

## Adult Funding Enrolment, Confirmation and Funding Declaration

Please complete this form as fully as possible.

Any missing information will delay your application

About You		
1	<b>Title (Mr, Mrs, etc.)</b>	
2	<b>First Name</b>	
3	<b>Surname</b>	
4	<b>Date of Birth (dd-mm-yyyy)</b>	
5	<b>Address</b>	
	<b>Postcode</b>	
6	<b>Sex</b>	<b>Male:</b> <b>Female:</b>
7	<b>Email</b>	
8	<b>Contact Phone Number</b>	
9	<b>Nationality</b>	
10	<b>Ethnic Origin</b>	
11	<b>Do you have any learning difficulties and/or health problems?</b> If yes, please tick all that apply. Also please indicate which is your primary learning difficulty or health problem	<b>Yes</b> <b>No</b>
	<ul style="list-style-type: none"> <li>• Visual impairment</li> <li>• Hearing impairment</li> <li>• Disability affecting mobility</li> <li>• Profound complex disabilities</li> <li>• Social and emotional difficulties</li> <li>• Mental health difficulty</li> <li>• Moderate learning difficulties</li> <li>• Severe learning difficulties</li> <li>• Dyslexia</li> <li>• Dyscalculia</li> <li>• Autism Spectrum Disorder</li> <li>• Asperger Syndrome</li> <li>• Temporary disability after illness /accident</li> <li>• Other physical disability</li> <li>• Other specific learning difficulty</li> <li>• Other medical condition</li> <li>• Other disability</li> <li>• Prefer not to say</li> </ul>	<b>Primary Condition</b>
12	<b>Do you have an Education Health Care Plan?</b>	<b>Yes</b> <b>No</b>



13	All applicants are required to declare any criminal convictions. This information will be treated as sensitive data and dealt with in accordance with our Equal Opportunities Policy and Admissions Policy.			
	<b>Do you have any Criminal Convictions? (excluding fixed penalty driving offences)</b> If yes, details should be sent in a separate email or by post and marked as confidential.	<table border="0"> <tr> <td style="padding-right: 20px;"><b>Yes</b></td> <td><b>No</b></td> </tr> </table>	<b>Yes</b>	<b>No</b>
<b>Yes</b>	<b>No</b>			

### Course Information

<b>Course Title</b>	
<b>Course Ref: (Office use only)</b>	
<b>Start Date: (Office use only)</b>	
<b>End Date: (Office use only)</b>	
<b>Venue: (Office use only)</b>	

<b>Your Status</b>		<b>Yes</b>	<b>No</b>
14	Are you subject to employment or learning restrictions and/or a time limit on your stay in the UK?		
15	Are you an EU/EEA citizen (including the UK)?		
16	Have you lived in the EU/EEA (including the UK) for at least the previous 3 years or more?		
17	Are you in custody as a prisoner or on remand?		
18	Are you attending school, College or University, an apprentice or training as part of any other full or part-time, government funded training programme?		
<b>Your Employment Status</b>		<b>Yes</b>	<b>No</b>
19	Are you currently employed or self-employed? If so, please go to Q 24		
20	Are you presently unemployed? If so please answer the following questions.		
21	Are you in receipt in any of the following benefits? (Please be aware you will be required to provide evidence.)		
	• JSA		
	• ESA		
	• Universal Credit		
	• Any other benefit (please specify)		
22	Are you in receipt of any benefits at all?		
23	Are you presently looking for work?		
24	If you are employed, do you earn less than £17,550 per year (before deductions)? You must be able to provide evidence (e.g. P60, 3 months of payslips, current contract of employment etc.). You can attach copies of this evidence when you email this form to us.		



25	On average, how many hours do you work per week?	
	0 – 10	
	11 - 20	
	21 – 30	
	31+	

### Your previous qualifications

26	Do you have any previous qualifications?	<b>Yes</b>	<b>No</b>
27	What is the highest full level of qualification you have gained?		
28	If you are unsure of your qualification level please provide full title of qualification:		

### About Your Household

Please select which of the following statements apply (*one or more may apply*):

	<b>Yes</b>	<b>No</b>
No member of the household in which I live (including myself) is employed		
I am the only adult in my household		
There are one or more dependent children (aged 0-17 years or 18- 24 years if full time students) in the household		
None of these statements apply		
Prefer not to say		

**Data Protection**

Myerscough College and University Centre is the Data Controller and is committed to protecting the rights of individuals in line with the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR). We are registered with the Information Commissioner’s Office (ICO) and our registration number is Z8917574. Our full Privacy Notice can be found on our website or by clicking on the following link:

Enquirer, Applicant and Student Privacy Notice

[www.myerscough.ac.uk/media/4636/privacy-statement-enquirers-applicants-and-students.pdf](http://www.myerscough.ac.uk/media/4636/privacy-statement-enquirers-applicants-and-students.pdf)

**How We Use Your Personal Information**

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations.

For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to meet its 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). Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation.

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please

visit: <https://www.gov.uk/government/publications/esfa-privacy-notice>

European Social Fund (ESF) – If you are aged 19 or over and meet the eligibility criteria, your study programme will be funded by the Education and Skills Funding Agency. As an ESF co-financing organisation, the Education and Skills Funding Agency must match ESF funds they receive with money from the UK government (that is, mainstream programme funds). Therefore, the Education and Skills Funding Agency must use some of the funding they get from the government to pay for an amount of training and support that is equivalent to their ESF allocation. This will not affect your programme or any fee levels, but we are asked to make you aware of the possibility. More information is available at: <https://www.gov.uk/government/collections/sfa-european-social-fund>.

Liverpool City Region – If you are aged 19 or over, live in the Liverpool City Region and meet the eligibility criteria, your programme will be funded by the Liverpool City Region Combined Authority Adult Education Budget. Your details will be passed to the LCRCA in order for your funding to be claimed. For more information and the LCRCA privacy notice please go to: <https://www.liverpoolcityregion-ca.gov.uk/governance/policy-documents/#aeb-adult-education-budget>. The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation.

I agree to be contacted by other third parties:

About courses and learning opportunities		For surveys and research	
By Phone	By Post	By Email	

**Signature of Applicant:**

**Date:**

**Please return completed forms to:  
adultskills@myerscough.ac.uk**