

Adult Education Application Form 2015/16



Surname: _____ Forename(s): _____

Date of birth: _____ Male/Female (delete as appropriate) _____

Address: _____

Postcode: _____

Home telephone: _____ Mobile telephone: _____

Email: _____

Please note the College will contact you via post, email or telephone to discuss issues around your course. We may also contact you to provide promotional information e.g. future adult learning brochures. If you DO NOT wish to receive this promotional information, please tick here.

Have you been a resident in this country for the past three years? Yes No*

* If 'no' you will need to bring your application form into Reception along with your passport to evidence your residency status.

Do you have a criminal record? Yes No

Full Course Name and Code (e.g. PC04008) _____ Course Cost _____

FOR QUALIFICATION COURSES, PLEASE NOTE:

We do not collect payment at this stage. You will be invited to attend an assessment test and interview. Fee remission may be available if you are unemployed and in receipt of a means tested benefit (proof required) or aged 19-23 and studying towards your first full level 2 or 3 qualification.

Student Signature: **Date:**

Office use only:

Enrolment Book			
Credit Card		Authorisation	
Cheque			
Cash			
Remission			
Receipt Number		Date	
Information	Sent / Taken		

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Payment Method – Non Qualification Courses Only (Payment for qualification courses will be collected at your interview)

Cash Cheque Card (**not AmEx**)
 Please **do not** post Made payable to Portsmouth College Please complete below

Card Number																	
Valid from:	Expiry date:				Issue number:				Security code:								
Card Holder:																	

When you have completed this application form please return to:
 Adult Learning, Portsmouth College, Tangier Road, Portsmouth, Hampshire PO3 6PZ

Mission Statement

Portsmouth College is a friendly, enterprising and successful college, committed to the academic and personal development of its students.

We work in close cooperation with our educational partners and other relevant community organisations to help you realise your potential.

Data Protection

Portsmouth College is registered with the Information Commissioner and all data collected will be processed in accordance with The Data Protection Act.

Privacy Notice

The personal information you provide is passed to the Chief Executive of Skills Funding (“the Skills Funding Agency”) and the Department for Business, Innovation and Skills (BIS). Where necessary it is also shared with the Department for Education, including the Education Funding Agency.

The information is used for the exercise of functions of these government departments and to meet statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009, and to create and maintain a unique learner number (ULN) and a Personal Learning Record (PLR). The information you provide may be shared with other organisations for education, training, employment and well-being related purposes, including for research.

You may be contacted after you have completed your programme of learning to establish whether you have entered employment or gone onto further training.

You will have the opportunity to opt out of such contact when you complete your learning agreement at your enrolment interview (for qualification courses) or during your first lesson (for non-qualification courses).