



Enrolment Form 2023-2024

Please complete this form in **BLOCK** capitals using black ink.

For courses with entry requirements please apply online at www.belfastmet.ac.uk

Course Title(s)	Please write full title of course as per prospectus/website.	Course Code	Location	Day	Time
1					
2					
3					

Personal Information

Please enter name as you would like it to appear on examination certificates.

If you are already a student at Belfast Met or have attended/applied in the past, please provide:		Title:		Date of birth: / /	
Student ID:		Legal First Name:			
Surname:		Previous Surname:			
Preferred First Name:		Email Address:			
Please enter your permanent home address below: NOTE: All correspondence will be sent to this address.		If you reside at another address during term time, please enter below:		Sex: <input type="radio"/> Male <input type="radio"/> Female	
Postcode:		Postcode:			
Mobile Number:		Alternative Contact No.:			
Unique Learner Number (ULN*)		National Insurance Number			
Emergency/Next of Kin Contact					
Name:		Email Address:			
Relationship:		Phone Number:			

- ☐ Please tick this box if you consent to us contacting your emergency contact if we have concerns about your progress, attendance or learning requirements, or for investigations.
- ☐ Please tick this box if you consent to us taking your photo during your course for social media, posters and for course purposes.

Qualifications on Entry

Please indicate the highest qualification you currently hold.

Please **tick** the appropriate option, if applicable

1	PHD	
2	Masters	
3	Postgraduate, PGCE	
4	Undergraduate Degree	
5	Foundation Degree/DipHE	
6	HND, HNC	
7	Access to HE	
8	No formal qualification	

Please **write** the associated level, if applicable

9	Diploma (QCF or equivalent)	
10	Certificate (QCF or equivalent)	
11	Award (QCF or equivalent)	
12	National Vocational Qualification (NVQ)	
13	ESOL Skills for Life, Essential/Basic/Key Skills	

If your highest qualification is different from the list above please specify _____

Please **write how many** you hold, if applicable

14	A Level/ Leaving Cert (Level 5)	
15	Higher Leaving Cert (Level 5)	
16	AS Level	
17	GCSE A*-C/ Leaving Cert (Level 4)	
18	Ordinary Leaving Cert (Level 4)	
19	GCSE D-G	
20	Junior Cert	

Please indicate your grade or level obtained for GCSE English and Maths (including those equivalent qualifications for ROI results) or Essential Skills.

English Language	
Maths	
ICT	
Essential Skills - Communication and Literacy	

Essential Skills - Application of Number and Numeracy
Essential Skills - ICT

Support Requirements Belfast Met is an equal opportunities College and welcomes enrolments from people with learning difficulties and/or disabilities.

If you require additional learning support you should contact the Inclusive Learning Office on telephone: 02890 265097 or email inclusivelearning@belfastmet.ac.uk. This is a confidential service offered by the College.

Do you have a learning difficulty, disability or long term medical condition? Yes ☐ No ☐

Emergency Evacuation Would you need assistance to safely exit a building in the event of an emergency evacuation? Please note all passenger lifts are deactivated and cannot be used during an emergency evacuation. (If you answer 'yes', the college will liaise with you to determine if a Personal Emergency Evacuation Plan is required.) Yes No

Student Status/Residency Belfast Met is required to satisfy United Kingdom Visa and Immigration requirements relating to status and to help with fees assessment. Customers who wish to enrol on to a course will be asked to verify student status and residency. The information requested in the section below will be used to determine:

- Your Right to Study in the UK

Who is permitted to study in the UK? UK and Irish Citizens, EU Nationals with Settled and Pre-Settled Status (or with proof of application pending), those with proof of leave to remain in the UK (indefinite/definite), current Student Visa or Biometric Residency Permit holders, or others permitted under the EU Withdrawal Agreement.

- The fee you will be charged (where applicable)

The fees and funding for the course(s) you have applied for/enrolled on will be classified as either home or international fees/funding depending on your immigration or residency status in the UK on the date your course starts.

In some cases, a further fees assessment may be required and additional evidence requested. Evidence of your Right to Study in the UK will also be required.

If you have paid home fees and are subsequently classed as international, you will be asked to pay an additional fee.

You must satisfy the Right to Study in the UK requirements to remain on your programme. Belfast Met will require proof of this. This evidence should be provided with this Enrolment Form. If you are unable to prove your Right to Study in the UK, you may have to withdraw from your course. For more information, go to <https://www.belfastmet.ac.uk/studentstatus/>

What is your country of birth? Please enter the current name of the country.

Will you have lived continuously in the UK, EU, EEA or Switzerland for three years prior to the start of your course? (What are the EEA countries? Iceland, Liechtenstein & Norway.)

Yes No

Please indicate if you are an asylum seeker or refugee.

☐ Asylum seeker ☐ Refugee

Payment of Fees

Who is responsible for the payment of your fees? Evidence will be asked for: www.belfastmet.ac.uk/studentstatus/

☐ Self ☐ Employer ☐ Other Agency (If fees are being paid by employer or other agency written authorisation must be provided at time of enrolment)

Reduced Fee For many courses you may be eligible for a reduced fee if you are in receipt of certain benefits.

Please check our website or prospectus for more details. Evidence must be provided at time of enrolment (dated in the last three months).

Income Support; Income Based Job Seekers; Working Tax Credit; Pension Credits; Housing/Rate Relief; Income Related Employment, Universal Credit and Support Allowance.

Evidence viewed by	Evidence attached
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Details of Fees Outstanding debt to the College - All outstanding financial debt must be settled in full before enrolment. To discuss debt related queries or to progress settling of debt, please contact the Finance Office by email at accountsreceivable@belfastmet.ac.uk or tel: 028 9026 5390.

Course Name 1		Amount	£
Course Name 2		Amount	£
Course Name 3		Amount	£

Method of payment ☐ Invoiced to employer (Authorisation attached) ☐ WorldPay
☐ Cash (You can only pay by cash in person at one of our sites) ☐ Credit/Debit card (If you are not enrolling in person, the College will contact you to request credit card details.)

Agreement

I declare that the information I have provided is correct and I agree to inform the College of any changes to this information.

I am aware that the College reserves the right to withdraw or cancel a course at any time and I shall have no claim against the College in such an event except for repayment of fees. In the event of a cancellation, a refund of fees may be obtained. However, a refund is not available to anyone who leaves after attending one or more classes.

I understand the information provided by me will be handled in accordance with the Data Protection legislation. See Data Protection section on page 4 for more information.

I understand the course aims and content and confirm that they meet my current learning needs.

I have received verbal and/or written information about the course and College and I agree to abide by the policies and regulations of Belfast Metropolitan College, including the Belfast Met Student Code of Conduct and all College policies (all policies are available on request or via the College's website).

I understand that tuition fees apply to the financial year beginning 1 August 2023 and ending on 31 July 2024 and are chargeable in each year of study. Tuition fees are payable in full at the time of enrolment and can comprise course fees, registration fees or any other charge relating to the course. Payment is accepted by cash, credit/debit card (Visa, MasterCard), direct debit or World Pay. For more information on 2023/24 Fees and Charges, please visit our Fees and Charges Policy.

I agree that registration and progression into the next year of my course is subject to satisfactory performance, attendance and payment of fees. I accept responsibility to ensure payment for all appropriate fees, eg. tuition, examinations, registration, materials, etc.

Criminal Convictions

Belfast Met actively promotes equality of opportunity and welcomes enrolments from a wide range of students, including those with criminal convictions. However, in order for the College to manage any risk that you may pose, you must tell us about any unspent criminal convictions you may have. For certain courses, you must disclose all criminal convictions. To tell us about your convictions, please complete either a **Criminal Offence(s) Disclosure Form** or an **Enhanced Criminal Offence(s) Disclosure Form**.

Both forms are available on the **Student Criminal Disclosures** page of our **website** or by contacting the Safeguarding Administrator on **028 9026 5184**. Please also refer to the **Criminal Convictions Student Guidance and Information**, also on the **Life at the Met/Student Support** section of our website. This explains which form you need and how to complete and return it to us in confidence.

By disclosing criminal convictions you will not automatically be excluded from the application/enrolment process. The College will assess the risk that you may pose and determine whether it can safely be managed. This confidential process is separate from the admissions process, in keeping with data protection principles. You will be advised of the Safeguarding Risk Assessment Panel decision separately and as quickly as possible. You should not discuss your criminal disclosure with your course team or your fellow students.

To find out more information about the release of this information and guidance on conviction disclosure, contact NIACRO on **028 9032 0157**.

If you are convicted of a criminal offence after you have enrolled at the College, you must tell us about this conviction and complete one of the Criminal Convictions Disclosure forms as set out above. If you need help with this process please contact the Head of Student Support by e-mailing: studentsupport@belfastmet.ac.uk

Student Signature and Declaration

Please make sure you have read "Early Withdrawal from a Course" on page 4. I declare that all information provided on this form is correct and I undertake to pay all tuition and other fees due to the College in relation to this enrolment(s) and in signing I accept the terms of the agreement detailed above and overleaf.

Your Signature Date

For completion by College staff only.

The above student has been accepted onto the course(s) listed. I have verified that this enrolment and monitoring form has been fully completed.

Staff signature: Date:

For Office Use only		
Personal Information Completed Yes/No	Additional Support Completed Y/N Marketing Info Completed Y/N Payment of fees Completed Y/N Reduced fees Completed Y/N Fee details Completed Y/N Student Signature Completed Y/N	Batch no: _____ Data quality check: _____
Student Status/Residency Completed Yes/No		Quality checked by (print name): _____
Status verified by: Evidence produced: _____	Enrolment form must not be accepted without student signature If No, please state reason: _____	Signature: _____
Status verified as: (please tick) a) British b) Irish c) Non British/non Irish	Data input by: _____ Date input: _____	Date checked: _____ Checked by: _____
Additional information _____ _____ _____	Payment amount received: _____ Payment method: _____ Receipt no: _____	

Early Withdrawal from a Course

The College's policy is that all tuition fees are paid in full and are not refundable. The exceptions to this are as follows:

1. A course/session is cancelled by the College. Where the cancellation of a course takes place, students will be offered either a place on a suitable alternative course or a full refund.
2. Where a student has not attended a course and has provided written notification to the College at least 5 working days before the course commences.
3. If the time, day or evening meeting of the class has been changed and the student is unable to continue attending because of these changes, a refund will be issued if written notification is received within 20 working days of the change.
4. Students on specified Higher Education Courses (year 1) and International students on full-time Further Education courses.
5. Other refund/cancellation applications shall be considered only in exceptional circumstances by a member of the College Directorate or designated authority (Head of Finance).

If an applicant has made one or more attendances, no refund/cancellation may be given, except in circumstances as listed in sections 3 or 4. However, where a refund has been refused it may be possible to transfer the tuition fee paid to another programme.

All applications for refunds / deferrals must be in writing to the Finance department. Applications may be supported by the Business Services Unit Manager or Curriculum Area Manager but only a member of the College Directorate or Head of Finance have the authority to authorise a refund or deferral of fees.

Where a refund has been authorised, the student will be refunded within 20 working days. Where a deferral has been authorised, the student will be issued with a letter to bring with them to enrolment at an agreed future date. For more information on Fees and Charges, please visit **our Fees and Charges Policy**.

Data Protection Act 2018 and General Data Protection Regulations

Belfast Met adheres to the Data Protection Act 2018. For further information on how Belfast Met processes and administers your data please refer to the Privacy Notice on our website. For further information on your rights, please refer to **our Data Protection Policy**.

If you have any concerns, please write to: Corporate Development, Belfast Metropolitan College, Castlereagh Campus, Montgomery Road, Belfast, BT6 9JD. Alternatively, send an email to: **dataprotection@belfastmet.ac.uk**

If you would like a copy of this form in a different format please contact Corporate Development on tel: 028 9026 5000 or email: **equalityservices@belfastmet.ac.uk**

Monitoring Information 2023-24



The following information is required by Belfast Metropolitan College to enable the College to monitor, check and demonstrate the fairness of its procedures as required by s75 of the Northern Ireland Act 1998. The information will also be shared with the Department for the Economy to monitor equality of opportunity within all NI FE Colleges.

Information provided for monitoring purposes **will not** play a part in determining access to a course. It will only be used for equality and social inclusion purposes to help us improve the services we offer and make them more accessible.

Your information will be held securely, with access limited to those who need to see this for monitoring purposes. It will be held in accordance with data protection legislation. Our **Privacy Notice** provides further details on how we process your data and is also available on the Corporate Information page of our website www.belfastmet.ac.uk.

This section is for completion by college staff only.

Student Reference

Tick each box that applies to your circumstances.

(1) Dependants Do you have a personal responsibility for the care of: (tick each box that applies to your circumstances)

A child (or children)? *A child is someone under 16 years of age or under 18 if in full-time education Yes ☐ No ☐

A person(s) with a disability? Yes ☐ No ☐

A dependant adult(s)? Yes ☐ No ☐

None of the above: ☐

(2) Marital Status Are you: (please tick one box only)

☐ Single (01) ☐ Married/Civil Partner (02) ☐ Separated (03) ☐ Divorced/Dissolved (05)

☐ Widowed/Surviving Civil Partner* (04) * Refers to situations in relation to either marriage or civil partnership.

(3) Community Background What religion, religious denomination or body were you brought up in?

☐ Roman Catholic (1) ☐ Protestant (2) ☐ Other Christian (3) ☐ Non Christian (4) ☐ None (5)

☐ Prefer not to say (98)

(4) Ethnic Group To which of these ethnic groups do you consider you belong? (Select the option that is most appropriate for you.)

☐ White (01) ☐ Black Caribbean (02) ☐ Black African (03) ☐ Black Other (04) ☐ Indian (05)

☐ Pakistani (06) ☐ Bangladeshi (07) ☐ Chinese (08) ☐ Irish Traveller (11) ☐ Mixed Ethnic Group (12)

☐ Asian Other (13) ☐ Prefer not to say (97) ☐ Any Other Group (98):

(5) What is your main employment status? (please tick one box)

☐ Employed Full time (30hrs or more per week) (05) ☐ Employed Part time (less than 30hrs per week) (06) ☐ Self employed (07)

Not in work and not looking for work:

☐ Retired/looking after family or home/ Long term sick (10) ☐ Student/Waiting to start a course at college or university (11) ☐ Other e.g. voluntary unpaid work (12)

Unemployed (out of work and looking for work) for:

☐ Less than 6 months (15) ☐ 6 to 11 months (16) ☐ 12 or more months (17)

(6a) Disability

Are your day to day activities limited because of a health problem or disability which is expected to last at least 12 months?

☐ Yes ☐ No

(6b) Please complete 6b if you have replied Yes to question 6a

Please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. (Tick all that apply)

- | | |
|---|---|
| <input type="radio"/> Specific learning disability (e.g. Dyslexia, dysgraphia) (01) | <input type="radio"/> Autistic spectrum disorder/Asperger's syndrome (05) |
| <input type="radio"/> Blind or partially sighted (02) | <input type="radio"/> Mental health condition (06) |
| <input type="radio"/> Deaf or hard of hearing (03) | <input type="radio"/> Unseen disability (eg. Diabetes, epilepsy) (07) |
| <input type="radio"/> Mobility difficulty (04) | |

(7) What is your first language?

☐ English (01) ☐ Other (80) ☐ Prefer not to say

(8) What religion, religious denomination or body do you belong to?

- | | | | |
|--|--------------------------------------|--|--|
| <input type="radio"/> None (01) | <input type="radio"/> Buddhist (02) | <input type="radio"/> Roman Catholic (05) | <input type="radio"/> Presbyterian Church in Ireland (06) |
| <input type="radio"/> Church of Ireland (07) | <input type="radio"/> Methodist (08) | <input type="radio"/> Other Christian (09) | <input type="radio"/> Hindu (10) <input type="radio"/> Prefer not to say |
| <input type="radio"/> Jewish (11) | <input type="radio"/> Muslim (12) | <input type="radio"/> Sikh (13) | <input type="radio"/> Other Religion (80) |

(9) Sexual Orientation: Which of the following options best describes how you think of yourself?

- | | | | | |
|-------------------------------------|--------------------------------|------------------------------------|--|--|
| <input type="radio"/> Bisexual (01) | <input type="radio"/> Gay (02) | <input type="radio"/> Lesbian (03) | <input type="radio"/> Heterosexual / Straight (04) | <input type="radio"/> Prefer not to say (99) |
|-------------------------------------|--------------------------------|------------------------------------|--|--|

(10) Care Background

Are you in care or have been in care? In care is to mean either fostering, adopted, care home or other supported residential care.
Yes ☐ No ☐

(11) How did you find out about the course(s)?

- | | | | | | |
|---|---|---|--|--|---|
| <input type="radio"/> College Website | <input type="radio"/> College Information Day | <input type="radio"/> NI Direct | <input type="radio"/> Newspaper Advertisement | <input type="radio"/> TV Advertisement | <input type="radio"/> Radio Advertisement |
| <input type="radio"/> College Careers Service | <input type="radio"/> College Tutor | <input type="radio"/> Billboards/ Buses/ Bus Shelters | <input type="radio"/> School | <input type="radio"/> Social Media (Facebook/ Twitter) | <input type="radio"/> DfE Careers Service Adviser |
| <input type="radio"/> College Prospectus | <input type="radio"/> Word of mouth (friend, parent etc.) | <input type="radio"/> Employer | <input type="radio"/> Jobs and Benefits Office | <input type="radio"/> TV/Radio interview or newspaper | <input type="radio"/> Other |

Name of your previous school or College

Year Left: