

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



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.	
	<p>Do you have any Criminal Convictions? (excluding fixed penalty driving offences) If yes, details should be sent in a separate email or by post and marked as confidential.</p>	<p>Yes No</p>

Course Information

Course Title	
Course Ref: (Office use only)	
Start Date: (Office use only)	
End Date: (Office use only)	
Venue: (Office use only)	

Your Status		Yes	No
14	Are you subject to employment or learning restrictions and/or a time limit on your stay in the UK?		
15	Are you a UK citizen?		
16	Have you been resident in the UK for the previous 3 years? If 'NO' to either Q15 or Q16 please provide details of citizenship/residency dates.		
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?		
Your Employment Status		Yes	No
19	Are you currently employed or self-employed? If so, please go to Q24		
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 £17,004* per year (before deductions)? You must be able to provide evidence (e.g. P60, three months of payslips, current contract of employment etc.). You can attach copies of this evidence when you email this form to us. *For those that live in Liverpool or Greater Manchester City regions the amount is £19,503.		



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?	Yes	No
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*):

	Yes	No
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 current data protection legislation. 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: www.myerscough.ac.uk/media/4636/privacy-statement-enquirers-applicants-and-students.pdf

ESFA Privacy Notice

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. It should be read alongside the ESFA Privacy Notice which can be found at: <https://www.gov.uk/government/publications/esfa-privacy-notice>.

If you would like:

- more information about how we process your personal data, or your data protection rights.
- to make a request about your information – for example to request a copy of your information or to ask for your information to be changed.
- to contact our Data Protection Officer You can contact us in the following ways if you would like to make a request:

Using our secure online contact form, which can be found at: [https://form.education.gov.uk/service/Contact the Department for Education](https://form.education.gov.uk/service/Contact%20the%20Department%20for%20Education)

Or in writing to: Emma Wharram, Data Protection Officer, Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD

How We Use Your Personal Information and why we have it

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 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 to carry out research and evaluation to inform the effectiveness of training.

How long we will keep your personal data Your information will be securely destroyed in accordance with the ESFA’s retention and disposal schedule after it is no longer required for these purposes. How we share your personal data 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. Your data protection rights Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to the Data Protection Officer at:

Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester M1 2WD

You can also complain to the ICO if you are unhappy with how we have used your data by writing to:

Information Commissioner’s Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>

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. For 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>

I agree to be contacted by other third parties:

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

To change/update your preferences after you’ve signed please email enrolment@myerscough.ac.uk.

I confirm the information provided on this form is true and correct on the date of signature.

Signature of Applicant:

Date:

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