

**A: Student Information**

Student No.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Title:	First Name:	Surname:
Address:		
		Postcode:
Nationality:	Date of Birth:	<input type="text"/>

Please see overleaf for information regarding how we will contact you. Please ensure all contact details are clear and spelt correctly.

Home Tel:	Mobile Tel:	Email:
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Continuing Education would prefer to use electronic method of communication, so please ensure you provide us with your preferred email address. Occasionally we may need to contact you at short notice e.g. lecturer sickness – your mobile number will only be used in these important circumstances.

Course No.	Course Title	Start Date	Course Fee	Credit Fee*	Total
			£	£	£
			£	£	£
			£	£	£
			£	£	£
If you would like to take credits, there will be an additional fee of £10/£15 per course. Please refer to the section entitled 'Accreditation' on the reverse of this form. This fee is non-refundable unless the course is cancelled.					Total to Pay: £

**B: Payment Section**

I confirm that I am eligible for a reduced rate because... (Please be prepared to provide evidence to support application)

 Payment Method *please tick as appropriate*

 Cash 

 Cheque 

 Invoice 

 Credit/Debit Card 
**C: New Student Details**

 Disability: *please tick as appropriate*

<input type="checkbox"/> (A) No Disability	<input type="checkbox"/> (B) Autistic	<input type="checkbox"/> (C) Blind/Partially Sighted	<input type="checkbox"/> (D) Deaf/Hearing Impairment
<input type="checkbox"/> (E) Unseen Disability	<input type="checkbox"/> (F) Mental Health Issues	<input type="checkbox"/> (G) Dyslexia	<input type="checkbox"/> (H) Wheelchair User/Mobility Issues
<input type="checkbox"/> (I) Disability Not Listed	<input type="checkbox"/> (J) Multiple Disabilities	<input type="checkbox"/> (99) Prefer Not to Say	

 Previous Education: *please indicate the highest qualification obtained before starting the course*

<input type="checkbox"/> No formal qualification	<input type="checkbox"/> Up to A-level	<input type="checkbox"/> First degree (and above)
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 Do you have a relevant criminal conviction? (for a full explanation of relevant criminal convictions please refer to our website [www.liverpool.ac.uk/continuing-education/](http://www.liverpool.ac.uk/continuing-education/))

<input type="checkbox"/> No	<input type="checkbox"/> Yes
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Ethnic origin: please tick as appropriate

<input type="checkbox"/> (10) White	<input type="checkbox"/> (19) Other White Background	<input type="checkbox"/> (32) Asian or Asian British – Pakistani	<input type="checkbox"/> (80) Other Ethnic Background
<input type="checkbox"/> (21) Black or Black British-Caribbean	<input type="checkbox"/> (34) Chinese	<input type="checkbox"/> (98) Information Refused	<input type="text" value="Please state"/>
<input type="checkbox"/> (22) Black or Black British-African	<input type="checkbox"/> (31) Asian or Asian British – Indian		

## D: Further information and booking conditions

### Please read this information carefully:

If you are between 16 and 18 you will need to provide permission from your parent or legal guardian. This can be downloaded from the CE website.

### Fees

Fee details are included in each course description.

- The 1st fee is the full course fee
- The 2nd fee applies if you are eligible for a state retirement pension, are a full-time student or are a University of Liverpool staff member (paid by the UOL) and Alumni.
- The 3rd fee applies if you receive (or you are an unwaged dependent on someone that receives):
  - Jobseeker's allowance
  - Working Tax Credit
  - Income Support
  - Housing Benefit
  - State Pensions Credit
  - Employment Support Allowance (Income related)
  - Universal credit

Proof of entitlement to a concession will be requested each time you enrol.

### Registration

We cannot register you onto a course unless the enrolment form is completed in full, signed and the appropriate fee paid. You can enrol online at [www.liverpool.ac.uk/continuing-education/](http://www.liverpool.ac.uk/continuing-education/) or by calling 0151 794 6900. Payments can be made by credit/debit card (Visa/Mastercard), or by cheque. Please make cheques payable to 'The University of Liverpool'. Office hours are Mon - Fri 9.00am – 4.30pm

### Course cancellations

If a course is full or has to be cancelled, we will always notify you as quickly as possible. Where a course is cancelled due to low student numbers, a full refund will be issued. Refunds will be identified on bank and credit/debit card statements as being from the University of Liverpool.

### Refund request or withdrawal from a course

If you wish to withdraw from a course, a written application for a refund must be received by the CE office a minimum of 7 days prior to the course start date. No refunds will be issued after this date. All refunds are subject to an administrative charge of 10% of the relevant fee.

### Personal information

This Student Enrolment and Registration Form collects information that is required by the Higher Education Statistics Agency (HESA). Your date of birth also acts as

a unique personal identifier on the University's student database and ensures your details are correct.

Additionally, information supplied on this form supports equal opportunities monitoring. All information is covered by the Data Protection Act.

Continuing Education will only use your name and address to provide you with future information about our courses or events. To keep our records up to date, please advise of any changes to your contact details. If you do not wish to receive any future mailings from us, please let us know.

### Accreditation and studying for credit

Many of the courses in this prospectus are credit-bearing. This means that you can opt to complete a formal assessment and gain University credits. Assessment can take many forms and will be appropriate to the subject you are studying.

A small charge will be made when you register for credit of £10 for a 5 credit course and £15 for courses of 10 credits and above. The number of credits assigned to a course is included at the end of each course description.

Please visit the CE website for the full details about our enrolment processes, studying for credit and the resources available to you as a University of Liverpool CE student.

## E: Where did you find out about this course?

How did you find out about this course? please tick as appropriate

<input type="checkbox"/> I went directly to the CE website to browse upcoming courses	<input type="checkbox"/> Prospectus/leaflet mailed directly to me
<input type="checkbox"/> I did not know about CE and did a web search (Google, Firefox etc)	<input type="checkbox"/> Prospectus/leaflet picked up in 126 Mt Pleasant/on the University campus
<input type="checkbox"/> I received an email sent directly from CE	<input type="checkbox"/> Prospectus/leaflet picked up in a public library
<input type="checkbox"/> I attended a free CE event	<input type="checkbox"/> Prospectus/leaflet picked up elsewhere (please specify) <input type="text"/>
<input type="checkbox"/> Recommended by a friend	<input type="checkbox"/> Other (please specify) <input type="text"/>

## F: Declaration

I confirm that the information given by me is correct and I have read and agreed to the terms and conditions listed on this enrolment form. I agree to the University processing personal data contained in this form for any purpose connected with my studies or my health, welfare or any other legitimate reason. I can provide proof of my eligibility for a reduced or concessionary fee when requested.

Signature:

Date:

Please send your completed form to: Continuing Education, University of Liverpool, 126 Mount Pleasant, Liverpool, L69 3GR.  
T: 0151 794 6900 E: [conted@liverpool.ac.uk](mailto:conted@liverpool.ac.uk) [www.liverpool.ac.uk/continuing-education/](http://www.liverpool.ac.uk/continuing-education/)