

Personal details (please complete in BLOCK CAPITALS)

AQUA ID

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
First name		Date of birth	
Last name		Home tel. no.	
Address		Work tel. no.	
		Mobile tel. no.	
Postcode		Unique Learner Number (ULN)	
Email			

We may use the details on this form to ask you for feedback about your course, or should a situation arise (e.g. bad weather) that might require a session to be postponed or cancelled. We or the Skills Funding Agency and its partners may also contact you about new courses, follow-on courses, discounts and special offers. Please tick if you **do not** wish to be contacted about:

Surveys and research Courses or learning opportunities by post by email by telephone

Have you been continuously resident in the UK, EU or EEA for (at least) the last 3 years? * Yes No

Are you either a UK, EU or EEA citizen or a non-EEA citizen with right of abode in the UK? Yes No

Please mark the appropriate box if you are either a refugee or an asylum seeker. Refugee Asylum Seeker

**If you have not been continuously resident in the EU/EEA for at least the last 3 years, you may be required to pay a higher fee.*

Ethnic group

White	Mixed/multiple ethnic group	Asian or Asian British	Black/African/Caribbean/ Black British	Other ethnic group
<input type="checkbox"/> English/Welsh/Scottish/ Northern Irish/British	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Indian	<input type="checkbox"/> African	<input type="checkbox"/> Arab
<input type="checkbox"/> Irish	<input type="checkbox"/> White and Black African	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Any other ethnic group
<input type="checkbox"/> Gypsy or Irish Traveller	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Any other Black/African/ Caribbean background	
<input type="checkbox"/> Any other White background	<input type="checkbox"/> Any other Mixed/multiple ethnic background	<input type="checkbox"/> Chinese		
		<input type="checkbox"/> Any other Asian background		

Do you have a learning difficulty, disability or health problem?

Yes – please tick all that apply in the boxes below No Prefer not to say

Disability	Learning difficulties
<input type="checkbox"/> Visual impairment	<input type="checkbox"/> Moderate learning difficulty
<input type="checkbox"/> Hearing impairment	<input type="checkbox"/> Severe learning difficulty
<input type="checkbox"/> Disability affecting mobility	<input type="checkbox"/> Dyslexia
<input type="checkbox"/> Profound complex disabilities	<input type="checkbox"/> Dyscalculia
<input type="checkbox"/> Social and emotional difficulties	<input type="checkbox"/> Autism spectrum disorder
<input type="checkbox"/> Mental health difficulty	<input type="checkbox"/> Other specific learning difficulty (e.g. Dyspraxia)
<input type="checkbox"/> Asperger's syndrome	<input type="checkbox"/> Speech, language and communication needs
<input type="checkbox"/> Temporary disability after illness (for example post-viral) or accident	<input type="checkbox"/> Other learning difficulty
<input type="checkbox"/> Other physical disability	
<input type="checkbox"/> Other medical condition (for example epilepsy, asthma, diabetes)	
<input type="checkbox"/> Other disability	

If you have ticked **more than one** box in the lists above, please circle whichever **one** condition you consider is likely to have the most significant impact upon your learning.

In an emergency: I would be able to hear a fire alarm Yes No I would need help to evacuate Yes No

How we use your personal information

The personal information you provide is passed to the Skills Funding Agency, and the Department for Business, Innovation and Skills. 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 or education. You may be contacted by the English European Social Fund (ESF) Managing Authority, or its agents, to carry out research and evaluation to inform the effectiveness of the programme.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at: <https://www.gov.uk/government/publications/sfa-privacy-notice>

I declare that, to the best of my knowledge, the information I have provided on this form is correct. I have read the above statement on personal information and understand that Surrey County Council reserves the right to change tutors, re-schedule, cancel or combine courses if necessary.

Please sign: Date:

Course code	Course title	Fee
		£
		£
		£
Fee type	Standard <input type="checkbox"/> Over 64 <input type="checkbox"/> Benefits <input type="checkbox"/>	Total fee
		£

Where did you find out about your course?

- | | |
|--|--|
| <input type="checkbox"/> Continuing the same course | <input type="checkbox"/> Email/text from us |
| <input type="checkbox"/> Brochure/poster/leaflet from our Centre/Library | <input type="checkbox"/> Event/exhibition |
| <input type="checkbox"/> Brochure/poster/leaflet from a Supermarket | <input type="checkbox"/> Printed publication (e.g. magazine/newspaper) |
| <input type="checkbox"/> Our website (e.g. directly/through search) | <input type="checkbox"/> Social media (e.g. Facebook/Twitter) |
| <input type="checkbox"/> Other website (e.g. Hotcourses/Floodlight) | <input type="checkbox"/> Leaflet delivered to your home |
| <input type="checkbox"/> Word of mouth (e.g. friend/family/tutor/organisation) | <input type="checkbox"/> Other (e.g. radio – please specify) |

Payments If you are paying a reduced fee, please see the 'Application for discount' section below

Please make cheques payable to **SURREY COUNTY COUNCIL** and send along with this form to the appropriate centre.

I authorise you to charge my Debit/Credit card number (we don't accept payment using Diners Card or American Express Card):

.....									
Amount £		Valid from		Exp date		Issue no			
Name on card							Security no		
Signature							Date		

Receipts are normally issued for cash payments only; if required for other methods of payment, please tick here

Office use only	Cash	Cheque	Card	Date	Receipt no.

Application for discount

Please read the following, if you are claiming a discount

The following discounts are available on tuition fees for all courses except where the brochure shows the same amount for both the 'standard' fee and the 'over 64' fee. You will need to supply proof of receipt of benefits when you enrol, so it is not possible to fully enrol by telephone.

Section 1 – 64 and over Discount

If you are 64 years of age or over and not in full-time paid employment on the day your course begins, you may claim a 15% discount on your tuition fee.

Section 2 – Benefits Discount

If you are in receipt of income-based state benefit, e.g. Jobseeker's Allowance (JSA); Employment and Support Allowance (ESA); Income Support; Carer's Allowance; Working Tax Credit (with a household income of less than £15,860); Pension Guarantee Credit; Housing Benefit; or Universal Credit, when you enrol, you may claim a 50% discount on your tuition fees for up to 2 courses at the same time.

Unwaged partners or dependants of benefits claimants may also claim a 50% discount. Please supply proof of receipt of benefits for the benefit claimant and proof of co-residence when you enrol, e.g. your driving licence or council tax statement.

We require proof of eligibility for benefit claimants' discounts.

Please supply proof of receipt of benefits when you enrol, which must be valid at the start date of your course.

Funded by



European Union
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Social Fund