

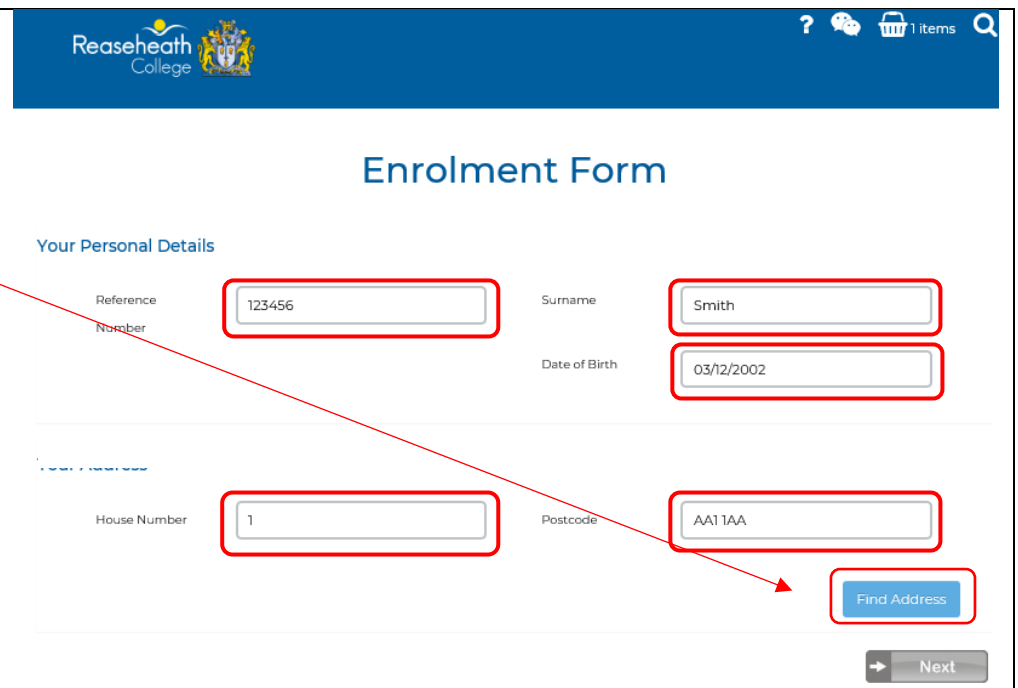
Welcome to the Reaseheath College Online Enrolment system which allows us to capture vital personal information before you start your course.

Before you Start

Following your offer of a place at the college you will receive an **email** inviting you to complete the online enrolment process. This email will contain a **link to your personal online enrolment form**.

Page 1 Your Personal Details

Please complete the information on this page and then then click on the **Find Address** button.



The screenshot shows the 'Enrolment Form' interface. At the top, there is a blue header with the Reaseheath College logo and navigation icons. The main title is 'Enrolment Form'. Below this, the form is divided into two sections: 'Your Personal Details' and 'Your Address'. In the 'Your Personal Details' section, there are four input fields: 'Reference Number' (123456), 'Surname' (Smith), 'Date of Birth' (03/12/2002), and 'House Number' (1). In the 'Your Address' section, there is one input field for 'Postcode' (AA1 1AA). A blue 'Find Address' button is located at the bottom right of the form. A red arrow points from the 'Find Address' button in the text on the left to the 'Find Address' button in the form. At the bottom right of the form, there is a grey 'Next' button with a right-pointing arrow.

Page 1 Expanded - Your Personal Details - Continued

Page 2 will confirm the remainder of your address.

Please complete the mandatory fields

County

Number of years at address fields (if less than 1 year please put in 0).

Click **Next**

Your Personal Details

Reference Number:

Surname:

Date of Birth:

Your Address

Address 1:

Address 2:

City / Town:

County:

Postcode:

Number of Years at Current Address:

Page 2 Your Personal Details - Continued

Page 2 will ask you to confirm or the following:

Country of Residence
Country of Birth
Ethnicity
Mobile Telephone
Email Address
Criminal Convictions

If you have any Learning Difficulties or Disabilities

If selected **Yes**, you will be asked to confirm the **Primary Disability or Difficulty** e.g. Dyslexia

If you were in receipt of exam support in school

Click **Next**

Your Personal Details continued

Please enter your Country of Residence
Country of Residence:

Please enter your Country of Residence
Country of Birth:

Please enter your Ethnicity
Ethnicity:

I have been a European Resident for the last 3 years

Home Telephone:

Please enter your Mobile Telephone number (or landline if you do not have one)
Mobile Telephone:

Please enter your Personal Email Address
Personal Email:
(enter again)

Please answer Yes or No
Any Criminal Convictions?:

Student Learning Support

Do you have a Learning difficulty which is likely to affect your studies? (example Dyslexia, Dyscalculia, Aspergers Syndrome)
If you haven't already spoken to our Learning Support team, please ring 01270 613199 to talk directly to a member of support staff

Please choose an option
Do you have a Learning Difficulty or Disability?:

Please select Yes or No
Did you receive support with Exams in School?:

Primary Learning Difficulty or Disability?:

Secondary Learning Difficulty or Disability?:

Page 3 Additional Information and Emergency Contact

Page 3 will ask you for any additional information about your personal circumstances and at least one emergency contact.

Click **Next**

Additional Information

Please tick all that may apply to you:

Looked After

Care Leaver

Young Parent

Young Carer

Receiving DSA (Disabled Student Allowance)?

Emergency Contact 1

Contact Name 1

Contact 1 Telephone

Contact 1 Relationship

Contact 1 Email

Emergency Contact 2

Contact Name 2

Contact 2 Telephone

Contact 2 Relationship

Contact 2 Email

Page 4 Over 19 information and Car Details

Page 4 will ask you to provide the following:

For over 19's there is the option to provide any information regarding your employment status and/or your highest level of study.

If you are planning to attend college in your own vehicle, we ask you to provide your vehicle details.

Click **Next**

Over 19's Only Further Information

How will your tuition fees be paid?

Employment Status

Employer Details (please enter company name and address)

Highest Level of Study

National Insurance No

Employment Intensity

Length of Employment

Household Situation

Your Car Details

Car Registration

Car Make / Model

Car Colour

NOTE: You must inform Student Services if your vehicle details change. There will be a fine of TEN POUNDS for vehicles parked in college which are not registered with the College Authorities.

Page 5 Education and Skills Funding Agency Privacy Notice and GDPR

Page 5 will ask you to choose:

One method of contact for the college to contact you.

To tick the **Accept Sharing Consent** box which relates to your Photo ID.

Click **Next**

Education and Skills Funding Agency Privacy Notice

The personal information you provide is passed to the Education and Skills Funding Agency (ESFA), an executive agency of the Department of Education (DfE). 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 shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing complies with the Data Protection Act 1998.

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 Contact Preferences

Please tick any of the following boxes if you would also like to be contacted:

- About courses or learning opportunities
- For surveys and research

Please tick ONE of the following boxes to indicate how you would prefer to be contacted:

- By Post
- By Telephone
- By Email

GDPR - Additional Contact Preferences

- Accept Marketing Consent
- Allow Contact By SMS
- Allow Contact By Social Media
- Accept Sharing Consent
- Allow Sharing of Info by Email
- Allow Sharing of Info by Website
- Allow Sharing of Info by Social Media

Page 6 Student Declaration

Page 6 will ask you to read the Student Declaration and upload a photograph for your **Student ID Card**.

Please tick your consent.

Please upload a digital passport size photograph. It should be no more than 640x480 pixels.

Click **Complete Enrolment**

Student Declaration

I confirm that the details entered on the enrolment form are true and accurate in all respects and I agree to inform my tutor if my address, email address, telephone or other details change.

I agree to comply with Reaseheath College's rules and regulations, which can be found on the College website at <http://www.reaseheath.ac.uk/about-us/college-policies>, including the:

- Disciplinary Policy and Procedure
- Student Charter
- Student Social Media Policy
- Acceptable use and system security procedure for the use of College computer systems
- Student accommodation licence agreement, if I am accepting a place in College residential accommodation

I understand that my registration as a student with the College may be cancelled:

- as a result of disciplinary action taken against me in accordance with the College's Disciplinary Policy and Procedure
- if the College becomes aware of information relating to me not previously known to it (including information about criminal convictions or activity, subject to the Rehabilitation of Offenders Act 1974) which in the College's reasonable opinion makes it inappropriate for me to study on my programme;
- if I have not provided the College with all relevant information or I have supplied information that is not complete, true and accurate.

I agree to pay the fees and charges associated with my programme that are set out in my programme information and joining instructions, including tuition fees (if these apply to me).

I understand that if my registration as a student with the College is cancelled, I may still be responsible for the payment of any outstanding tuition fees (if these apply) or other charges, which may include accommodation fees if I am in College residential accommodation.

I consent to Reaseheath College collecting and using my personal and sensitive personal information and understand that it will be collected and used in accordance with its [Privacy Statement](#), General Data Protection Regulation and its legal obligations under the General Data Protection Regulation (EU) 2016/679.

- I confirm that I have read and I agree to the declarations printed above.
 - I confirm that I have read and I agree to the [College Privacy Notice for Students](#) including use of images and videos internally.
 - I confirm that I have read and I agree to the [ESFA Privacy Notice](#)

Photo

The college will be issuing a Photocard ID on Day 1 of your arrival at college. Therefore please can you upload a photograph to help us do this in readiness for your first day. Photo should be passport size (640 x 480 max), head and shoulders only.

Congratulations you have now completed your Online Enrolment!

The final page will confirm that your enrolment has been successful and what will happen next. There will also be links to a variety of resources and information.

Online Enrolment Complete

Thank you for completing the online enrolment.

Now that you have enrolled, you will shortly receive lots of helpful information from us over the summer with everything you need to know about starting your course. At this point you will then be able to access resources and materials from our applicant portal on MyReaseheath, such as a virtual tour, induction materials, cyber security and cyber bullying information and other subject specific learning material. We will be continually updating this so please check back regularly.

- Student Handbook
- Enrolment Timetable
- Bursaries & Additional Financial Support Booklet
- Accommodation
- Transport
- Term Dates
- Course Specific Joining Instructions (Where Required)

Please click the one of the following links;

[HE Enrolments](#)[FE Enrolments](#)[Return Home](#)[Visit Our Website](#)[Visit Our Facebook Page](#)[Visit Our Twitter Feed](#)