

Enrolment Guide and Enrolment Form 2022/23

PLEASE ENSURE THAT YOU HAVE TICKED THE DECLARATION, AS FORMS WITHOUT A CHECKMARK WILL BE RETURNED TO YOU.

Section 1 - Student Details

Title	
First Name	
Surname	
Date of birth (dd.mm.yyyy.)	
Student Number (if known)	e.g. 05CPE1234/5, 1234567/8

*If you have studied with Continuing and Professional Education in the past your student number can be found on your **Confirmation of Enrolment and Payment**.*

Present home address in full:

Address Line 1	
Address Line 2	
Town/City	
County	
Country	
Postcode	

Mobile telephone number	
Alternative telephone number	
Email Address	

Your confirmation of Enrolment and Payment will be sent to the email address provided.

If you have studied with us in the past and any details such as your home address and/or name have changed, please let us know your previous details.

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Will you be under the age of 18 at the start of the course?

Yes ☐ No ☐

If you have ticked 'yes', we will contact you for details of your parents/guardians, who we will then write to.

Section 2 – Proposed course(s) of study

Course Number	Course Title	Start Date	Start Time	Fee Payable	Select Fee Category*	Instalment Yes/No	
						Yes ☐	No ☐
						Yes ☐	No ☐
						Yes ☐	No ☐
						Yes ☐	No ☐
						Yes ☐	No ☐
						Yes ☐	No ☐

*Fee Categories

Full (F)	Concessionary State Pension (HS)	Concessionary CU Staff/Student (CU)	Concessionary State Benefit (HR)	HEFCW Fee Waiver (FW)	Finance Wales Loan (L)
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Documentary evidence of your entitlement to concessionary fees must be provided with your enrolment form. See the Fees and Financial Assistance section of the enrolment guide for details of fee categories, eligibility and appropriate evidence.

Section 3 – Payment Details

Name and address of person paying, if different from applicant:

Name:

Address

Method of payment (please check as appropriate):

Credit/Debit card: ☐

Employer sponsorship (please attach Purchase Order): ☐

Cardiff University (please attach Internal Purchase Order): ☐

Loan from Student Finance Wales*: ☐ *Please add Customer Reference Number and Student Support Number (if known) below:

Customer Reference Number											
e.g. 12345678911											

Your Customer Reference Number is your personal reference number with Student Finance Wales and is 11 digits long.

Student Support Number												
e.g. ABCD12345678A												

The Student Support Number (SSN) is the unique 13-digit reference number assigned to you by Student Finance Wales and used for communication between Student Finance Wales and the University. It is comprised of four letters, followed by eight numbers, and then ends with a letter.

For office use only

Auth. Code:			Student Number:		
	Initials	Date		Initials	Date
Received			Access		
Checked			Disability copy		
Proof of concession:			Intake sheet		
Concession approved:			Entry on to SIMS		
PDQ			Batch No		

Section 4

The University is required to collect the following information by the Higher Education Statistical Agency (HESA). If you are a new student or a returning student who has not supplied these details previously, please complete all sections. If you are a returning student and information has changed since your last enrolment, please supply the amended data. **If you are a returning student and no details have changed since your last enrolment, please proceed to Section 5.**

What is your Sex? *(please tick box)*

Female ☐ Male ☐ Other ☐

Is your gender identity the same as the sex you were originally assigned at birth?

(please tick box)

Yes ☐ No ☐ Prefer not to say ☐

What is your sexual orientation? *(please tick box)*

Bisexual ☐ Gay or Lesbian ☐ Heterosexual or Straight ☐
Other sexual orientation ☐ Prefer not to say ☐

Please select the value which best describes your Ethnicity: *(please tick box)*

Arab ☐	Mixed or multiple ethnic groups - White or White British and Black Caribbean or Black Caribbean British ☐
Asian – Bangladeshi or Bangladeshi British ☐	Any other Mixed or Multiple ethnic background ☐
Asian - Chinese or Chinese British ☐	White - English, Scottish, Welsh, Northern Irish or British ☐
Asian - Indian or Indian British ☐	White - Gypsy or Irish Traveller ☐
Asian - Pakistani or Pakistani British ☐	White - Irish ☐
Any other Asian background ☐	White - Roma ☐
Black - African or African British ☐	Any other White background ☐
Black - Caribbean or Caribbean British ☐	Any other ethnic background ☐
Any other Black background ☐	Not known ☐
Mixed or multiple ethnic groups - White or White British and Asian or Asian British ☐	Prefer not to say ☐
Mixed or multiple ethnic groups - White or White British and Black African or Black African British ☐	

What is your Nationality? *(please state)*

What is your religion? *(please tick box)*

No religion ☐	Muslim ☐
Buddhist ☐	Sikh ☐
Christian ☐	Any other religion or belief ☐
Hindu ☐	Prefer not to say ☐
Jewish ☐	

Welsh Language

Are you a Welsh Speaker? *(please tick all that apply)*

I am not a Welsh speaker ☐ Welsh speaker – not fluent* ☐ Fluent Welsh speaker ☐

***If you are a 'Welsh speaker – not fluent', how would you describe your ability to speak Welsh?** *(please tick box)*

I can speak a fair amount of Welsh ☐ I can just say a few words in Welsh ☐ I can only speak a little Welsh ☐

Welsh Language Comprehension: *(please tick all that apply)*

I can understand spoken Welsh ☐

I can write in Welsh ☐

I can read in Welsh ☐

None of the above ☐

Would you like to receive correspondence from Continuing and Professional Education in Welsh?

Yes ☐

No ☐

What is your care experience status? *(please tick box)*

Care Leaver: Someone who is currently recognised by their Local Authority (LA) as a care leaver and is eligible for statutory support.

Care experienced: Someone who has been in care at any stage up to the age of 18, and is not currently a care leaver (as defined above)

Care ☐
Leaver

Care ☐
experienced

No experience of ☐
care

Not known ☐

Prefer not to say ☐

Are you a Student Carer? *(please tick box)*

Student Carers are those who care, unpaid, for a family member or friend who, due to illness, disability, a mental health problem or an addiction, cannot cope without their support.

Yes ☐

No ☐

Prefer not to say ☐

Disability

Do you have an impairment, health condition, or learning difference that has a substantial impact on your ability to carry out day-to-day activities and has lasted, or is expected to last, at least 12 months?

Nature of disability/specific learning difficulty *(please tick all that apply)*

No known impairment, health condition or learning difference	☐
Learning difference such as dyslexia, dyspraxia or AD(H)D	☐
Social/communication conditions such as a speech and language impairment or an autistic spectrum condition	☐
Long-term illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy	☐
Mental health condition, challenge or disorder, such as depression, schizophrenia or anxiety	☐
Physical impairment (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying).	☐
D/deaf or have a hearing impairment	☐
Blind or have a visual impairment uncorrected by glasses	☐
Development condition that you have had since childhood which affects motor, cognitive, social and emotional skills, and speech and language	☐
An impairment, health condition or learning difference not listed above	☐
Prefer not to say	☐

Are you in receipt of the disabled student allowance?

Yes ☐

No ☐

Highest qualification Please tick the highest qualification you hold at the time of enrolment:

O Level/GCSE	☐	NVQ Level2	☐	EU Degree	☐
A Level	☐	NVQ Level3	☐	Overseas Degree	☐
HNC	☐	NVQ Level4	☐	PGCE with QTS	☐
HND	☐	NVQ Level5	☐	PGCE without QTS	☐
BTEC (please specify level)	☐	First UK Degree	☐	Other (please specify)	☐
		UK Post Grad Dip/Cert	☐		
NVQ Level1	☐	UK Higher Degree	☐		

Prior experience of Education

What was the last educational institution you attended? (please state)

Name of Institution

Town/City

UKPRN (if known)

The following question is about your parents' level of education. This includes natural parents, adoptive parents, step-parents or guardians who have brought you up.

Do any of your parents (as defined above) have any higher education qualifications, such as a degree, diploma, or certificate of higher education?

Yes ☐ No ☐ Don't know ☐ Prefer not to say ☐

Section 5 – Disability – Access and reasonable adjustments

If you have a disability, are there any access requirements, reasonable adjustments or additional support you think you may require as a direct consequence of your disability, e.g. access to a lift, large print handouts, or extra time for assessment?

Yes ☐ No ☐ If no, please go to **Section 6**

If yes, please describe below your needs or the reasonable adjustments you think you require:

Do you require rear door swipe access due to mobility difficulties?

Yes ☐ No ☐

If you require any reasonable adjustments may we inform your tutor?

(please note if you tick no, this may limit the adjustments we can make)

Yes – immediately ☐ Yes – following discussion with Continuing and Professional Education ☐ No ☐

Section 6

Please help us market our courses more effectively by answering these two questions.

1. What is your main reason for enrolling on this course? (please only tick your **MAIN** reason)

- | | | | |
|---|--------------------------|---------------------|--------------------------|
| Professional development for current job | ☐ | Interest in subject | ☐ |
| Professional development for change of career | ☐ | Gain qualification | ☐ |
| Socialise/meet new people | ☐ | | |

2. How did you hear about the course? (please tick **ONE** box)

- | | | | |
|---------------|--------------------------|------------------|--------------------------|
| Website | ☐ | Facebook/Twitter | ☐ |
| Prospectus | ☐ | Email | ☐ |
| Word of mouth | ☐ | Course Leaflet | |

Section 7

Please read the following and tick the declaration box below. Forms that have not been ticked cannot be processed and will be returned.

All matters arising out of your registration as a student at Continuing and Professional Education will be governed and construed in accordance with the law of England and Wales and are under the jurisdiction of the Courts of England and Wales only. Complaints in relation to any matters arising out of your registration as a student may be referred to the Office of the Independent Adjudicator, but only once internal procedures are exhausted.

The data collected on this form will be used for administering the course(s) for which you apply. The University may disclose this information to the Higher Education Statistics Agency and the Higher Education Funding Council for Wales.

From time to time we would like to send you a copy of our prospectus and information about courses and events at Cardiff University by post.

If you do not want to be sent this information, please tick this box ☐

Tick this box if you want to receive emails about courses, events and news from us and your subject area of study.

Yes ☐ No ☐

Student declaration

I certify that the information given in this application is complete and accurate to the best of my knowledge. I accept the terms and conditions of enrolment and also agree to abide by the regulations of Continuing and Professional Education.

I understand that if my enrolment includes instalment payments, I am liable for the payment of the second instalment as full payment of the course as per the terms and conditions of enrolment with Continuing and Professional Education, and regardless of whether or not all classes have been attended.

Likewise, I understand that if my enrolment includes a loan from Student Finance Wales, I am liable for full payment of all course fees in the event my loan application is unsuccessful or unconfirmed by 31/05/2023.

☐ **Please tick the box to confirm that you have read the student declaration and agree to the all the terms and conditions.**

Please email your completed form to:
LEARN@cardiff.ac.uk

Important Terms and Conditions of enrolment

Payment

All enrolments must be accompanied by payment and enrolment should preferably be undertaken prior to the first class. Where payment by instalment has been agreed then the payment of the second instalment is due as full payment of the course regardless of whether or not all classes have been attended.

Course cancellations and refunds

We reserve the right to cancel or curtail courses. When this happens we will issue a full or partial refund as appropriate.

Student withdrawal and refunds

If you wish to withdraw from a course, written notification must be received at least 5 working days prior to the beginning of the course and we will then process your refund. At busy periods your refund may take up to four weeks to process and will be subject to a £10 administration charge. Once a course has started, we will no longer issue a refund to a student who decides to withdraw.

Transfer Requests

Once a course has started, we may be able to grant transfers to another course under certain circumstances e.g. the level is not appropriate. Please note that transfers will not automatically be agreed in all circumstances, and requests should be submitted in writing to learn@cardiff.ac.uk (although students can phone in the case of urgent requests). If a transfer is

granted and the new course fee is the same, or lower, there will be no charge. If the new course fee is higher then the balance must be paid in full. Please also note that you will only be able to transfer a course fee once. Transfers are usually valid for 12 months.

Booking confirmation and location of classes

We will contact you if we cannot accept your enrolment for any reason. If you have not received your confirmation of booking prior to the start of the course you should attend the first meeting at the time, date and location stated. Timetables will be displayed in the Continuing and Professional Education building, the John Percival Building and any other University buildings indicating which rooms classes have been assigned to, and you should look for the room number of your class on these when you attend for the first session.

Restrictions

You are required to declare an unspent conviction only if there are restrictions in place that may impact on your ability to undertake any element of your programme of study. If you have any restrictions on being able to access the internet or to use tools such as email, you are required to let the University know. You must also let the University know if there are any restrictions in place in terms of curfews, and/or, being able to enter locations or areas (including restraining orders) that would impact your ability to be able to attend any element of your course.