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| **Title:** [ ] Mr [ ] Mrs [ ] Ms [ ] Miss Other  | **Date of Birth:** [ ] **Male** [ ]  **Female**  |
| **Forename(s):**  | **Surname/Family Name:**  |
| **Home Address:** | **Phone Numbers:**   |
| **Email:**   |
| **Postcode:** | Postcode check: N-D [ ]  D[ ]  (admin only)  | Would you like to join our course brochure mailing list? [ ] Yes [ ]  No  |
| If you would like to nominate someone for us to contact in an emergency, please give their details below:Name:  Relationship to you:  Contact Number(s):   |
| **What is your nationality?**  | **Please choose the option that best describes your ethnic group/background:** |
| Have you been living in the UK or EEA as a permanent resident for the past 3 years (or are a member of, or dependent of a member of, the British Armed Forces)? [ ] Yes [ ]  No - Please specify       If your answer is ‘no’, please contact us for more information.Do you have a difficulty that may affect your learning? [ ] No [ ]  Yes If yes, please specify:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ If your answer is ‘yes’, please also discuss your additional needs with your tutor or contact reception to discuss with an advisor. | **White**[ ] English/Welsh/ScottishNorthern Irish/British[ ] Irish[ ] Gypsy or Irish Traveller[ ] Any other White background**Mixed / Multiple Ethnic Groups**[ ] White and Black Caribbean[ ] White and Black African[ ] White and Asian[ ] Any other Mixed/Multiple Ethnic background**Other Ethnic Group**[ ] Arab [ ] Any other Ethnic group | **Asian / Asian British**[ ] Indian[ ] Pakistani[ ] Bangladeshi[ ] Chinese[ ] Any other Asian **Black / African / Caribbean / Black British**[ ] African[ ] Caribbean[ ] Any other Black/African/Caribbean background**Other:** |
| Fee Remission Eligibility- 50% discount   [ ]  I have a gross household income of less than £25,521 per year  [ ]  I am in receipt of qualifying state benefits, or the unwaged  dependent of someone in receipt (Child Tax Credits do not apply)A signed declaration must be provided, and further eligibility checks maybe carried out. |
| How did you hear about us?[ ] Our website [ ]  Facebook [ ] Twitter [ ]  Instagram [ ] Word of mouth [ ]  Course brochure (emailed) [ ] Course brochure (printed) [ ] Returning learner Other – please specify       |
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| Please complete and return this form with your payment (cheques made payable to Rutland County Council) and/or evidenceof eligibility for fee remission to: Rutland Adult Learning, Unit 16a, Gate 2, Oakham Enterprise Park, Ashwell Road, Oakham, LE15 7TU |
| **If you’re enrolling onto an Early Years or Emergency First Aid at Work course, please tell us how many hours per week you’re in paid employment**       |
| **Course Code** | **Day & time (am, pm, eve)** | **Start Date** | **End Date** | **GLH** | **Course Fee** | **Date Paid** | **Receipt no.** | **Initial** | **MIS** | **Admin** |
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|  **This is not required for single sessions**Learner Handbook Agreement**Please complete and sign the agreement below following your class induction at the end of your 1st session**I understand that it may not be practical to read the information contained in the Learner Handbook immediately, but agree to read the contents and retain the booklet for reference until the end of my course(s) and that I am able to access the remaining policies from the RALSS website or, on request, from the Reception office.  |
| [ ] I declare that the information given is accurate at the time of completing the form and will undertake to inform Rutland Adult Learning should there be any changes to my circumstances during the period of learning. [ ] I agree to the terms and conditions included in the Learning Agreement, displayed on the website, or available from the enrolment office. *Please ask if you would like a copy of this to read before completing your enrolment* |
| **Learner Signature: Date:**       | **Staff name:**       **Date:**        |
| If anything on this form is unclear, or you would like help or advice about completing the form, fee remission or support, please call us on 01572 758122 to speak to our enrolment staff. More course information or advice is also available if needed. |