

Enrolment Form – Accounting Courses



A: Course Information

I would like to enrol for the following level Accounting course (please tick)

Level 2	Level 3	Level 4
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I would like to attend the following centre (please tick)

Exeter	Plymouth	Taunton
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I would like to study by: (please tick)

Weekly Day Release*	Evening Class	Workshops
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* Only available in our Exeter and Plymouth centres

B: Information about you:-

Title (please tick)	Mr	Mrs	Miss	Ms	Other (please state)
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First Name	Last Name
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Age at time of enrolment	Date of birth
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Home Address including postcode

Telephone No (Home)	Telephone No (Mob)
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Email Address (Home)

Email Address (Work)

National Insurance No	Gender (please tick)	Male	Female
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Nationality (please state)

What passport to you hold	British	Other (please state)
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Is English your second language? (please tick)	Yes	No
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If yes, do you require support? (please tick)	Yes	No
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Please indicate if you have previously applied for, studied or are studying at A+	Yes	No
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Please indicate if you have previously completed a Level 2, 3 or 4 Apprenticeship?	Yes	No
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C: If you are under 19

Which secondary school / college did you attend?
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Name of Parent/Guardian/Carer	Relationship
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Address if different from yours above

Day Tel No / Mobile No

Office Use:

Enrolment No	Funding Stream	Funding Value	Top Up Amount
Personal Tutor	Reviewer	Invoice Date	Invoice No
Date Enrolment Recd	Enrolled On	Enrolled By	Course::
State Aid: Yes / No	Reason		

D: UK/European Economic Area (please tick)

Are you completing any other training course, and in receipt of funding?	Yes	No	
Have you been resident outside of the UK for the past 3 years?	Yes	No	
If no, have you been resident in the UK in the past 3 years purely for the purpose of receiving full time education?	Yes	No	
Do you need a visa to study in the UK?	NA	Yes	No
Will you be leaving the UK (other than for holidays) prior to of completion the course?	Yes	No	

E: Higher Education (please tick)

Do you have a degree or QCF Level 5 or 6 qualification?	Yes	No
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F: Your education and background:-

List any qualifications in date order (most recent first), including those with exams yet to be taken.

Date e.g. June 2010	Qualification e.g. GCSE	Subject e.g. Maths	Result e.g. Grade B

Please tick here if you do not have / are not working towards any qualifications?

G: Your work experience:

List any work experience to include paid, voluntary or through school/college (most recent first)

Dates (To/From) e.g. June 2010 to October 2011	Employer e.g. Accountancy Plus Training Limited	Job Title e.g. Finance Assistant

H: This course

How did you find out about this course? (please tick)

Job Centre Connexions Aplus Website Facebook
 Employer Work Colleague Newspaper Advert (please state paper) _____
 School Event Careers Fayre Other (please state) _____

Please tell us why you wish to take this course, and what you plan to do in the future?

I: Are you eligible for a FREE course?

If you feel you may be eligible for a free tuition fees, please tick the appropriate box below, and attach evidence of benefits (if applicable).

- Age 16-18 at start of course.
- In receipt of JSA
- In receipt of ESA (WRAG)
- Asylum Seeker
- In receipt of state benefits (other than JSA/ ESA (WRAG) and want to enter employment.
- I declare that I wish to Study Level 2, 3, or 4 and do not hold a full level 2 or above qualification (see below).
- I declare that I am aged between 19 and 24, enrolling for a Level 3 or 4 course and do not hold a full Level 3 or above qualification (see below).
- I declare that I am studying my first Level 3 qualification and have left the armed forces in the last 10 years, after completing 4 or more years of service, or have been medically discharged.

A full level 2 qualification, can be:

- 5 GCSE's Grade A-C
- 2 or 3 AS levels
- 1 or more A levels
- NVQ Level 2
- GNVQ Intermediate

A full level 3 qualification, can be:

- 4 or more AS levels
- 2 or more A levels
- Access to H/E Course
- NVQ Level 3
- GNVQ Advanced

J: Awarding Body

At Level 2 Accounting we currently offer a choice of Awarding Bodies. Please select below (tick)

- Edexcel * For those learners in receipt of full funding – Edexcel will automatically be selected.
- AAT (Association of Accounting Technicians)

If you are already registered with the AAT – please state your membership number _____

K: Employer Details

Is your employer in support of your training? (please tick) Yes No

Employer Name

Employer Address (including Post Code)

Telephone No Fax No

Supervisor's Name Supervisor's Email

State number of hours you work How long have you worked for your employer?

Job Title/Role:

How many people were employed in the last accounting period (across the whole organisation)? Please tick.

10 or Less 11 to 49 50 to 249 250 to 999 Over 1000

What is the legal status of your organisation? Please tick.

Sole Trader Public Sector/Local Government

Partnership Private Limited Company

Receive 50% or more of your funds from a public sector source Voluntary/Community Sector Not for Profit Organisation

L: Who is paying your fees?

- Myself only Employer Exempt (16-18)
- Myself but claiming back from my employer Exempt Other (I confirm I have completed Section I)

M: Course Fees

Tuition fees stated below are exclusive of VAT. There is no VAT charged on exams and manuals.

Level 2 Accounting (AAT or Edexcel)

Tuition Fees

Fully Funded

I confirm I have ticked Section I£0.00

Co-Funded Workplace Learning or Apprenticeship

Working for Employer <1000 staff

Studying through Awarding Body AAT£350.00

Or

Studying through Awarding Body Edexcel£550.00

Co-Funded Workplace Learning or Apprenticeship

Working for Employer >1000 staff

Studying through Awarding Body AAT£600.00

Or

Studying through Awarding Body Edexcel£800.00

Co-Funded – Other

Employed in a non accounting role/finance role

Studying through Awarding Body AAT£600.00

Or

Studying through Awarding Body Edexcel£800.00

Paying Own Fees (non funded).....£1700.00

(Refer to Section J of our enrolment form for choice of awarding bodies). For further comparison please refer to <http://www.aplustraining.co.uk/documents/general/aatedexcel.pdf>

Additional Fees

Fully funded (see Section I).....£0.00

Co-Funded Or Paying Own Fees - Awarding Body Edexcel

EDEXCEL Registration £100.00

(Edexcel Registration is made payable to A+)

Co-Funded Or Paying Own Fees - Awarding Body AAT

6 AAT Online Exams £198.00

(£33.00 per exam – if paid in full on enrolment)

Or

Payable at time of each exam £43.00

(£33.00 per exam plus £10 admin fee)

AAT Registration..... £116.00

(AAT Registration is made payable directly to the AAT)

All Learners

There are no manuals issued at Level 2 as our own learning materials provide sufficient study material.

Exam rescheduling fee £20.00

(If you wish to change an exam date after the course has started)

Level 3 Accounting (AAT)

Tuition Fees

Fully Funded

I confirm I have ticked Section I£0.00

Co Funded – Workplace Learning or Apprenticeship

Working for an Employer <1000 staff£750.00

Working for an Employer >1000 staff£1,000.00

Co Funded – Employed in non accounting/finance role

Working for an Employer <1000 staff£750.00

Paying Own Fees (non funded).....£1,800.00

Additional Fees

Fully funded (see Section I).....£0.00

Co-Funded Or Paying Own Fees - Awarding Body AAT

7 AAT Online Exams £252.00

(£36.00 per exam – if paid in full on enrolment)

Or payable at time of each exam £46.00

(£36.00 per exam plus £10 admin fee)

AAT Registration/Membership £116.00

(AAT Registration is made payable directly to the AAT – for those learner renewing their yearly membership, fee = £80)

All Learners

Manuals £126.40

Exam rescheduling fee £20.00

(If you wish to change an exam date after the course has started)

Level 4 Accounting (AAT)

Tuition Fees

Fully Funded

I confirm I have ticked Section I£0.00

Co Funded

Working for an Employer >1000 staff£850.00

Working for an Employer <1000 staff£1,145.00

Co Funded – Employed in non accounting/finance role

Working for an Employer <1000 staff£850.00

Paying Own Fees (non funded).....£1,900.00

Additional Fees

Fully funded (section I)£0.00

Co-Funded Or Paying Own Fees - Awarding Body AAT

3 Mandatory AAT Online Exams £114.00

(£38.00 per exam – if paid in full on enrolment)

Or payable at time of each exam £48.00

(£38.00 per exam plus £10 admin fee)

AAT Registration..... £116.00

(AAT Registration is made payable directly to the AAT – for those learner renewing their yearly membership, fee = £80)

All learners

Manuals £144.40

(Mandatory units plus Credit Management & Auditing – Personal Tax and Business Tax manuals can be purchased in addition).

2 Personal Tax Manuals (Workbook & Question bank) £30.00

2 Business Tax Manual (Workbook & Question bank)..... £30.00

Exam rescheduling fee £20.00

(If you wish to change an exam date after the course has started)

N: Payment method (please tick)

Tick

1. I attach a cheque with my fees payable. Please make the cheque payable to Exeter College Accountancy Training Limited	<input type="checkbox"/>
2. I attach the completed credit card details.	<input type="checkbox"/>
3. Please contact me between 9am and 5pm – Mon to Fri on _____ to take my credit/debit card payment over the phone.	<input type="checkbox"/>
4. I would like to pay over 6 months by Standing Order. Standing Order details attached. I enclose £100 deposit, and accept the administration charge of £30.00 + VAT for this facility.	<input type="checkbox"/>

O: Payment (please tick or insert fee)

£

1. Insert Tuition Fee
2. Add VAT at 20%
3. Sub Total
4. I am not Fully Funded, and I am studying Level 2 through the Edexcel Awarding Body. Insert fee.
5. I am not fully funded and I will pay for my AAT Online Exam Fees in advance. Insert fee.
6. I am not fully funded and have inserted the manual fee for the appropriate level.
7. I also wish to purchase Level 4 Accounting Business Tax and/or Personal Tax Manuals.
Insert the fee
8. Total

P: To register for the course – I confirm that I:-

1. Have fully completed this form, and that all details are correct.
2. Accept that funding for courses can change, and funding stated may not be available at the time of enrolment. If the course fee has changed, I will be contacted prior to enrolment.
3. A+ reserve the right to select the funding stream.
4. Have attached any relevant benefits evidence and/or appropriate payment.
5. Read and agree to the A+ Training Terms and Conditions.
6. Signature of learner.....Date:

Q: Employer authorisation (if applicable) – I confirm that:-

1. The business holds employer and public liability insurance.
2. I am happy for A+ personnel to attend these premises in order to:-
 - o carry out any necessary paperwork to obtain funding.
 - o carry out a health & safety review at these premises, and I confirm that any actions resulting from this review will be attended to.
 - o to review the learner's progress.

I have read and agree to the A+ terms and conditions (terms and conditions are also on the A+ Website).

Signature of employer.....Date:.....

R: Additional Information

Do you have a criminal record or any outstanding court proceedings or are you on an Offenders' Register?

Yes No

If yes, please give details

Do you have an agency or support worker? (for example, social worker, key worker, supported housing officer, community psychiatric nurse, or any other?)

Yes No

If yes, please give details

Please tick the category you feel most describes your ethnic origin?

- 31 English/Welsh/Scottish/North Irish/British
- 32 Irish
- 33 Gypsy or Irish Traveller
- 34 Any other White Background
- 35 White and Black Caribbean
- 36 White and Black African
- 37 White and Asian
- 38 Any other mixed/multiple ethnic background
- 39 Indian
- 40 Pakistani
- 41 Bangladeshi
- 42 Chinese
- 43 Any other Asian background
- 44 African
- 45 Caribbean
- 46 Other Black/African/Caribbean background
- 47 Arab
- 98 Any other ethnic group

Please tell us about any disabilities, which may affect your learning. Completing this section will not affect you getting onto a course.

DISABILITIES

- 05 Asthma
- 05 Diabetes
- 03 Disability affecting mobility
- 06 Emotion / behavioural difficulties / ADHD
- 05 Epilepsy
- 02 Hearing impairment
- 31 ME
- 07 Mental ill health
- 90 Multiple disabilities
- 09 Profound complex disabilities
- 08 Temporary disability after illness
- 01 Visual impairment
- 98 No disability
- 99 Not known / Not provided
- 99 Do not wish to declare
- 97 Other

Do you have a medical condition that needs treatment?

Yes No

Do you need extra help to complete your course?

Yes No

Any disclosure of disability will only be used to help us to ensure that we make any reasonable adaptation's that would support you on your course.

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Please tick any of the boxes that apply to you.

- In employment
- Self employed
- Overseas student
- Unemployed

Years	Months
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- How long
- Through redundancy
- Through reasons other than redundancy

LEARNING DIFFICULTIES

- 20 Autism Spectrum Disorder
- 11 Dyscalculia
- 10 Dyslexia
- 31 Dyspraxia
- 01 Moderate learning difficulty
- 90 Multiple learning difficulties
- 02 Severe learning difficulty
- 98 No learning difficulty
- 99 Not known / not provided
- 99 Do not wish to declare
- 97 Other

PAYMENT BY CREDIT/DEBIT CARD AUTHORISATION FORM



If you wish to pay for the course by credit or debit card, you can either ring 01752 256610 and we will put your transaction straight through, or you can fill in the details below and return it with your enrolment form.

We accept most major cards with but not American Express and Diners Club.

If you prefer not to telephone then simply supply us with the following information, please note that all fields are mandatory.

CARD HOLDER INFORMATION

Name on Card: Mr/Mrs/Ms/Miss (please circle)

Address of Cardholder:.....

.....

.....

Postcode:

Contact Telephone Number:

CARD INFORMATION

Card Type:

Card Number:.....

Start Date:

Expiry Date:

Issue Number:..... (if applicable)

Security Code (last 3 No's on the back of the card)

Amount to be taken from card (£):

I authorise the amount above to be taken from my card

Signature: Date:

Your details will be only kept until the transaction has gone through and will then be securely shredded. No electronic version of this information will be created.

PAYMENT BY 6 MONTHLY INSTALMENTS



STANDING ORDER MANDATE

Accountancy Plus (Training) Ltd
2nd Floor Gordon Court
4 Craigie Drive, The Millfields
Plymouth PL1 3JB

Tel 01752 256610
Fax 01752 256611
Email: info@aplustraining.co.uk
www.aplustraining.co.uk

PLEASE COMPLETE IN BLOCK CAPITALS

To: Bank SortCode

Address

.....

.....

CUSTOMER DETAILS

Account Name Account No.

Home Tel No Mobile No.

ORGANISATION YOU WISH TO PAY

Name of organisation: EXETER COLLEGE ACCOUNTANCY TRAINING LTD

Bank and Branch Name: LLOYDS TSB BANK PLC, HIGH STREET, EXETER, DEVON, EX4 3NL

Account Number: 01337117

Sort Code: 30-93-14

Ref to be quoted

PAYMENT DETAILS (Please include the £30+vat Administration fee)

Amount of Monthly Payment £

Amount in Words

PAYMENT SCHEDULE

Day of Monthly Payment

Date of First Payment Date of Final Payment

CONFIRMATION

Signature Date

Data Protection Act 1998

Accountancy Plus (A+) will process personal information about our students in accordance with the Data Protection Act 1998. By completing and signing the enrolment form you consent to your personal data being used by A+ for such purposes as:

- your education, including progression and assessment of quality of delivery;
- reporting of student progress and absenteeism and qualification outcome to employers/sponsors/parents as appropriate and reporting for Education Maintenance Allowance or the Adult Learning Grant purposes;
- your security and health and safety; including use of CCTV upon A+ premises;
- legal and statutory duties and responsibilities;
- funding and auditing;
- on occasions, to assist A+ in identifying further products and services offered by ourselves and collaborating educational establishments, which may be of interest to you.

On occasions A+ will need to process what is known as “sensitive data”, which may include information about ethnic origin, religion, physical/mental health and criminal convictions. Such information is needed to assist our Equal Opportunities and Disability Policy, for safeguarding of young people, and to provide learning support/aids, secure funding of educational support.

From time to time we may forward information on progression / new courses. If you do not wish to receive any information please tick the box.

Disclosure

Personal information may by necessity be disclosed to; appropriate members of A+ staff; the Office for Standards in Education; the Adult Learning Inspectorate; the Skills Funding Agency, the National Apprenticeship Service and the Young People’s Learning Agency; auditors; employers and such other bodies as may be required. We also provide information as to enrolment, attendance and performance to the appropriate local education authority. Occasionally A+ may be required to disclose personal information to the police or law courts for the purposes of prevention of crime, court proceedings, or to protect your vital interest (life or death). A+ will retain records after a student has left A+ for the purposes of auditing, legal and statutory duties, and so that we can provide references upon request (Records are kept for 7 years for those who received funding, and 3 years for those non funded).

Skills Funding Agency (SFA) Data Protection Act 1998

The Information you provide will be passed to the Skill Funding Agency (SFA). The SFA is responsible for funding, planning and encouraging education and training for young people and adults in England, and is registered under the Data Protection Act 1998. The Information you provide will be shared with other organisations for the purpose of administration, careers and other guidance, and statistical research purposes. Other organisations with which we will share information include, the Department for Children, Schools and Families, the Department for Business, Innovation and Skills, Careers South West Ltd, Local Authorities, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the SFA or its partners. The SFA also administers the learner registration service (LRS) which will use your information to create and maintain a unique learner number (ULN). The SFA is also a co financing organisation and uses European Social Funds from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. Further information about partner organisations and the ULN and what they do, may be found at www.lsc.gov.uk/providers/Data/help/dataprotection.

At no time will your personal information be passed to organisations for marketing or sales purposes. From time-to-time students are approached to take part in surveys by mail and phone, which are aimed at enabling the SFA and its partners to monitor performance, improve quality and plan future provision.

A+ TERMS AND CONDITIONS

Ordering and payment of fees

The completed enrolment form must be accompanied by the appropriate fees in full or by completed payment instruction. If these conditions are not met we reserve the right to not process the enrolment further.

Please be aware funding cannot be guaranteed as funding is extremely limited. If you have completed the enrolment form with expectation of funding, and you are not eligible, A+ will contact you prior to processing your enrolment.

The information you supply will be used by the Chief Executive of Skills Funding Agency, to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. Further details of how your information is processed and shared can be found at www.learningrecordsservice.org.uk/privacynotice

A+ TERMS AND CONDITIONS CONTINUED

Apprenticeship funding / Workplace learning (from the SFA)

Funding may be available to persons who are not educated to degree level or QCF Level 4,5,6.

In order to claim funding you must be employed and working at least 30 hours per week. Your employer's support will be required and they should sign the Employer's Authorisation on your enrolment form.

If you work less than 30 hours we may still be able to get funding for you so please discuss this with us prior to enrolment.

An apprenticeship is made up of a framework of qualifications, and both the learner and employer must agree to support the achievement of all of the framework aims:-

- Main qualification e.g. Business Administration Level 3
- Employment Rights & Responsibilities Workbook (if required by Awarding Body)
- Key Skills (as required by Apprenticeship Framework Body) in Application of Number, Communication and ICT.
- Technical Certificate.

Employer contributions

16-18 apprenticeships will be fully funded.

19+ apprenticeships will be co-funded with the expectation that the employer will make a contribution.

All workplace learning that is co-funded, outside of an apprenticeship, will have the expectation that the employer will make a 50% contribution towards the cost of the learning where the learner is aged 19+.

Workplace funding (from the SFA)

The following learners will be eligible for full fee remission.

- Individuals on JSA or ESA (WRAG)
- Learners (of all ages) studying their first Level 2 qualification.
- Learners (of all ages) studying a full Level 3 qualification without having attained a first full Level 2.
- 19-24 year old learners studying their first Level 3 qualification.
- 19-24 year old learners studying their first Level 4 qualification without having attained a first full Level 3.
- An individual studying their first full Level 3 qualification that has left the British Armed Service personnel after completing Level 4 or more years of service or having been medically discharged, due to an injury in active service or basic training.

Please be aware funding cannot be guaranteed as funding is extremely limited.

State Aid Contribution

From 1 August 2010, monitoring has commenced on State Aid (Training Aid) covering 19+ work based learning, with a requirement for the employer (commercial) to contribute 50% of the funding received towards the cost of the training. The training provider (A+ Training) will need to evidence the 50% contribution in the form of an invoice to the employer and/or timesheets for the learner. It is a requirement of the European Commission that the employer maintains wage or payroll records to demonstrate how much each learner was paid, to be retained for up to 10 years. For further information, please visit

<http://skillsfundingagency.bis.gov.uk/Search.htm?Term=State+Aid+FAQ&Search=1>

Training period

A+ will undertake to supply all elements of the course for the timetable for which you are enrolled, plus an additional 3 months after the end of the timetable. A+ reserve the right to charge for any provision made after this time.

Cancellations

Once enrolment has taken place, and you have been on board for a month, cancellations are not allowed and no refunds will be given. This programme is non-transferable.

Learner Database

Our Student Tracking Application (STA) will hold all learner data including course results, by signing the enrolment form you consent to your details being monitored by A+ and your employer, by means of a personal log in, if they are supporting your studies with A+.

Payment of fees

The learner/employer agrees:-

To be responsible for the fees payable as shown on the enrolment form, including top up fees where applicable. VAT is charged at 20%.

To pay fees on enrolment.

That the fees remain payable, whether or not the learner attends regularly.

That A+ Training reserve the right to discontinue the course in the event of unsatisfactory work, bad attendance and / or bad behaviour (In these circumstances fees remain payable in full).