

Student Ref:



Date of Birth:

EMPLOYER INFORMATION FORM 2011/2012

PLEASE RETURN THIS FORM TO: Part Time Course Admissions, Chelmsford College, Moulsham Street, Chelmsford, CM2 0JQ

Please complete using black ink in BLOCK CAPITALS.

Student Name: _____ Course: _____

Are you currently on an Apprenticeship Scheme? Yes No

Are you currently receiving any other government funding? Yes No

If so please can you give details: _____

Is a Purchase Order Number required for invoicing purposes? Yes No

If yes this must be entered before submitting this form. PO No.: _____

Invoice address and contact details:

Company Name: _____

Address: _____

Postcode: _____

Contact Name: _____ Email Address: _____

Telephone No.: _____ Facsimile: _____

Are you a limited company? Yes No

If yes, please give details of Registered Office and Company Number: _____

Details of contact name and address for general correspondence (not related to an invoice) and student progress reports, this contact will also be given access to our online portal.

Company Name: _____

Address: _____

Postcode: _____

Contact Name: _____ Email Address: _____

Telephone No.: _____ Facsimile: _____

Fees: I/We accept responsibility for the payment of fees as indicated below. I/We hereby acknowledge that if the student leaves his/her employment or withdraws from the course for whatever reason, I/we are still liable for the payment of fees.

FOR DISCOUNTED FEES ONLY (this applies to courses of 25 weeks or more where students are enrolled before 10 September 11):

I/We accept if the invoice is not paid by the due date the discounted fees will not apply and an additional invoice will become payable by me/us.

PLEASE TICK RELEVANT BOX (please check prospectus or internet for fees):

- | | |
|---|--|
| <input type="checkbox"/> College Membership fee (Applicable to all courses) | <input type="checkbox"/> No (student to pay) |
| <input type="checkbox"/> Tuition fee (Applicable to all courses) | <input type="checkbox"/> No (student to pay) |
| <input type="checkbox"/> Registration/Examination fees | <input type="checkbox"/> No (student to pay) |
| <input type="checkbox"/> Materials/Other costs (See prospectus for details) | <input type="checkbox"/> No (student to pay) |

Official Company Stamp Required

Data Protection Statement

This is to certify that the information on this form is to the best of my knowledge correct and that the College may process my data as outlined within the College's Data Protection Statement on the reverse of this form. And that I agree to pay my fees in accordance with the above schedule.

Employer Signature: _____

Date: _____

Name (Please print): _____

Position: _____

OFFICE USE ONLY
Unique Employer Ref No.

EMPLOYER INFORMATION FORM 2011/2012



(For CURRENT year only)

A further 'Employer Sponsor Form' needs to be completed for each subsequent year.

How to Apply and Enrol

- Complete the online application form via the College website www.chelmsford.ac.uk or alternatively fill in the application form that comes with this prospectus (also available from the College website) and send it back to Course Admissions as soon as you can.
- Send this signed form if required (see Employer Sponsor Payment section in prospectus) Please ensure you indicate method of payment
- You will then receive a letter of acknowledgement, followed by an invitation to attend an interview/enrolment (see Enrolment Dates section in prospectus)
- A successful interview will lead to an enrolment at this appointment.

You will need to bring the following to your interview:

- Proof of qualifications achieved specified under entry requirements
- National Insurance number or passport
- Payment, either cash, cheque or credit card or signed Employer Information Form (if not already sent to Client Services, see Employer Sponsor Payment).

For Teacher Training learners only

Please see Teacher Training course details for enrolment procedure.

For short courses (12 weeks or less) invoicing will not be available. Payment will need to be made at least 4 weeks prior to the start date of the course.

Disclaimer

The College takes great care to provide accurate information and to keep to its planned programme. It may occasionally be necessary to cancel a course, change course, change fee or other details, or to change days and times. The contents of the prospectus are for general guidance and do not form any part of a contract.

Tuition Fee Refund Policy 2011/2012

Student Withdrawal

Refunds will only be available on courses of 25 or more weeks, if a request is made within the first two weeks of the student's start date. It is possible for fees to be transferred to an alternative class being offered in the same academic year, if places are available. There are no refunds on short courses and therefore the transfer of fees will not be offered on short courses. All such requests should be made in writing to the Director of Curriculum and Students, within two weeks of last attendance.

Refunds and transfers will be subject to a £15 administration charge. College Membership Fees and materials levies are non refundable.

A copy of the full Fee Policy 2011/2012 is available from Chelmsford College.

Moulsham Street
Chelmsford CM2 0JQ

Princes Road
Chelmsford CM2 9DE

Copleston Court
Chelmsford CM1 1HH

All sites Tel: 01245 265611

Moulsham Street
Fax: 01245 349009

Princes Road
Fax: 01245 346615

www.chelmsford.ac.uk

Data Protection Statement

Chelmsford College considers your personal information to be valuable and will only process the details you have provided on this form for your enrolment and the management of the College and associated Partner Services in accordance with the Data Protection Act 1998. The information you provide on this form will be passed to the Young People's Learning Agency (YPLA), the Skills Funding Agency (SFA) and the Information Authority. These agencies are responsible for funding and planning education and training for young people and adults in England and are registered under the Data Protection Act 1998. These details will also be shared with other organisations for the purpose of administration, careers and other guidance, statistical and research purposes. Other organisations with which we will share information include: the Department for Education and Skills, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the YPLA, SFA and the Information Authority or its partners including the Learner Registration Service (LRS) which will use your information to create and maintain a unique learner number (ULN). The YPLA and SFA are a co-financing organisation and will use 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 these agencies and partner organisations is available from the Skills Funding Agency at <http://skillsfundingagency.bis.gov.uk/> and the YPLA at <http://www.ypla.gov.uk/> and by following the links to data protection.

Reports to Parents & Guardians

Regular reports on progress and attendance will be shared with parents and guardians for all learners under 19 years old. In exceptional circumstances you may wish to opt out of this service by writing to the College's Data Protection Officer who will consider your request.

Reports to Employers

Employers who sponsor learners will receive regular reports on progress and attendance. You may wish to opt out of this service by writing to the College's Data Protection Officer who will consider your request and if successful will notify yourself and your employer that any such reports will not be made available.

College Information

Chelmsford College, from time to time, may contact you with information concerning other courses and events which we feel may be of interest to you. You also have the right of access to your personal records held by the College. Requests should be made to the Data Protection Officer. The College reserves the right to charge a fee of £15, payable in advance, to cover any administrative costs incurred. If you would like to know more or have any concerns regarding the use of your data, please write to the Data Protection Officer.

By signing this form you consent to Chelmsford College processing and sharing your data in the manner outlined above.