Allowance
 - Employment & Support Allowance (contribution based).
 - Working Tax Credit (Joint claims where household income is below £15,276)

For items A – D, learners must produce documentary evidence of current receipt of the relevant benefit.

No remission will be given to learners enrolling on unfunded courses

- 3) Application forms with payment must be received at the college at least 7 days before the course is due to start. This is the '**Cut off Date**' for applications. Applications after this date will be considered on an individual basis. The college operates a 'first come, first served' basis. If you cancel your place on a course, a refund will only be issued under exceptional circumstances.

HLCollege **WILL NOT** remit Materials Fees or any other fees relevant to the course; these will have to be paid

Evidence Guidelines:-

- a) All evidence supplied must indicate a period of continuous payment.
- b) The payment period **must** cover at least the period of the course.
- c) Evidence of any one off payment **will not** be accepted.
- d) Evidence must be dated within the current year.
- e) Child Benefit **is not** eligible for the remission of tuition fees.
- f) Attendance Allowance **is not** eligible for the remission of tuition fees.

Incomplete applications will be returned to the sender.

Only complete applications with payment will be considered for a place on a course