

CERTIFICATES AND SHORT COURSES MODULAR ENROLMENT FORM



Use this form only when enrolling for classes marked **ME** in the prospectus.

Please return to: Modular Enrolment, Birkbeck, University of London, Malet Street, London WC1E 7HX

PLEASE COMPLETE ALL RELEVANT SECTIONS USING BLOCK LETTERS

1 PERSONAL DETAILS

Surname/Family name:

Title: Dr/Mr/Mrs/Miss/Ms (please circle)

First name(s):

Male/Female (please circle)

Former name:

Date of birth:

(if changed since you last enrolled at Birkbeck)

Permanent address:

Postcode:

Email:

Telephone (day):

Telephone (evening):

Mobile:

Have you studied at Birkbeck before? YES NO If so, do you know your student number? _____

2 DISABILITY, STUDY SKILLS AND ENGLISH LANGUAGE SUPPORT

Do you have a mobility difficulty (e.g. use a wheelchair, sticks or crutches) and need an accessible venue?

YES NO

Are you deaf and need a sign language interpreter?

YES NO

Are you in receipt of the Disabled Students' Allowance?

YES NO

Birkbeck can provide support and advice to students on study skills development and on English language skills. Would you like more information on the study skills support available to you?

YES NO

If you answered yes to any of these questions, you will be contacted shortly. In exceptional circumstances, if it is not possible to make arrangements to effectively support you in your studies, we will cancel your enrolment and refund any fees paid.

3 CLAIMING A CONCESSIONARY FEE (These are not available for all courses, such as Academic English or language courses)

To be eligible for the concessionary rate of fees you must show that you are in receipt of a means-tested benefit (Income Support, Housing Benefit, Income-based Jobseeker's Allowance, Income-based Employer and Support Allowance, or Working Tax Credit) or are a pensioner in receipt of Pension Credit or your sole source of income is a DWP state retirement pension.

Are you claiming a concessionary fee? YES NO (please tick one box only). If YES, please tick the box(es) below that apply to you:

Income Support

Housing Benefit

Income-based Employer and Support Allowance

Council Tax Benefit

Income-based Jobseeker's Allowance

Working Tax Credit

Sole source of income is the State Retirement Pension or in receipt of Pension Credit

You must provide documentary evidence of your entitlement to a concessionary fee when you enrol:

- a current giro, payment book or a recent letter from the Benefits Agency/Jobcentre Plus confirming you are in receipt of benefit at the time of enrolling
- DWP pension book or BR464 card or a letter confirming entitlement to a State Retirement Pension
- Working Tax Credit award certificate, detailing the household income.

If you enrol by post, please enclose a photocopy of the relevant documents with your application form.

Office use only

Completed by:

Number of installments:

First installment paid:

Sponsored student? YES NO

4 FEE STATUS ASSESSMENT

Start below, tick the boxes and follow the Yes/No that applies to you.

What is your country of permanent residence? _____
What is your nationality? _____

Are you (or your spouse, civil partner, parent or grandparent) a European Union (EU – which includes the UK) national who has lived in the European Economic Area or Switzerland (EEA – which includes the UK) for the last three years (excluding where the main purpose of living in the EEA of Switzerland is to attend full-time education)?
 Yes No

YES → You are a **HOME/EU** student – go to **Section 5**

NO

Are you in the UK on a visa (including a student visa)? Yes No

YES → You are an **OVERSEAS** student – go to **Section 6** and choose the ‘**Non-government-funded**’ fee

NO

Do you have Indefinite Leave to Remain in the United Kingdom, and have you lived in the European Economic Area (EEA – which includes the UK) or Switzerland for the last 3 years (excluding where the main purpose of living in the EEA of Switzerland is to attend full-time education)?
 Yes No

YES → You are a **HOME/EU** student – go to **Section 5**

NO

Are you (or your spouse, civil partner or parent) a national of Iceland, Lichtenstein, Norway or Switzerland who is working in the UK, and have you (or that spouse, civil partner or parent) lived in the European Economic Area (or Switzerland) for the last three years (excluding where the main purpose of living in the EEA of Switzerland is to attend full-time education)?
 Yes No

YES → You are a **HOME/EU** student – go to **Section 5**

NO

Are you the child of a Turkish national who is ordinarily resident in the UK and is or was lawfully employed in the UK?
 Yes No

YES → You are a **HOME/EU** student – go to **Section 5**

NO

Are you (or your spouse, civil partner or parent) recognised as a refugee by the UK Government? OR If you have been refused refugee status have you (or your spouse, civil partner or parent or child) been granted Humanitarian Protection in England?
 Yes No

YES → You are a **HOME/EU** student – go to **Section 5**

NO

You are an **OVERSEAS** student – go to **Section 6** and choose the ‘**Non-government-funded**’ fee

GUIDANCE NOTES For more information, or for details of who to contact regarding the result of your fee status assessment, please visit www.bbk.ac.uk/prospective/international/fees-money-and-scholarships/fees/will-i-pay-home-or-overseas-fees

You are a European Union (EU) national if you are a national or citizen of Austria, Belgium, Bulgaria, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden or the UK. The European Economic Area (EEA) comprises all the countries in the EU plus Iceland, Lichtenstein and Norway.

5 PREVIOUS EDUCATION

Please tick the box next to the line that describes the highest level of qualification you currently hold (please tick one box only).

- X05 No formal qualifications
- Q80 GCSEs
- R80 BTEC Introductory Diplomas and Certificates Level 1
- Q80 BTEC First Diplomas and Certificates Level 2
- R80 NVQs at Level 1
- Q80 NVQs at Level 2
- Q80 OCR Nationals Level 1 or 2/Key Skills Level 1 or 2
- P50 A-Levels/AS-Levels/SQA Highers/SQA Advanced Highers
- P50 GCE in applied subjects
- P62 International Baccalaureate
- P80 Key Skills Level 3
- P46 GNVQ/GSVQ at Level 3
- P46 NVQ/SVQ at Level 3
- P80 BTEC Diplomas, Certificates and Awards Level 3/BTEC Nationals Level 3
- P80 OCR Nationals Level 3
- Q80 Other non-university level qualification (please specify):

Go to **Section 6**
and choose
the **'Government-
funded'** fee

- J80 GNVQ/GSVQ at Level 4
- J80 NVQ/SVQ at Level 4
- J30 BTEC Professional Diplomas, Certificates and Awards Level 4
- J48 Certificates of Higher Education (CertHE)
- J30 Higher National Certificates (HNC)/Higher National Diplomas (HND)
- H80 GNVQ/GSVQ at Level 5/J
- H80 NVQ/SVQ at Level 5/J
- J80 BTEC Professional Diplomas, Certificates and Awards Level 5/J
- J20 Diplomas of Higher Education (DipHE)
- J10 Foundation Degrees
- H80 BTEC Advanced Professional Diplomas, Certificates and Awards Level 6/H
- HUK UK Bachelor's degrees (first degree from UK institution, eg. BA, BSc, Bmus, LLB)
- HZZ Non-UK Bachelor degrees (first degree from non-UK institution)
- H80 Graduate Certificates and Diplomas
- M80 BTEC Advanced Professional Diplomas, Certificates and Awards Level 7/M
- MUK UK Master's degrees (e.g. MA, MSc, Mpharm, LLM)
- MZZ Non-UK Master's degrees
- M41 Postgraduate Certificates or Diplomas (excluding PGCE)
- M71 PGCE with/without QTS/GTC registration
- DUK UK Doctoral degrees (PhD, Mphil)
- DZZ Non-UK Doctoral degrees

Go to **Section 6**
and choose the
**'Non-government-
funded'** fee

- 99 Unknown qualification (please specify): _____

Go to **Section 6**
and choose the
**'Non-government-
funded'** fee

11 APPLYING FOR GOVERNMENT FINANCIAL SUPPORT

Government finance is only available for students in certain circumstances, for enrolments before **21 February 2012**. Please complete this section to test your eligibility for government support. Please answer honestly and accurately. You will have to prove the information you supply to Student Finance England when you fill in your PTG1 form.

Start at **Part A** below, tick the boxes, and follow the lines YES/NO that apply to you.

PART A

In Section 6 of this form, did you select a Government funded fee?
 Yes No

NO → GO TO PART D

YES ↓

Do you intend to complete a Certificate of Higher Education over 2 years?
 Yes No

NO → GO TO PART D

YES ↓

Please tell us which Certificate of Higher Education you intend to complete: _____

↓

If you are in your 1st year: Are you enrolling on a minimum of 60 credit points (or minimum of 30 credit points for Cert HE Counselling and Counselling Skills only)? (N.B. In order to be eligible for a Government Part Time Fee Grant you need to complete 120 credit points over 2 years)

If you are in your 2nd year: Are you enrolling on modules of sufficient credit value in order to complete your course this academic year? (If you are unsure how many credits you are required to complete please check with your academic department)

Yes No

NO → GO TO PART D

YES ↓

Do you have Student Loans Company arrears?
 Yes No

YES → GO TO PART D

NO ↓

Are you studying another course during the 2011–2012 academic year (1 September 2011–31 August 2012)?
 Yes No

YES → GO TO PART D

NO ↓

Are you in receipt of one of the following means-tested benefits – Council Tax Benefit, Housing Benefit, Income-Based Employment and Support Allowance, Income-Based Jobseeker’s Allowance, Income Support, New Deal Allowance, or Local Housing Allowance?
 Yes No

YES → GO TO PART C

NO ↓

GO TO PART B

PART B

Are you married or cohabiting with a partner?
 Yes No

YES →

NO →

How many dependant children do you have?

IF NONE – is your gross annual income less than £25,420?
IF 1 – is your gross annual income less than £27,420?
IF 2 – is your gross annual income less than £28,420?
IF 3 – is your gross annual income less than £29,420?
IF MORE THAN 3 – is your gross annual income less than £29,420 plus £1000 for every additional child?
 Yes No
This question relates to your gross annual income in the 2010–2011 tax year.

YES → GO TO PART C
NO → GO TO PART D

How many dependant children do you have?

IF NONE – is your joint gross annual income less than £27,420?
IF 1 – is your joint gross annual income less than £29,420?
IF 2 – is your joint gross annual income less than £30,420?
IF 3 – is your joint gross annual income less than £31,420?
IF MORE THAN 3 – is your joint gross annual income less than £31,420 plus £1000 for every additional child?
 Yes No
This question relates to your gross annual income in the 2010–2011 tax year.

YES → GO TO PART C
NO → GO TO PART D

PART C

Enrolment on the basis of a government fee grant application

We will enrol you (granting you access to Birkbeck services including the library and computer access) on the basis that you subsequently complete your application for government support.

Your application for government fee grant must be:

- completed by you on the PTG1 form for the appropriate academic year
- submitted to us by post or in person (Student Financial Support Office, Birkbeck, Malet Street, London WC1E 7HX) to certify your enrolment – we will then return the form to you
- submitted to Student Finance England by you along with the appropriate original documentation.

The form is available from August prior to the start of the academic year:

- to download from the Student Finance section on the www.direct.gov.uk website
- to order by post by phoning the Student Finance England: 0800 731 9133
- or to collect from the My Birkbeck Helpdesk (Malet St, Bloomsbury) or at Birkbeck Stratford (UEL, Water Lane).

Students are asked to read the following, and sign and date to indicate your understanding:

I understand that I will be enrolled on my chosen programme of study on the basis of the information I have given on this form. I understand it is my responsibility to obtain and complete a PTG1 form, and submit it to Birkbeck by 1 October 2011 or 28 days after the date of my enrolment whichever is later (but no later than 21 February 2012). I understand the form will be certified by Birkbeck and returned to me, and it is then my responsibility to send the form and any necessary supporting documentation to Student Finance England for processing.

Finally, I understand that I remain personally liable for all fees due for my tuition until I have arranged a government fee grant. Should I fail to apply for a government fee grant, should I be ineligible for a government fee grant, or should there remain be a shortfall between the amount of grant I am awarded and my tuition fee then I must make arrangements to pay the tuition fees for which I am liable.

Student's signature: _____ Date: _____

PART D

Based on the answers you have given, you will not be eligible for government fee support. You must make arrangements to pay your tuition fees yourself. Please choose an alternative option in Section 7 of this form.

Please now complete sections 12 and 13

13 STUDENT DECLARATION

Please read the following, and sign and date at the bottom to indicate your agreement.

Enrolment checklist

Places on our modules are allocated on a first-come, first-served basis and **we cannot proceed without an arrangement to pay your fees**. Please check that you have:

- completed all sections of this enrolment form as required
- filled in the module title for all the modules you want to join
- included proof of entitlement if you are claiming a concessionary fee
- read and understood the College regulations for payment of fees (*see below*)
- signed the enrolment form and provided appropriate information about how you will be paying your fees.

Terms and Conditions of Enrolment

1. Current policies and regulations

I agree to be bound by the college's current rules and regulations, as published online at www.bbk.ac.uk/rules-and-regs. In particular:

2. Personal Data

Information provided by and concerning enquirers, applicants and students is held by the College in its original, electronic and other formats and is processed for the purposes of administration and management of applications, admissions, student records, student progress and support, and for marketing and statistical purposes in accordance with relevant legislation, including the Data Protection Act 1998. It is a condition to the College's response for enquiries to information, consideration of applications for admissions and enrolment to the college that such data will be held and processed.

3. Statutory Student Data Collection Notice

We will send some of the information we hold about you to the Higher Education Statistics Agency (HESA). This information forms your HESA record, which does not include your contact details.

Your contact details may be passed to survey contractors to carry out the National Student Survey and surveys of student finances, on behalf of the education organisations listed below. These organisations and their contractors will use your details only for that purpose, and will then delete them.

About six months after you graduate, we will contact you to ask you to fill in the HESA 'Destinations of Leavers from HE' questionnaire. We will not give your contact details to HESA. You might be included in a sample of leavers who are surveyed again a few years after they graduate. If so, we will pass your contact details to the organisation that has been contracted to carry out that survey. That organisation will use your details only for that purpose, and will then delete them. If you do not want to take part in these surveys, please let us know.

The full text of this data collection notice, including a description of what your data is used for is available here: www.bbk.ac.uk/student-data-collection-notice.

Your rights: Under the Data Protection Act 1998, you have rights of access to the data HESA holds about you. You will have to pay a small fee for this. For further information about the HESA record please see www.hesa.ac.uk/dataprot or email data.protection@hesa.ac.uk.

4. University of London

It is a condition of enrolment that some data about you will also be passed to the central University of London, to facilitate centrally coordinated activities, for example the production and dispatch of certificates, and to carry out the 'Destinations of Leavers from HE' questionnaire on our behalf.

5. Students' Unions, and Careers Service Membership

All students of Birkbeck College are automatically granted full Ordinary Membership, free of charge, to the Birkbeck College Students' Union (BCSU). The Union provides representation, clubs and societies, services, and independent advice. Further details on the benefits of BCSU membership are available at www.bbk.ac.uk/su. Birkbeck College automatically pass your data to BCSU unless you instruct us otherwise.

Students of Colleges of the University of London are also members of the University of London Union (ULU). Details about ULU can be found on their website www.uluo.co.uk, Birkbeck College automatically pass your data to ULU unless you instruct us otherwise.

Careers advice is provided on behalf of the college to eligible students by The Careers Group, University of London www.careers.lon.ac.uk. Birkbeck College automatically pass your data to The Careers Group unless you instruct us otherwise.

By law, you have the right to signify that you do not wish to be represented by or be a member of the Students' Unions, or to be contacted by The Careers Group. If you wish to opt out of any of these services you may do so by visiting your My Birkbeck Profile www.bbk.ac.uk/mybirkbeckprofile, or contacting the My Birkbeck helpdesk.

6. Marketing Communications

By enrolling you signify your acceptance that we will routinely communicate with you regarding your enrolment at the college. We will not pass your data to third parties other than those explicitly identified in sections 3, 4 and 5. In addition from time to time we may send you information by post or email related to student support or further study opportunities at Birkbeck. If you do not want to receive this information you may opt out by visiting your My Birkbeck Profile www.bbk.ac.uk/mybirkbeckprofile, or contacting the My Birkbeck helpdesk.

7. Text Alerts

Birkbeck operates an alert system to keep its staff and students informed of important short-notice events (e.g. college closures) via text (SMS) messages to mobile telephones. In almost all cases receipt of messages will be free, although in some circumstances a charge may be incurred (e.g. when 'roaming' internationally). If you wish to opt out of this service you may do so by visiting your My Birkbeck Profile www.bbk.ac.uk/mybirkbeckprofile, or contacting the My Birkbeck helpdesk.

8. Regulations for payment of fees

- 8.1. A student is not regarded as enrolled at Birkbeck College unless the College's requirements for the payment of fees have been met. Enrolment signifies acceptance by the student of the College's conditions for payment of fees. A student who incurs liability for fees at another institution of the University of London or elsewhere is personally responsible for the payment of such fees.
- 8.2. **FEE LIABILITY AND PAYMENT BY INSTALMENTS OR GOVERNMENT FEE GRANT:** Students are personally responsible for the payment of tuition fees, and it is a condition of enrolment that an arrangement to pay all fees should be agreed before the tuition commences. The option to pay fees by instalments is available if you are studying modules worth at least 30 CATS points in one year. Each instalment must be paid by the due date(s) specified in fees schedules, invoices and notices. Payment by instalments does not limit the student's liability for the payment of total fees due. The terms and conditions of fee payments are non-negotiable. The option to enrol on the basis of an application for a government fee grant is available if you meet the criteria for a government fee grant and sign the appropriate disclaimer. Enrolment on the basis of an application for a government fee grant does not limit the student's liability for the payment of total fees due. The terms and conditions of fee payments are non-negotiable.
- 8.3. **GRANTS AND SPONSORSHIPS:** The College is able to invoice sponsors for fees. Students must provide an authorised letter of sponsorship. Where fees are to be paid direct to the College by an employer, the students must immediately inform the College if they withdraw from the programme or module. In cases where a sponsor pays less than the full fee, the student remains liable, and will be invoiced, for the remaining proportion of the fee. In the event of non-payment by the employer or other sponsor, the student remains personally liable for the payment of fees in full by the due dates.
- 8.4. **WITHDRAWAL AND REFUNDS OF FEES:** A student intending to withdraw from the College must give immediate written notice to the College (please see www.bbk.ac.uk/withdraw for details).
 - 8.4.1 For Programme Enrolment: A student who withdraws after enrolling is liable for payment of fees for the first term of their intended study, and all subsequent terms up to and including the term in which they withdraw.
 - 8.4.2 For Modular Enrolment: A student who withdraws after enrolling is liable for the full fees due for all modular enrolments, that commence in or after the first term of intended study, up to and including the current term.
 - 8.4.3 In all cases fees are not otherwise returnable, but requests for ex-gratia refunds of part of the fees paid in cases where a student is obliged to withdraw due to medical circumstances may be made in writing, including written proof, to the College (please see www.bbk.ac.uk/withdraw for details), and will be pro-rated to reflect the proportion of study already elapsed.
 - 8.4.4 All refunds are subject to an administrative charge of £50.
- 8.5. **LATE ENROLMENT:** An invitation to a student to complete enrolment does not commit the College to enrol that student if the student fails to complete enrolment by the date specified in enrolment instructions. In particular, the College reserves the right to refuse enrolment of new students and re-enrolment of returning students (and cancel any registration) who fail to respond to Registry instructions by the stated date.
- 8.6. **LATE ENROLMENT SURCHARGE:** Failure to respond to enrolment instructions by the date specified on the enrolment form will render a student liable to be notified of a surcharge of 10% of the total sessional fee which will then become immediately payable by the student before enrolment will be accepted by the College.
- 8.7. **FINANCIAL HARDSHIP:** Part-time students on degree, diploma or certificate courses who are experiencing severe financial hardship may in certain circumstances be eligible to apply for College Fees Awards or fee waivers if on specified benefits. For details visit the Awards Page.
- 8.8. The registration of any student who is in debt to the College may be terminated.

9. Changes to modules and programmes

We reserve the right to withdraw or alter modules or programmes and other details without prior notice as required. If we withdraw a module, the module is full, or the student cannot be accepted for some reason, and no suitable alternative is available, any fees paid specifically for that module will be refunded in full. We reserve the right to withdraw any offer of admission.

10. Original Documentation

We reserve the right at any time to require original documentation to support any claims made during application and enrolment processes, or at any time during your studies. We may be obliged to take action where this establishes a fraudulent claim has been made.

Student declaration

I give my consent to the processing of my data by Birkbeck College. I certify that the above information is correct. I understand that my enrolment and registration are subject to the current regulations.

Student's signature: _____ Date: _____



This application form is available in large-print format. Call 020 7631 6316 for a copy.

Please return your completed enrolment form to:

Modular Enrolment, Birkbeck, University of London, Malet Street, London WC1E 7HX
Birkbeck Stratford, UEL, Water Lane, Stratford, London E15 4LZ